

MEMORANDUM

Comfort Lake-Forest Lake Watershed District

To: Board of Managers
From: Mike Kinney
Subject: Personnel Manual

Date: December 12, 2016

Background

Since board acceptance at the June 14th special board meeting, some revisions have been made to the District's personnel policy manual. A list of the major revisions is provided below. Additional minor revisions were added to reduce redundancy and ensure consistency throughout the manual (e.g. solely referring to the document as the "manual" instead of switching between "manual", "policy", "handbook" etc.).

Notable Manual Revisions

1. **Page 15.** Salary Administration section was amended to allow Administrator to award salary increases as allowed under the Board-approved annual budget and Board approved salary survey conducted for the CLFLWD.
2. **Page 22.** Section on Family or Medical Care Leave was added to Special Leaves section.
3. **Page 26.** Guidance on teleworking (remote working) was added. This was approved by the Board at the August 23rd workshop.
4. **Page 29.** Proposed cell phone reimbursement guidance was added.
5. **Page 32.** Table outlining Paid Time Off (PTO) accrual structure was formally added to the manual. At the time of board acceptance last June, this piece was provided to the board as a separate spreadsheet.
6. **Page 32.** PTO accrual amount has been adjusted for the second tier of employment history (2 but less than 5 years of service). The original amount of hours earned was a fairly insignificant increase from tier one (from 170 hours/year to 170.75 hours/year). This was the result of averaging across PTO allowances for several different organizations. Some organizations did not have an increase between employees serving 0-2 and 2-5 years, therefore the average amount was brought down. The adjusted figure of 185 hours/year is more consistent with the increases seen between other tiers in the table.

Recommended Action

At this, staff recommends the Board accept the Personnel Manual as presented.

Proposed Motion: Manager _____ moves to accept the Personnel Manual as presented.

Attached: CLFLWD Personnel Policy Manual (revised December 2016)



COMFORT LAKE FOREST LAKE WATERSHED DISTRICT

EMPLOYEE MANUAL

Adopted June 2016

Revised December 2016

FINAL REVISED

FINAL REVISED

**COMFORT LAKE FOREST LAKE WATERSHED DISTRICT
EMPLOYEE MANUAL**

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FINAL REVISED

WELCOME

Welcome to the Comfort Lake Forest Lake Watershed District (CLFLWD.) We wish you every success here.

Each employee contributes directly to the CLFLWD's growth and success, and we hope you will take pride in being a member of our team. In order to accomplish the water resources management activities, the CLFLWD employs competent and caring professionals to carry out its mission.

This Manual was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee Manual as soon as possible, for it will answer many questions about employment with the CLFLWD.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

CLFLWD Board of Managers

ABOUT THE COMFORT LAKE FOREST LAKE WATERSHED DISTRICT

The Comfort Lake Forest Lake Watershed District (CLFLWD) is a special purpose local unit of government focused on the conservation, protection and management of water resources within the boundaries of the District. The Mission of the District is to protect and improve its water resources through adaptive management approaches and education of local stakeholders.

The CLFLWD was formed on September 23, 1999, by petition of Washington County; Chisago County; Cities of Forest Lake, Wyoming and Chisago City; the Township of Chisago Lakes; the Comfort Lake Association, and 74 citizens. The District has enjoyed cooperation and support from all entities.

The CLFLWD is governed by an appointed Board of Managers. Counties within the Jurisdiction of the Watershed District appoint the District Managers. The manager must be a voting resident of the Watershed District and not a public officer of the county, state or federal government; however, a soil and water conservation supervisor may be a manager. The appointing county board must provide public notice before making appointments. The term of office is three years. (Taken from the Minnesota Association of Watershed District handbook)

Because Comfort Lake Forest Lake Watershed District is in both Chisago and Washington counties, the make up of the Board of Managers reflects the percent of the watershed within each County. Because roughly 60 percent of the watershed is within Washington County, 3 of the 5 Managers are from Washington County and 2 of the 5 Managers come from Chisago County.

The Board of Managers oversees many efforts to conserve, protect and manage water resources within the CLFLWD. The District works closely with local cities, townships, counties and state agencies to accomplish its goals. All of the District's activities are outlined in its comprehensive plan, called the CLFLWD Watershed Management Plan. Ongoing activities include:

- Water quality monitoring
- Land management (easements for filter strips, wetland restoration)
- Lake water quality improvement efforts (aquatic plant management, water quality education, cost share projects)
- Permitting and inspection of development and other land-disturbing activities
- Business and homeowner education

SECTION I. EMPLOYMENT

A. INTRODUCTION TO THIS MANUAL

It is the purpose of this Manual to establish a uniform, equitable and effective system of employee administration for the Comfort Lake Forest Lake Watershed District ("District") employees. This Manual offers general information and guidelines to employees with the District. The District

reserves the right to amend, modify or discontinue any of the information or benefits contained herein. Changes may be made with or without prior notice to employees. The policies and procedures set out in this Manual are not necessarily all-inclusive, because unanticipated circumstances may arise. If circumstances require, the District reserves the right to deviate from the policies and procedures in this Manual at its discretion.

By distributing this Manual, the District revokes any and all previous policies and procedures. The policies and procedures contained in this Manual supersede and consolidate any and all employee Manuals or Manuals, past practices, oral and written statements, oral and written policies, or memoranda regarding the terms and conditions of employment for part-time or full-time employees with the District. The policies and procedures outlined in this Manual do not create an employment contract between the District and its employees, and should not be interpreted as creating an employment contract.

The Board has delegated human resources administration to the District Administrator (“Administrator”). Except where this Manual explicitly reserves a decision to the Board, or where it would be contrary to state or federal law, all human resources judgments and decisions on behalf of the District will be made by the Administrator. If at any time during your employment you have a question concerning any matter addressed by this Manual, you should raise the question with the Administrator. The Administrator will keep the Board appropriately informed of human resources matters and will be accountable to the Board with respect to human resources administration.

