[Water System Name]

**PERSONNEL POLICIES**

# CHANGE HISTORY

Please describe the changes made to this plan since its original development, who made the changes and on what date the changes were incorporated into this plan.

| **description of change** | **NAME/TITLE** | **Date** |
| --- | --- | --- |
| Creation of Plan |  |  |
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# Personnel Policies

## General

It is the policy of the Board that personnel policies of the System shall comply with all federal and state laws relating to employment. The Board shall administer personnel policies and may amend them from time to time. New employees shall, upon being hired, receive, and review a copy of the current personnel policies, and indicate in writing that they have read and understand them.

## Employment Opportunity and Hiring Policies

### Equal Employment Opportunity and Non-Discrimination:

The system is firmly committed to a policy of equal opportunity in all aspects of its relations with employees. Initial employment, promotions, raises, opportunities for training and enrichment, discipline, and other conditions of employment will be made without regard to color, race, religion, national origin, age, sex, gender, disability, genetic information, veteran status, political affiliation, or any other unlawful classification.

It is the responsibility of all employees to ensure compliance with this policy. Violations of this policy will result in disciplinary action, up to and including discharge. An employee who feels he or she has been unlawfully discriminated against or harassed should notify his or her supervisor immediately. If such complaint is about the employee's immediate supervisor, or if the employee otherwise is uncomfortable filing the complaint with the immediate supervisor, the complaint should be filed with the next higher level of supervision. An employee who complains under this policy will not be retaliated against for such a complaint.

To the extent reasonably possible, the System will accommodate individuals with disabilities in the application, hiring, and employment process. Reasonable accommodation is available to all disabled employees and applicants, so long as the accommodation does not create an undue hardship for the System and can be provided without posing a substantial or imminent safety risk. Physical/mental disabilities and age may only be considered if they relate to necessary job requirements.

### Vacancies/Recruitment:

Current employees will be made aware of position vacancies prior to external recruitment. Advertising of vacancies may not be required if, in the judgment of the Board, the vacancy may best be filled by a qualified, existing System employee. Otherwise, all vacancies shall be advertised/posted for a period of at least \_\_\_\_\_ days. New positions may be created only upon authorization of the Board. All offers of employment including rate of pay, must have Board approval before being made. In addition, before filling any vacancy, all positions shall have written job descriptions that describe responsibilities and tasks, and that serve as a basis for performance evaluation.

## Termination of Employment

### 3.1 Resignation

Any employee who wishes to leave employment with the system in good standing must file a written notice with the supervisor at least two weeks before the noted last day. Such notice should state the reasons therefore and the effective date thereof. An employee may not use vacation leave as a portion of the two weeks’ notice. The System may waive the notice period and accept the resignation immediately, without pay in lieu of notice, if the circumstances require it.

### 3.2 Reduction in Force

Should a position be eliminated because of financial or other considerations resulting in a reduction in force, the Board will endeavor to give every affected employee at least 1 months’ notice, and reasonable time off to look for other employment.

### 3.3 Involuntary Termination

Employees may be involuntarily terminated due to poor work performance, poor attendance, behavior, and attitudes that negatively affect the work or morale of other employees, or gross misconduct on the job. Termination for misconduct does not require prior notice. Employees who are not in good standing upon leaving the System will not be considered for rehire, unless authorized by the Board.

## Employment Classification

### 4.1 Exempt & Non-Exempt Status:

*Non-Exempt* *positions* are covered by the Fair Labor Standards Act (FLSA) and shall be paid overtime 1.5 times the normal hourly wage for all hours worked over 40 hours. Non-Exempt employees shall have prior supervisory approval for working overtime hours.

*Exempt* *positions* are those positions that are classified as executive, administrative or professional, having supervisory responsibilities or exercising discretionary judgment, and meeting salary level tests. Exempt employees may receive compensatory time for hours worked over 40 hours, or receive overtime pay, at the discretion of the Board.

### 4.2 Time Statuses

*Full-Time Status:* Applies to all employees who regularly work 40 hours per week. Full time employees are eligible to receive full (100%) employee benefits offered by the System.

*Part-Time Status:* Applies to employees who work less than 40 hours per week, and receive prorated benefits based on actual hours worked.

*Temporary Status:* Applies to employees hired for a specific and limited time period (less than 6 months). Temporary employees are not eligible for employee benefits offered by the System.