If a question has not been satisfactorily resolved by the Administrator, you may ask the Administrator to communicate the matter to the Board President or, if the Board has established a standing committee with responsibility for personnel matters, to the chair of that committee. The Board or its designee may consider the matter if, in its judgment, it believes that doing so would assist to resolve the matter at hand. You also may communicate directly to the Board President or committee chair if you consider a matter sensitive such that it is problematic to raise with the Administrator.

The Administrator will develop, as necessary, all forms, practices, procedures, and instructions for the proper administration of the Manual. All employees will receive a copy of the Manual as part of the hiring process.

B. EMPLOYMENT AT WILL DISCLAIMER

This document is not a contract of employment and is not intended to create any contractual rights, either expressed or implied, between the District and its employees. The Administrator may hire employees, but does not have the authority on behalf of the District to enter into an employment contract so as to create contract terms or an employment relationship that is other than at will.

The employment relationship is by mutual consent, and an employee has the right at any time to terminate his or her employment for any reason with proper notice as outlined in this policy manual.

The District reserves the right to terminate an employee on this same basis, regardless of any statements, written or oral, by the District, or any of its employees or representatives. This disclaimer shall in no way alter the District's right to terminate an employee at will. The practices and procedures described in this document are merely guidelines and may be changed or discontinued at any time, without prior notice by the District.

C. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the District to comply with all applicable laws that provide equal opportunity to all applicants for employment without regard to race, color, creed, religious belief, sex, sexual orientation, national origin, marital status, status with respect to public assistance, disability, age, status as a Vietnam-era veteran or any other protected characteristic as established by applicable law. This policy applies to:

- Hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment
- Selection for training programs
- Treatment during employment
- Termination from employment or transfer
- Salary or other forms of compensation and benefits

The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the District Administrator. Employees can raise concerns and make reports without fear of reprisal.

Any employee of the District who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this policy will be subject to disciplinary action.

D. DEFINITIONS OF EMPLOYMENT STATUS

The District maintains standard definitions of employment status and classifies employees for purposes of Employee administration and related payroll transactions according to the following:

Exempt – Any employee whose position is exempt from minimum wage and maximum hour requirements under the Fair Labor Standards Act (FLSA) and state law.

Non-exempt – Any employee whose position is not exempt under the FLSA exemption tests and state law.

Regular Full-time - Employees are those who have been hired for a position and have successfully completed an introductory period. They are not in a temporary status and are regularly scheduled

to work the District's full-time schedule of at least 40 hours per week. Generally, they are eligible for the District's entire benefit package, subject to the terms, conditions, and limitations of each benefit program. Employees who are eligible will be included in the state pension plan, as allowed by law.

Regular Part-time – Employees who are hired for a position for less than 40 hours per week. These employees will not accrue most of the benefits available to full-time, regular employees, except those mandated by state or federal law. Benefits they do qualify for shall be pro-rated. Employees who are eligible will be included in the state pension plan, as allowed by law.

Full-time or Part-time Temporary – Employees who are hired as interim replacements to temporarily supplement the work force, to assist in the completion of a specific project, or to perform work that is otherwise temporary or seasonal in nature. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for the District's other benefits.

F. SEPARATION

Because the District is an AT WILL EMPLOYER, employment may be terminated by the District or by the employee at any time, with or without cause. If an employee terminates employment, a written letter of resignation is requested. In order to access accrued benefits at separation, a full-time employee is required to give proper notice at least two (2) weeks prior to the final requested day of employment. Paid Time Off (PTO) may not be used during the notice period. The District would appreciate any additional notice given.

Any employee who is absent from work for three consecutive days without notifying the District Administrator of the absence or providing the reason for the absence, will be considered to have voluntarily resigned with forfeiture of any separation benefits.

The Board delegates to the District Administrator the right to terminate employment, if in his/her discretion, the welfare or business needs of the District require such action. The District may terminate an employee's employment, without cause, and with or without notice, at any time for any reason.

All Terminations

All records, documents and items obtained through work such as keys, the Employee Policy Manual, work manuals, etc., belong to the District. They must be returned to the Administrator prior to leaving, along with any copies. Former employees may not use any District information, employee information and other data owned by the District. Please refer to District Confidential Information Policy.

Employees who are separated voluntarily or involuntarily may be requested to participate in an exit interview.

Benefits of Terminated Employees

An employee leaving the District, on a voluntary basis and providing proper notice, will receive any accrued but unused accumulated PTO pay. The employee will also receive salary for each day worked after the last regular pay period computed at the current salary rate. Terminated employees may be entitled to elect COBRA and continue their health and life insurance benefits for up to 18 or 36 months, subject to applicable COBRA regulations and the terms of our benefit programs.

SECTION II. STANDARDS OF CONDUCT

A. WORKPLACE BEHAVIOR

It is the policy of the District that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the organization, or is offensive to stakeholders or co-workers will not be tolerated. We expect our employees to be:

- Honest
- Behaving in a professional manner appropriate to the workplace
- On time and present at work when scheduled
- Performing their duties in a safe and competent manner
- Courteous and respectful toward staff, stakeholders and any other persons in the workplace
- Careful of equipment and property

Employees are expected to dress appropriately for the office or field work, and wear protective clothing for health and safety compliance. If an employee has questions or concerns regarding the definition and specifics of workplace attire, he/she should speak with the Administrator.

B. STAKEHOLDER/CUSTOMER SERVICE

The District works with a diverse group of stakeholders within the community including citizens, elected officials, local government staff, business owners and state and federal agency staff. Much of the District's matters involve telephone calls. Therefore, to ensure prompt and thorough service, remember to represent the District and answer all calls as soon as possible, in a professional voice, identifying yourself. Speak clearly and with an appropriate volume, taking notes during the call to

ensure details are captured. When initiating a call, be sure to have all necessary information with you.

C. SEXUAL AND OTHER UNLAWFUL FORMS OF HARASSMENT

The District is committed to providing a work environment that is free of discrimination and unlawful harassment. The District prohibits discrimination and harassment on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, age, genetic information, or any other legally protected characteristic. Employees are entitled to timely resolution of any complaints about harassing or inappropriate behavior. In addition, employees are protected from retaliation for making a complaint or exercising other rights protected by law.

Harassment is offensive verbal or physical conduct regarding or because of another person's protected category status if that conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment, unreasonably interferes with an individual's work performance or opportunities, or otherwise affects the terms and conditions of employment.

D. VIOLENCE IN THE WORKPLACE

Acts of violence in the workplace will not be tolerated. Violence includes verbal threats of violence, intimidation or use of physical means to intimidate. This includes angry outbursts, loss of temper, throwing or pushing objects, or any action, which may intimidate others.

Any instances of violence must be reported immediately to the Administrator. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

All employees who seek or are the subject of a protective or restraining order which lists District premises as being protected areas must provide the District Administrator with a copy of all documents used to seek the order, a copy of any temporary order which is granted, and a copy of any permanent order.

Reporting Procedure

Employees who believe they have experienced or witnessed sexual or other unlawful harassment in the workplace, whether by employees or non-employees, should take the following steps:

1. Take immediate action rather than ignoring the problem and waiting for it to go away
2. Tell the offending person, if they feel comfortable doing so, that his or her actions or comments are unwelcome, that the behavior is offensive and that it must stop immediately

3. Report the incident as soon as possible to the Administrator

The District will *not* tolerate any retaliation against an employee for reporting concerns about harassing behavior or conduct. Any employee who engages in harassment or retaliates against an employee who reports harassment is guilty of misconduct and shall be subject to immediate remedial action that may include discipline or termination of employment. We follow all state and federal statutes and guidelines.

E. SAFETY AND SECURITY

It is the policy of the District to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment free from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the District or by federal, state, or local law.

The District will make reasonable efforts to provide security for its property, its employees and authorized visitors to its premises and is not responsible for lost, stolen or damaged property.

All work related injuries must be reported to the Administrator immediately so that the employee can be provided with proper first aid or medical attention. Failure to report a work related illness or injury might result in compromising benefits due to the employee.

Employees must also report to the Administrator any non-work related injury, illness, or prescription drug usage that may impact the employees' ability to safely and effectively perform the essential functions of their job.

F. DRUGS, NARCOTICS AND ALCOHOL

It is the policy of the District to maintain a workplace that is free from the effects of illegal drug, narcotics and alcohol abuse. Employees are expected to be both mentally and physically fit for duty to ensure a safe workplace. Legal use of prescribed drugs is permitted on the job if it does not impair an employee's ability to perform the essential functions of the job in an effective and safe manner.

Employees must report any criminal convictions for manufacturing, distributing, dispensing, possessing, or using controlled substances to the District Administrator within five (5) days of conviction.

The District has a no-smoking policy that is based on the Minnesota Clean Indoor Air Act. It provides our employees and visitors with a clean, healthy environment. All District locations are smoke free.

G. CONFIDENTIAL INFORMATION

Employee Information

Employee files and other Employee information are available for review by the employee. The employee must make a **written** request to the Administrator to review the Employee file, and may do so only once every six months. In addition, a terminated employee (voluntary or involuntary) may request a copy of his/her Employee file once every six months for as long as the District maintains the Employee file.

Upon receipt of a proper written request, the District will provide you with the opportunity to review the employee file, with supervision, within seven working days. These files typically contain only information you've provided to your employer, such as contact information, and documents you've already seen about your employment, such as performance evaluations.

In response to external inquiries, the District Administrator will verify dates of employment, and job title only. No other information will be provided unless required by law, or in certain circumstances, with the employee's written authorization.

Employees are also prohibited from providing references or endorsements of any kind regarding former or current District employees. Any such references or endorsements should be given only with the express permission of the District Administrator.

Confidential Employee information is not released to anyone without written authorization, or unless required by statute or an appropriate court order, summons, subpoena, or search warrant.

District Confidential Information

As a result of your employment at the District, you may acquire and have access to confidential information belonging to the District of a special and unique nature and value, relating to such matters as the District's employee and compensation information; procedures; Manuals; contracts; accounting and bookkeeping practices; office policies and practices; financial information; records and reports; business plans, general and specific; litigation and other legal matters.

As a condition of employment, we require that you acknowledge all such information is the exclusive property of the District, and that you will not at any time divulge or disclose to anyone, except in the responsible performance of your job, any such information, whether or not it has been designated specifically as "confidential". If questionable or confidential information is requested, the employee is instructed to refer those inquiries to their supervisor or the District Administrator.

All such information is the exclusive property of the District. This policy applies to confidential information in any format, whether oral, written, electronic or other media. Violations of this policy may result in disciplinary action up to and including termination of employment, as well as legal remedies.

H. COMPUTER, E-MAIL and INTERNET USAGE

The integrity of the District's electronic equipment is critical to our mission in providing the highest quality service to our stakeholders. All equipment and technology is the property of the District and therefore employees should have no right or expectation of privacy. Employees are expected to provide all passwords or codes upon request.

Some information stored on the District's computers is not public. Use or distribution of such information, other than in the course of employment, is not permitted by the District and may also be prohibited by federal and state law. In the case of information that may be public, any requests for that information should be addressed to the District Administrator.

- Employees are not permitted to reproduce computer software or related documentation, unless authorized by the software developer and the District.
- Employees may not copy, rename, modify, examine or change file protection or visibility without permission from a supervisor to do so. Password or otherwise protected files may not be accessed without authorization. Lack of protection on a file does not imply right of access.
- Employees are not permitted to load software or otherwise use a computer in a manner that wastes computer resources, including but not limited to processor, memory, disk storage or in/output services.
- Willfully distributing a computer virus or other deceptive procedures that operate in a destructive or deceptive manner or interferes in any way with the services available to a user is a violation of this policy. It is the responsibility of the user when browsing the Internet to ensure that computer viruses are not downloaded into the organization's computers.
- E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.
- Employees shall not be permitted to post photos of themselves or other employees in company attire or videos of any kind taken on or using company property that reflects poorly on the employee, team or District.