*Probationary Status:* All employees new to a position shall be on probationary status for a period of 3 months. Upon demonstrating satisfactory job performance, temporary employees shall automatically assume regular employee status at the end of the probationary period. Employees unable or unwilling to adequately perform job functions and tasks may be terminated at any time during the probationary period.

## Job Descriptions and Compensation

General work hours at [Water System Name] are as follows:

|  |
| --- |
| *Insert here normal work hours, if there is a day and night shift, what days of the week there are people at the system or working in regards to the system, how many hours do employees usually work in a week etc.* |

Office hours at [Water System Name] are as follows:

|  |
| --- |
| *Insert here Sun – Sat office hour availability for the public to be able to reach the system.* |

It is the system’s policy that compensation shall be non-discriminatory and competitive with rates paid for similar jobs by similar utilities in the area. All compensation decisions, however, will also consider the economic status of the system.

### 5.1 Payment Procedures

[Water System Name] will compensate employees by check or direct deposit on a regular basis and in such a manner so that the amount, method, and timing of payments complies with all applicable laws and regulations. Should a payday fall on a weekend (Saturday or Sunday) employees will receive their pay on the last working day prior to the regular payday. The system will not provide advance payments of wages and salaries to employees.

The pay period at [Water System Name] is: *Monthly/biweekly/bimonthly/weekly/etc.*

In order to get paid, employees shall submit their time through the following process:

|  |
| --- |
| *Insert here a procedure for employees to follow for submitting their time. Include helpful tips or notes on things they must include for time to count.* |

### 5.2 Overtime/Compensatory Time

*Overtime hours* are all hours worked by an employee over forty (40) hours in any workweek. “Non-Exempt” employees shall receive compensation at the rate of one and one-half (1.5) times their regular rate of pay for each hour of overtime worked. All employees must receive prior approval for working overtime hours unless otherwise provided by the Board of Trustees. In the absence of prior approval, the employee accepts the responsibility that overtime may be rejected by the Board and therefore not authorized.

*Compensatory time* is defined as payment in the form of future time off in lieu of wage payment for time worked beyond the normal work schedule. Compensatory time shall not be accrued in excess of \_\_\_ hours within a \_\_\_ day time frame and all compensatory time shall be taken within \_\_\_\_ days following the accrual date. Compensatory time shall not be accrued for any time worked less than a one-hour period.

### 5.3 Job Descriptions

Attached to this document (Appendix A) is a job description for every position supporting [Water System Name]. Each job description details the expected activities, schedule, trainings, and certifications expected to be completed for that position. The employment classifications of a given position shall be iterated in the job description as well.

## Benefits

### 6.1 Holidays

Below is a list of holidays recognized by the Utility. Employees scheduled to work on a recognized holiday will receive (*another day off with pay/comp time/overtime hours/etc.*).

* New Year’s Day
* Martin Luther King Day
* Presidents Day
* Memorial Day
* Juneteenth National Independence Day
* Independence Day
* Labor Day
* Columbus Day
* Veterans Day
* Thanksgiving Day
* Day after Thanksgiving
* Christmas Eve
* Christmas Day

### 6.2 Insurance Benefits

*These may include health, life or disability insurance*

### 6.3 Retirement Benefits

*These may include 401Ks or any other retirement offerings. Be specific on which positions receive what.*

### 6.4 General Benefits

***Social Security (FICA)***

All employees of the Utility are covered under FICA. To pay for these benefits, both the employee and the Utility pay an equal amount.

***Unemployment Insurance***

Required by state and Federal Laws, all employees are covered by unemployment insurance. The entire cost is paid by the Board of Trustees. Generally, any person who loses a job through no fault of his/her own is entitled to unemployment insurance.

***Worker’s Compensation***

Federal and State Workers’ Compensation Laws provide that all employees be protected by Workers Compensation Insurance. The entire cost of the protection is paid by the Utility. Worker’s Compensation Insurance provides protection to all employees against accidental injury occurring while performing the business of the employer, and also insures against loss of time caused by any illness that occurs as a direct result of employment. In the event an injury occurs, employee must report the incident immediately if possible. At no time shall the accident go unreported for more than two days from the event. Failure to report may result in loss of benefits.