I. CONFLICT OF INTEREST

All employees are expected to conduct their private business and personal activities in a manner that avoids conflict of interest either with the District or its customers. A conflict of interest can generally be described as a situation in which loyalty is, or may appear to be, divided between self-interest or the interests of a third-party and the interests of the District.

The job with the District must take priority over any other outside employment, and any outside employment should not interfere with scheduling or job duties with the District.

Examples of conflicts of interest include but are not limited to:

- Any situation where an individual has two or more duties or interests that are mutually incompatible.
- Any situation which may create a business involvement where the employee or family member may obtain personal benefit or potential personal benefit or which may serve as a detriment to the District monetarily or to its public image because of the use of information or personal contact normally not attainable except through employment with the District.
- Any outside activity by any employee which may be viewed as competing with the products or services normally offered by the District.
- Any outside activity which may interfere with the operation of the District.
- Any outside employment which may have a negative impact on an employee's performance or work schedule.
- No gifts may be received from stakeholders for doing the business of the District.

Any actual, perceived or potential conflicts of interest should be immediately reported to the District Administrator.

J. POLITICAL ACTIVITY

Employees may not use the influence of their positions for the purpose of interfering with or affecting the result of an election or a nomination for elective office. Employees may not use the influence of their position to directly or indirectly coerce, command, or persuade others to pay, lend, or distribute anything of value to a political party, political committee or organization, agency, or person for a political purpose. Furthermore, employees may not be a candidate or hold office won through partisan election.

Any employee intending to become a candidate for partisan elected office shall resign from District employment upon filing for partisan elective office, or shall request a leave of absence without pay which the District Administrator may grant if it is deemed that such leave would not be detrimental to the best interest of the District.

Any employee intending to become a candidate for non-partisan elected office shall notify the District Administrator in writing prior to the day of filing. Upon assuming an elected non-partisan or appointed public office, an employee shall notify the District Administrator in writing. If the

holding of a non-partisan public office necessitates service that interferes with the performance of the employee's District duties, the employee shall be terminated or put on leave of absence without pay at the discretion of the District Administrator.

SECTION III. WAGE & SALARY ADMINISTRATION

A. PERFORMANCE REVIEW

Providing feedback on performance is important to every employee. The District has adopted a coaching philosophy to encourage continual improvement of employees. This format also provides a formal review process in which factual and objective appraisals of the employee's work performance and behaviors can help guide development and goal achievement through ongoing coaching. A periodic review of employee's strengths and areas for improvement will allow evaluation of their efforts so they and the District can capitalize on the employee's favorable qualities.

Review of new hires will generally be held shortly after the completion of six months of service. All other employees will be reviewed at least once a year. However, performance reviews may be scheduled at any time throughout the year based on individual circumstances and performance improvement plans.

B. SALARY ADMINISTRATION

The District seeks to pay a fair and equitable salary to each of its employees. Inputs include compensation data, performance, and funding availability. Compensation adjustments in addition to salary increases may be awarded in a form and manner determined by the District Administrator ~~and upon approval from the Board.~~

SECTION IV. USUAL WORK HOURS

A. NORMAL WORK YEAR, DAY and WEEK

Eight hours of work shall constitute a normal workday, forty hours a normal work week, and 2,080 hours constitute a normal work year for full-time employees. A workweek begins Saturday morning and ends Friday night. The District Administrator shall prescribe the actual hours of employment for all employees of the District.

Payroll And Time Card / Sheets

Non-exempt employees are required by law to keep a record of their time worked each day. However, for budgeting purposes, all employees of the District may at times be required to record their time. Time worked will not necessarily be the same as our normal business hours; therefore, actual time worked must be recorded. Time card/sheets are to be completed for each day. Employees must show the total hours worked for that day and week, excluding lunch/meal time. Both non-exempt and exempt employees must record absences due to illness, PTO, doctor/dentist appointment, holidays, etc. on your time card/sheets. Exempt employees must also keep a record of time worked per activity area for project and budget tracking purposes.

Non-exempt employees will be paid for actual time worked, excluding any lunch/meal time. The employee is completely relieved from work duty during lunch/meal time and breaks. Employee attendance at lectures, meetings and training programs will be considered hours of work, if the District Administrator requires such attendance.

Each employee completing a time card/sheet must complete and sign his or her own time card and is responsible for the honesty and accuracy of the reported working hours. Discrepancies between reported and actual working hours may lead to disciplinary action up to and including termination. It is the employees' responsibility to ensure the accuracy of their time worked, and employees should immediately report any mistakes or corrections they become aware of. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Dated, completed, and signed time cards/sheets should be turned in promptly at the end of the bi-weekly period. The District will be as helpful as possible in making changes as may be necessary in the withholding of federal and state taxes or voluntary deductions from your paychecks. The District Administrator should be notified immediately of a change in exemptions, marital status, or change of address. Voluntary deductions should be changed only when absolutely necessary and when it's in accordance with the timeline of the benefit administrator to make a change.

Employees are paid bi-monthly, via direct deposit. Employees will receive a deposit notification slip each payday. The deposit notification slip/check will show (1) the gross wages received, and (2) all deductions from gross wages (e.g. deductions for federal and state income tax, social security (i.e. FICA) and any other deductions authorized by the employee).

Working Hours

Working hours are determined according to the needs of each department by the District Administrator. Individual schedules may vary according to the needs of the department and may be changed or adjusted as necessary and with the Administrator's approval. Employees are expected to be punctual. Office hours are generally 8:00 a.m. to 4:30 p.m. Monday through Friday, except for evening meetings and holidays. A compressed workweek schedule is an option for regular full-time employees provided that the Administrator approves it in advance and the office is staffed adequately.

Overtime

It is the District's policy to avoid overtime as much as possible with flexible department scheduling designed to meet the employee's and the District's needs. When this is not possible, overtime will be paid to non-exempt employees at the rate of one and one-half times the employee's hourly rate for time worked over forty hours in a workweek. The District Administrator's approval is required prior to working overtime hours.

Overtime will only be paid for hours actually worked in excess of 40 hours; paid time off, such as sick days, holidays and vacation is not counted as hours actually worked. During a week when employees are granted a holiday or other paid time off, straight time will be paid for that week. If the employee actually worked more than 40 hours without including one of the above days, the employee will then be paid overtime.

Compensatory Time

- Employees in the exempt classification of the District are generally not eligible for compensatory time. However, the District Administrator may grant compensatory time off for exempt classified employees if, in his/her discretion, the workload has been unusually demanding. Compensatory time will not be paid out upon termination of employment.
- Non-exempt employees cannot receive compensatory time since they must be paid for all hours worked.

Attendance and Punctuality

Regular attendance is an essential condition for employment. In order to provide quality service to our stakeholders and to lessen the adverse impact on the employees who must cover the absentees' job, the District expects every employee to report to work each regularly scheduled workday. Exceptions to this attendance policy may be made for employees who request reasonable accommodations (including reasonable leaves of absence) for a disability, to the extent such accommodations do not pose an undue hardship on the District.

Employees should notify the District Administrator as far in advance as possible (no later than the employee's regular start time) when they are unable to report for work, know they will be late, or must leave early. Such notification should include a reason for the absence and an indication of when the employee can be expected to return to work. If an absence continues for more than one working day the employee should report daily to the District Administrator regarding their status.

Absence and tardiness become a part of the employee's record and are factors in evaluating performance, considering salary adjustments and promotions. Excessive or improperly explained absence or tardiness is considered a basis for disciplinary actions up to and including termination.

Lunch Periods and Breaks

Employees scheduled to work at least eight hours will be eligible for a lunch period. Lunch periods generally consist of 30 minutes of unpaid time.

Full-time non-exempt employees may take breaks twice per day for 10 minutes each, Monday through Friday. These breaks should not conflict with lunch hours. Part-time employees scheduled to work at least four hours will be eligible for one 10-minute break. The employees who choose to remain at their job during breaks are not entitled to leave before the normal quitting time and will not receive extra pay for the time worked. The 10-minute breaks are paid time.

B. TRAVEL

Business travel must be approved in advance by the District Administrator and will be reimbursed accordingly. The District Administrator will set mileage and meal reimbursement rates in accordance with current rates set forth by the IRS. Typically, only expenses that are reasonable, timely submitted, approved in advance, and supported by receipts will be reimbursed, and that for any other expenses reimbursement may be denied.

C. INCLEMENT WEATHER

Each employee is expected to come to work during inclement weather conditions unless the Administrator has declared an emergency closing. Each employee, however, should use his/her own best judgment about his/her personal safety on days an emergency closing has not been declared.

Office Closing

In the event an emergency situation exists at the start of a workday or continues from the previous day and the office is closed for all or part of the day, all employees scheduled to work during the period of closing will receive their regular pay. When the office is open, employees who do not report for work will not be paid unless they are able to work from home. However, at the employee's request the day or days may be paid with unused PTO time rather than unpaid time.

Early Closing

The District Administrator is responsible for establishing procedures for notifying employees regarding office closing. If the emergency situation develops or worsens during the workday, the District Administrator will determine if and when the regular workday should end at an earlier time than normal. When this occurs:

- Employees who are at work and are excused for the balance of the day will be paid for the full workday.

- Employees who choose to leave work prior to the designated dismissal time are paid only for the hours worked.
- Employees who are absent for the entire workday for any reason will be charged with the designated paid time off for the entire normal workday. Accrued PTO can be used.
- If an employee wishes to work from home, the District Administrator must approve.

SECTION V. EMPLOYEE BENEFITS

A. PAID TIME OFF (PTO)

The District has designed a program to provide time away from work with pay for full-time employees and part-time employees who work on average of 30 or more hours per week. Employees can use this paid time off plan in a number of different ways:

- As vacation
- For personal business
- For funeral leave
- For brief period(s) of illness for the employee or his/her children
- For doctor or dental appointments
- To supplement military reserve pay

Eligibility

Full-time and part-time (work an average of 30 or more hours a week) employees begin building paid time off on the first day of the pay period following their date of hire, except if their employment date is the first working day of the pay period, in which case they begin accruing immediately. PTO must be pre-approved by the District Administrator.

Employees will be eligible to use paid time off at the beginning of the month following the completion of six months of employment, unless approved by the Administrator. In the case of a new employee who experiences a significant need during the first six months of employment, paid time off may be advanced from the account.

Part-time employees who work an average of 30 hours per week will accrue their paid time off on a prorated basis.

Part-time employees who accept full-time employment will have prior service credited on a prorated basis for determination of the paid time off accrual rate at the time of full-time employment

Time Accrual Schedule

The time accrual schedule is located in Addendum A.

PTO is accrued on a per-pay period basis and may be used following the pay period in which it was earned. Accrued paid time off will be carried forward into the next calendar year, subject to the maximum stated in Addendum B. Any unused paid time off in excess of the stated maximum will be forfeited unless approved in advance by the District Administrator.

If an employee is laid off or absent due to illness or injury, he or she will accrue PTO on a pro-rated basis for any time worked in the last pay period worked.

If an employee terminates employment before the last day of the pay period, he or she receives credit on a pro-rated basis for that pay period.

Paid time off does not accrue during the time an employee is using unpaid family and/or medical leave.

The District reserves the right to request a doctor's note to support an absence for illness.

Use of Paid Time Off

Employees are encouraged to use paid time off and to use it wisely and keep a reserve of accrued time to use for unexpected events.