## Employee Leave

*Vacation or Annual Leave:* All full-time employees shall be eligible to receive \_\_\_\_days of paid vacation (annual leave) per year. Employees may not accrue more than \_\_\_\_\_ total days of vacation. Employees terminating employment with the System shall receive pay for all unused vacation days.

*Sick Leave:* Full time employees are entitled to \_\_\_ days of paid sick leave per year. Employees may not accrue more than \_\_\_ total days of sick leave. Employees terminating employment with the System shall not receive pay for unused sick leave days.

*Other Leave:* The Board may authorize other types of employee leave on a case-by-case basis. In each case the Board shall consider individual circumstances and whether leave shall be approved with or without pay.

### 7.1 Requesting Leave

When an employee is going to be tardy or absent from work for any reason, notification should be given to the immediate supervisor as soon as the need for the absence is known and in no case later than prior to the scheduled reporting time. The most proper time frame to request leave is \_\_\_ days prior to the day(s) needed.

To request leave, an employee shall implement the following process:

|  |
| --- |
| *Iterate how employees should request leave – online system, paper, etc. Also write out consequences of not requesting leave before taking it.* |

## Employee Conduct and Safety

### 8.1 Work Rules and Discipline

All employees are essential members of the [Water System Name] team and, as such, are expected to accept certain responsibilities and always exhibit a high degree of personal integrity. An employee's conduct reflects on [Water System Name], consequently, all employees must observe the highest standards of professionalism, honesty and ethical behavior at all times. Employees are expected to contribute to a favorable work environment by performing responsibilities in a competent, safe, mature, and committed manner, and are expected to show courtesy and respect to their coworkers and the public.

The following are examples of the types of behaviors that could lead to disciplinary actions, including demotion, suspension, or discharge:

1. Engaging in illegal, unethical, abusive, or unsafe acts, including acts of sexual or other workplace harassment, and the use of abusive, profane, or threatening language.
2. Spreading destructive rumors, misleading other employees, creating a hostile work environment, or other disruptive behavior.
3. Incompetence or negligence in the performance of duty;
   1. Excessive personal work (personal phone calls, emails, texting, computer use, meetings) during work hours.
   2. Sleeping on the job.
4. Acts of insubordination, or refusal or failure to carry out lawful instructions.
5. Threatening, intimidating, or coercing a supervisor or any other employee at any time.
6. Falsification of official documents or records, including job applications or personnel records.
7. Unauthorized or improper use of official authority.
8. Absence without leave, habitual tardiness, or excessive absentness.
9. Misappropriation, destruction, or theft of [Water System Name] property, whether on or off duty, including unauthorized use of salvage or surplus materials.
10. Possession of, using, or being under the influence of drugs or intoxicating beverages, while on duty or otherwise violating [Water System Name] substance abuse policy.
11. Violation of NTMWD's non-discrimination and workplace harassment policies.

Any disciplinary action taken will be documented, in writing, by the employee's supervisor. The employee shall receive a copy of the disciplinary action, and a copy shall be placed in the employee's personnel file. An employee on disciplinary suspension will neither receive pay nor be eligible for vacation or other accrued benefits during the term of such suspension. The suspension may be only for a reasonable period of time, not to exceed 15 working days.

***Substance Abuse/Drug Policy***

Applying a Substance Abuse Policy is necessary to provide and maintain a safe, healthful, and productive work environment. The term “Substance” includes, but is not limited to alcohol, colorless substances, illegal drugs, prescribed and over-the-counter medication that may be inhaled, injected, or taken by mouth that may affect an individual in performance and/or judgment.

The unlawful manufacture, distribution, dispensation, possession, use and/or sale of a controlled substance on company premises, including field offices and vehicles owned/operated by the Utility, or while conducting company business off company property is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including termination.

### 8.2 Workplace Harassment

The law prohibits harassment of employees on the basis of race, color, religion, sex, gender, sexual orientation, gender identity, national origin, disability, age, or any other classification protected by law. [Water System Name] will not tolerate harassment of its employees, whether committed by a fellow employee, a member of management, a vendor, or even an official. Harassment is prohibited both during work hours and at any work-sponsored social function or other event. Harassment can be either written or verbal comments, including any action over email, text message, or social media posting, or unwanted physical attention.