Employees must first have prior approval from the District Administrator if they plan to use paid time off, except in the case of illness.

The District Administrator will give consideration to the amount of work at that particular time and the number of employees who will be out of the District at that time. There may be times when an employee will not be able to use a paid time off day as requested.

In the case of PTO used for illness, the employee must call or email the District Administrator prior to the start of the workday to inform of the absence.

How Paid Time Off Is Paid

Employees on a medical leave of absence are required to use some or all of their paid time off days during their leave of absence, pursuant to the applicable leave policy.

If an employee terminates or is terminated after six months of employment, the accrued paid time off value will be paid to the employee. Paid time off days may not be used by the employee in lieu of notice of termination.

If an employee dies, the spouse or survivors will receive payment of the paid time off account value.

If an employee reaches the maximum days carried forward, they must use their additional accrued time off before January 1st, or it will be forfeited unless approved in advance by the Administrator.

A new employee, upon starting employment with the District, may be given credit for prior equivalent work experience in determining the accrual rate initially used for that employee. The extent of any credit for work experience shall be determined by the District Administrator. The District Administrator has the discretion to authorize time to be used prior to it being fully earned/accrued under special circumstances.

B. HOLIDAYS

Full-time employees and those working a minimum of 30 hours a week are eligible for pro-rated holiday pay immediately upon employment. Holidays are included in Addendum A.

Employees must generally work their regularly scheduled shift before and after the holiday to receive holiday pay, and to explain that employees on a leave of absence will not qualify for holiday pay. Employees on pre-approved PTO will receive the paid holiday and will not be charged for a day of PTO.

When a holiday falls on a Sunday, the following Monday will be the holiday. If any holidays fall on a Saturday, the preceding Friday will be considered the holiday.

Holiday pay for full-time employees will be equal to the employee's normal scheduled hours and earnings excluding overtime.

Holiday pay will be granted to part-time employees, working a minimum of 30 hours per week, and who have been scheduled to work on the day the holiday falls, will be paid on a prorated basis for that day.

Holiday pay is not considered hours worked for overtime purposes.

If the holiday falls during an employee's time paid in accordance with the PTO policy, another paid day is provided at the time of the employee's approved request.

The floating holidays, along with all other holidays, must be used during the calendar year and cannot be carried forward, nor does it accrue as PTO. In the first year of employment, it can only be used after six months; therefore, if employment starts after July 1st, a floating holiday is not earned in that year. In the year of hire, two floating holidays are earned only if the start date is January 1.

Religious Holidays

Every effort will be made to accommodate an employee who requests time from work to celebrate religious services and holidays. This does require advance notice and approval by the District Administrator. If a religious holiday is other than those outlined above, the employee may be paid for that time off in accordance with the PTO policy.

Short Term/Long-Term Disability/Health Insurance/Retirement

The District provides short-term and long-term disability coverage, health insurance coverage and participation in the Minnesota Public Employee Retirement program.

An employee requesting a family or medical leave should contact his/her supervisor for the appropriate forms.

C. SPECIAL LEAVES (Non PTO time off)

Family or Medical Care Leave

Eligible employees may request a family and/or medical leave of absence for up to twelve (12) weeks under certain circumstances that are critical to the employee's health or the health of the employee's family, as supported by a health care provider's statement. Employee's family members are defined as employee's spouse, minor children, or employee's parents living in the household in those circumstances where no other responsible adult is available to attend to the needs of the ill family member.

- a. Family Care Leave is a leave for reason of (i) the birth of a child of the employee; (ii) the placement of a child with an employee in connection with the adoption or (state approved) foster care of the child by the employee; or (iii) the serious health condition of an employees family member.
- b. Medical care leave is a leave taken when an employee is unable to perform the functions of their job because of a serious health condition and is supported by a health care provider's statement.

An eligible employee may elect to use sick and/or annual leave for any part of the twelve (12) weeks of leave to which the employee may be entitled under the family/medical care leave policy. After the sick leave and annual leave have both been exhausted, any additional leave will be without pay.

Bereavement

Employees who need to take time off due to the death of an immediate family member should notify their supervisor immediately. Paid bereavement leave will be provided to full-time and part-time employees according to the following schedule:

Up to three days of paid time off to attend a funeral will be provided for the death of the employee's spouse, parent, sibling or child (or their spouse's) parent, sibling or child.

Up to one day of paid time off to attend a funeral will be provided for the death of the employee's (or their spouse's), grandparent, niece, nephew, aunt or uncle.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.

In addition, necessary time off for travel shall be granted upon request of the employee when, in the judgment of the District Administrator, such additional time is warranted. If additional time is needed, PTO may be used, or a leave of absence without pay may be granted by the District Administrator.

School Leave

Employees who work an average of at least 20 hours per week are allowed up to 16 hours per year of unpaid leave to attend school conferences or school-related activities related to the employee's children, provided the conferences or school-related activities cannot be scheduled during non work hours. If the employee's child receives child care services or attends a pre-kindergarten regular or special education program, the employee may use the leave time provided in this section to attend a conference or activity related to the employee's child, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt the operations of the District.

An employee may use accrued paid time off for any part of a special school leave.

D. MILITARY RELATED LEAVES

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees may request up to 4 weeks of partially paid military leave over any 1-year period. Upon presentation of satisfactory military pay verification data, military leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The District may also deduct the amount the employee may receive from the military from the pay we may provide.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available PTO for the absence. Health insurance benefits will be terminated at the end of the first full month of military leave. However, such employees and their dependents will be given the opportunity to elect to continue their health insurance benefits as required by USERRA and/or COBRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Employees or dependents making such elections will normally be required to pay up to 102% of the costs of the premiums for maintaining coverage through USERRA and/or COBRA. When the employee returns from military leave, benefits will again be provided by The District according to the applicable plans.

Benefit accruals, such as PTO and holiday benefits, will be suspended at the end of the first full month of leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the District Administrator for more information or questions about military leave.