All employees, including supervisors and managers, will be subject to disciplinary action, up to and including termination, for any act of harassment they commit.

Sexual harassment, a form of harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature, especially where:

* Submission to such conduct is made either explicitly or implicitly a term or condition of employment, such as conditioning a raise in salary on the submission to sexual advances;
* Submission to or rejection of such conduct is used as the basis for decisions affecting any individual's employment, such as requiring potential new hire to go out with a supervisor prior to extending a job offer; or,
* Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment; such as continuous sexually explicit comments directed at an employee.

Examples of sexual conduct that could violate this policy include, but are not limited to, unwelcome sexual flirtation, touching or advances, offensive comments, jokes, innuendoes, and other sexually oriented statements or literature, suggestive comments about an individual's dress or body; jokes and stories of a sexual nature; showing or forwarding sexually explicit images or writing, whether printed out or on a personal or work device, comments about one’s sexual desirability or lack of desirability; gender stereotypes about women or men; or sexually degrading words describing an individual.

Examples of other types of workplace conduct that violate this policy include, but are not limited to, derogatory comments, jokes, stories, images, or writings about race, national origin, disability, gender, pregnancy, religion or age.

***Reporting Discrimination or Harassment/No Retaliation***

Any employee who believes that the above policies are being violated should file a complaint with their immediate supervisor. If the immediate supervisor is not available or is the subject of the complaint, then the complaint shall be escalated to the next person up in the chain of command.

[Water System Name] prohibits any form of retaliation against any employee for filing a complaint under this policy, or for assisting or testifying in an investigation of such a complaint.

### 8.3 Ethics and Conflicts of Interest

It is the responsibility of each employee to maintain the highest standards of integrity and personal conduct, and to prevent and report others engaging in unethical behavior. All employees must follow federal, state, and local laws and regulations.

Bribes, kickbacks, and other unlawful payments are specifically prohibited. Any unlawful or unethical activities of employees, officers, vendors, contractors, suppliers, or consultants must be reported immediately. Engaging in or failing to report unlawful or unethical activities will result in disciplinary action up to and including termination.

***Gifts and Favors***

Employees are not to accept or solicit any gift or gratuity of any kind from any agency, prospective or current contractor, supplier or vendor, or individual person who has any official contact or dealings with [Water System Name], regardless of value. Examples of prohibited gifts include, but are not limited to:

* Vacations, pleasure trips, or hunting trips.
* Discounts, favors, benefits, products, or services not available to the general public under similar circumstances.
* Loans or advances.
* Tickets or other entertainment free or at a discount unavailable to the public.

A “gift” does not include:

* Food, lodging, transportation, or entertainment as a guest, when both the recipient and donor are present.
* A promotional item of nominal value.

***Business/Property Interest Conflicts***

Selection of outside vendors and consultants shall be based on the business’s or individual’s merits, and there should be no actual or appearance of improper bias or profit or personal motive in selection. If any employee has a family, financial, employment, management, officer/board membership or ownership interest in a business entity being considered for contract with the system, that employee must remove him or herself from the decision-making process.

If [Water System Name] does contract with an outside business that an employee has an interest in, that employee must be kept separate from any transactions and communications between [Water System Name] and the business.

If a [Water System Name] employee knowingly owns property within proposed boundaries of a project under consideration, the employee must remove themselves from involvement in any decision-making process.

***Salvaging/Scavenging by Employees***

Scavenging and unauthorized salvaging of materials discarded by [Water System Name] or its customers are considered theft of [Water System Name] property and will result in disciplinary action up to and including termination.

Scavenging can be defined as the uncontrolled and unauthorized removal of materials at any point in the solid waste management system. Scavenging is prohibited by employees, third party contractors, and customers. Employees must report non-compliance to management.

Salvaging can be defined as the controlled removal of waste materials for utilization, recycling, or sale. All salvaging must be approved by management. Unauthorized salvaging by employees or third parties is prohibited.

***Outside Employment***

Employees should consider their first and primary responsibility to be to [Water System Name]. Outside employment shall not be of such a nature to reflect adversely on [Water System Name] nor impair the employee's ability to do an effective job. Employees must notify their immediate supervisor of any outside employment in which they are involved. Should outside employment create any problems, the employee may be required to give up the outside employment and/or be subject to disciplinary action, up to and including discharge.

***Political Activities***

Employees are encouraged to exercise their legal right to vote and to be involved in activities of their community; however, employees shall not be required to contribute to any political fund or render any political service to any person or political party, and no employee shall be removed, reduced in classification or salary, or otherwise prejudiced for failure to do so.

Employees will not be allowed to perform or be involved in political campaigning or related activities during the normal working hours, while wearing system uniforms, badges, or insignia, or while using system equipment. Employees may serve on boards or commissions but are prohibited from serving on the City Council or other governing body of [Water System Name]’s city. Employees who run for such political offices must resign their employment with [Water System Name] upon announcement of candidacy, unless otherwise approved by the Board of Directors.

## Employee Development, Performance Review, and Grievances

### 9.1 Training

It is the policy of the Board to encourage employees to obtain additional training in order to improve their job performance. When possible, training fees for seminars or short courses and related expenses may be reimbursed by the System. Requests for payment should be made and approved by the Board.

### *9.2* Performance Review

A performance review shall be conducted at the end of an employee’s probationary period, and at least annually thereafter. Reviews shall be conducted by supervisory personnel (or by the Board) and shall be conducted so they provide each employee with a realistic assessment of job performance, as well as to assist employees to improve overall job performance.

### *9.3* Grievances

All employees shall discuss any action, occurrence, or attitude (either expressed or implied) they perceive as unfair or inequitable with their supervisor. If a satisfactory agreement or resolution cannot be agreed to at this level, the employee may file a written grievance with the Board of Directors. The Board’s Employee Relations subcommittee shall review the grievance. After careful consideration, the Committee shall make a recommendation to the full Board and the decision of the Board shall be final.

## Personnel Files

Personnel files shall be maintained for each employee of the System. Files shall include any:

* Applications for employment
* Employee performance and status reports
* Withholding and authorized deductions information
* Salary/Pay Agreements
* Offers of employment and letter of resignation
* Other similar information.

Personnel files are confidential. Access is restricted to the individual employee, supervisory personnel, system auditors, and the Board.

# Personnel Agreement

After reviewing this document, all employees of the system shall read the below statement, and if in agreeance, shall provide their signature to acknowledge this document and its contents.

*“I have read and been informed about the content, requirements, and expectations of the personnel policies at this facility. I sign below to signify that I agree to abide by the policy guidelines as a condition of my employment.”*

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| --- | --- | --- | --- |
| **Print Name** | **Signature Name** | **Position Title** | **Date** |
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# **APPENDIX A. Job Descriptions**

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employment Classification** | *Part time/full time – exempt/non-exempt* |
| **General Schedule** |  |
| **Reports to (Supervisor Role)** |  |
| **Job Summary** | |
|  | |
| **Role Responsibilities and Duties** | |
|  | |
| **Minimum Education and Experience** | |
|  | |
| **Required Skills/Abilities/Knowledge** | |
|  | |
| **Required Trainings and Certifications** | |
|  | |
| **Other Comments/Requirements** | |
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| --- | --- |
| **Job Title** |  |
| **Employment Classification** | *Part time/full time – exempt/non-exempt* |
| **General Schedule** |  |
| **Reports to (Supervisor Role)** |  |
| **Job Summary** | |
|  | |
| **Role Responsibilities and Duties** | |
|  | |
| **Minimum Education and Experience** | |
|  | |
| **Required Skills/Abilities/Knowledge** | |
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| **Required Trainings and Certifications** | |
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| **Other Comments/Requirements** | |
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| --- | --- |
| **Job Title** |  |
| **Employment Classification** | *Part time/full time – exempt/non-exempt* |
| **General Schedule** |  |
| **Reports to (Supervisor Role)** |  |
| **Job Summary** | |
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| **Role Responsibilities and Duties** | |
|  | |
| **Minimum Education and Experience** | |
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| **Required Skills/Abilities/Knowledge** | |
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| **Required Trainings and Certifications** | |
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| **Other Comments/Requirements** | |
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| --- | --- |
| **Job Title** |  |
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| **Job Summary** | |
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| **Role Responsibilities and Duties** | |
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| **Minimum Education and Experience** | |
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| **Required Skills/Abilities/Knowledge** | |
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| **Required Trainings and Certifications** | |
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| **Other Comments/Requirements** | |
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