Military Training Duty

Employees will be granted time off to satisfy Military reserve obligations in accordance with federal law. This time can be paid with accumulated PTO or without pay. Employees will continue to accrue PTO days during military leave of absence.

Military Employee Injured / Killed in Service Leave

All employees are entitled to up to 10 working days of leave of absence without pay whenever an immediate family member is injured or killed while engaged in active service. For the purposes of this policy, "immediate family member" means an employee's parent, child, grandparents, siblings, or spouse. Employees seeking leave under this policy will be expected to give as much notice as practicable of their need for leave. An employee may use accrued paid time off for any part of the special leave.

Military Ceremony Leave

Unless doing so would unduly interrupt our operations, all employees are entitled to up to 1

working day of leave of absence without pay for the send-off or homecoming ceremonies of family members (i.e., parents, legal guardians, siblings, children, grandchildren, spouses, fiancés, or fiancées) who have been ordered into active service in support of a war or other national emergency. An employee may use accrued paid time off for any part of the special leave.

E. COURT SERVICE, JURY DUTY AND VOTING

Court Service

When employees are called for court service on other than District business (not jury duty) under summons or subpoena, they will not receive pay.

Jury Duty

Because the District does not want its employees to suffer any financial penalty when they are asked to serve on a jury, they will continue to receive regular pay while on jury duty up to a maximum of four weeks with any remaining time considered unpaid. Conversely, serving on a jury should not be considered a financial windfall; and because the District is continuing regular pay as a condition for receiving regular pay while on jury duty, employees are required to reimburse the District whatever they are paid by the local, State and Federal courts for jury service.

If the employee is excused from jury duty for a major portion of the day, they are expected to report back to work. To qualify for this time off, court service and jury duty must be substantiated by a photocopy of the summons.

Benefits will end if the employee is gone for more than 30 days (at which point the employee may elect continuation coverage which is offered on applicable benefits) beyond the end of their partially paid portion of the leave

Voting

Every employee who is eligible to vote in a regularly scheduled state primary election, general election, election to fill vacancy in state legislature or U.S. Congress, or presidential primary has the right to be absent from work for the purpose of voting during the day of that election for a period of up to two hours, without penalty or deduction from wages because of the absence. Employees should notify his/her supervisor in advance of the need to use this time. Employees are also encouraged to vote during non-working hours, if possible.

F. MEMBERSHIPS/CONFERENCES/SEMINARS

The District will support active memberships of employees in those business and professional organizations that serve to strengthen the District's ability to conduct its business or maintain its image in the community.

Memberships will be provided to those employees having key functional responsibilities that require these memberships. Payments by the District are limited to initiation fees, annual dues, and the cost of a lunch or dinner in connection with local meetings. Approval must be received from the District Administrator, and funds included in the District's annual budget, before the District pays fees and travel expenses to out-of-town conferences.

G. OTHER BENEFITS

Benefits are subject to change at the discretion of the District and are included in Addendum A. Any questions about employee benefits and eligibility should be directed to the District Administrator.

Part-time, seasonal and temporary employees are ineligible for benefits except for the pension plan.

Benefits After Termination

When employment is terminated or an employee's hours are reduced below the number required for enrollment, the employee and his or her dependents may be eligible to continue group insurance coverage at their own expense, as provided by law.

SECTION VI. TELEWORKING

Introduction

Teleworking, or telecommuting, is the concept of working from home or another location on a full- or part-time basis. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the District. The District Administrator has the right to refuse to avail teleworking to an employee and to terminate a teleworking arrangement at any time. Employees are not required to telework. Employees have the right to refuse to telework if the option is made available.

Compensation and Work Hours

The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking

program. The employee will keep regular work hours.

Eligibility

Successful teleworkers have the support of their supervisors. Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful teleworkers, and an evaluation of their supervisor's ability to manage remote workers.

Before an employee engages in teleworking, both the employee and manager will complete a training course designed to prepare them for the teleworking experience. All teleworkers must sign an agreement.

Equipment/Tools

The District may provide specific tools/equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, phone lines, email, voice-mail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture when provided by the District for use at the remote work location is limited to authorized persons and for purposes relating to District business. The District will provide for repairs to District equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.

A loaner laptop may be provided when available. Loaner computers will vary in performance and configuration. Loaners must be returned upon request.

Workspace

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The District must approve the site chosen as the employee's remote workspace. Employee is expected to submit three photos of the home workspace to management prior to implementation.

Any District materials taken home should be kept in the designated work area at home and not be made accessible to others. All employee duties to protect non-public or other District data will continue to apply in the remote work environment.

The District has the right to make on-site visits (with 48 hours advance notice) to the remote

work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve District-owned equipment, software, data or supplies.

Office Supplies

Office supplies will be provided by the District as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's manager.

Worker's Compensation

During work hours and while performing work functions in the designated work area of the home, teleworkers are covered by worker's compensation.

Liability

The employee's home workspace will be considered an extension of the District's workspace. Therefore, the District will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.

The District will be liable for the employee's injury or illness that occurs during the employee's agreed-upon work hours to the same extent as if the employee were working on District premises. The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as before the employee began teleworking.

The District assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours or outside of the employee's employment scope.

The District is not liable for loss, destruction, or injury that may occur in or to the employee's home except as explicitly stated above. This includes injury or loss to family members, visitors, or others within or around the employee's home.

Dependent Care

Teleworking is not a substitute for dependent care. Teleworkers will not be available during District core hours to provide dependent care.

Income Tax

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The District will not provide tax guidance nor will the District assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

Communication

Employees must be available by phone and email during core hours. All client interactions will be conducted on a client or District site. Telecommuting employees will still be available for staff meetings, and other meetings deemed necessary by management.

The District will pay work-related voice and data communication charges.

Evaluation

The employee shall agree to participate in all studies, inquiries, reports and analyses relating to this program. The employee remains obligated to comply with all District rules, practices and instructions.

SECTION VII. CELL PHONE

1. PURPOSE

The District recognizes that technology is advancing and cellular phones are becoming a part of equipment used in the daily performance of staff duties. In recognition of this, the District is establishing a policy governing the reimbursement of use of cellular phones. The intent of this policy is to ensure that use of the District's cellular phones is consistent with the best interests of the District. These procedures do not attempt to articulate all required or proscribed behaviors by users, but merely cover the most conspicuous examples.

2. DEFINITIONS

For the purpose of the procedures in this guideline, the following definitions shall apply:

Cellular Phone: A wireless communication device including the adapter, battery pack and other equipment specific to phone.

Official Use: Communications that are necessary to the carrying out of District related business required by the employee’s position such as making and receiving phone calls, checking e-mail and voicemail, and using mobile mapping/data applications.

Eligible Personnel: Cellular telephone usage reimbursement is allowed to those persons whose duties require frequent mobility but who must remain accessible due to the specific nature of their duties and those who must be available for emergency response or consultation. The District Administrator determines which employees are eligible to be assigned cellular phone reimbursement.

3. GENERAL INFORMATION

The District Administrator will determine the needs of his/her employees and make all requests for cellular phone reimbursement consistent with this policy. Cellular telephones should not be used when a less costly alternative is safe, convenient and readily available. Cellular transmissions are not secure. Employees should use discretion in relaying confidential information. Reasonable precautions should be made to prevent equipment theft and vandalism.

4. ALLOWANCE BASED CELLULAR TELEPHONE

District employees, as determined by the District Administrator, will be eligible for the Cellular Telephone Allowance. Eligible employees may be paid a monthly allowance for the use of a personal cellular telephone for Official Use. The eligible employee will be paid a monthly allowance as taxable income. Eligible employees will be identified as Low or High Frequency cellular telephone users by the Administrator as specified in Table 1. All employees receiving the District’s Cellular Telephone Allowance will be responsible for both their cellular telephone and the cellular telephone bill arising from the use of their cellular telephone. An employee is eligible for this allowance only if they provide the District their cellular telephone number and agree to accept and make District business calls through this service as specified in Table 1.

Table 1 – Monthly Rate for Allowance Based Cellular Telephone

Frequency	Description	Accessibility	Monthly Rate
Low	Occasional out of office mobility required; job duties regularly require employee to remain accessible to office and possible emergency response necessary.	Mon-Friday normal business hours and occasional evenings and weekends	50% of average monthly phone bill, not to exceed \$30
High	Frequent out of office mobility required; job duties require employee to remain in access to office and emergency response necessary	7 days a week, some evenings and weekends	50% of average monthly phone bill, not to exceed \$40

Employee’s receiving the benefit of the allowance must be accessible via cellular telephone as

specified in Table 1 or as specified by the District Administrator. Further, it is the employee's responsibility to purchase the telephone, pay the monthly bill and provide the District Administrator with an active telephone number. Employees must provide documentation of cell phone service costs to the District Administrator periodically, upon the request of the Administrator. Employees may be provided a one-time fifty-dollar stipend to be applied to the initial cost of the telephone purchase/lease agreement.

An allowance-based cellular telephone is the property of the employee and will be retained by the employee when they terminate employment.

FINAL REVISED

RECEIPT OF EMPLOYEE POLICY MANUAL

I have received a copy of the Comfort Lake Forest Lake Watershed District Employee Policy Manual dated December 2016.

I understand this Manual is the sole property of Comfort Lake Forest Lake Watershed District and that I may not copy or give any part of it to anyone outside the District.

I further understand that I must return the Manual in its entirety at such time as I leave the employ of the District.

I further understand that this policy Manual is an overview and summary of the District's policies and procedures that are in effect as of December 2016 and supersedes all other Manuals, letters, memoranda and understandings. As policies and benefits are revised, changes will be communicated to me through standard communication channels and will become part of this Manual. Advance notice may not always be possible.

I further understand that the policies and procedures contained in this Manual constitute guidelines only. They do not constitute part of an employment contract, nor are they intended to make any commitment to any employee concerning how individual employment action can, should, or will be handled.

Employee Signature

Date

Received By

Date

Amendments to Employee Policies:

	<u>Policy</u>	<u>Page</u>	<u>Employee Signature</u>	<u>Date</u>
1.				
2.				
3.				
4.				
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9.				
10.				

ADDENDUM A

PTO ACCRUAL SCHEDULE

Employees accrue paid time off each month, based on the following schedule:

YEARS OF SERVICE	HOURS EARNED PER PAY PERIOD	HOURS EARNED PER YEAR	MAXIMUM HOURS ALLOWED TO CARRY FORWARD
0 but less than 2 years	7.083	170	450
2 but less than 5 years	7.500	185	450
5 but less than 10 years	8.344	200.25	450
10 but less than 15 years	9.406	225.75	450
15 but less than 20 years	10.469	251.25	450
20 years and over	11.250	270	450

OTHER BENEFITS

In addition to salary, full-time employees receive compensation through participation in the District's benefit program immediately upon employment. Leave plans (PTO, holidays, bereavement, etc.), insurance coverage and other benefits represent significant additional compensation to the employee. Each pay period, an amount equal to 2% of an employee's wage is contributed by the District to a Health Care Savings Plan (HCSP.) These dollars are available to pay for out-of-pocket medical expenses on a pre-tax basis.

ADDENDUM B

HOLIDAYS

The holidays that may be observed each year are:

- | | |
|---------------------------------|------------------------------|
| * New Year's Day | * Veteran's Day |
| * Martin Luther King's Birthday | * Thanksgiving Day |
| * President's Day | * Day after Thanksgiving Day |
| * Memorial Day | * Christmas Eve Day |
| * Independence Day | * Christmas Day |
| * Labor Day | * Two Floating Holidays |

If the holiday falls on a Saturday, the preceding Friday will be observed. If the holiday falls on a Sunday, the following Monday will be observed.