

RESOLUTION NO. 2021-7-1

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE THREE LAKES
WATER AND SANITATION DISTRICT APPROVING AMENDMENTS TO
THE EMPLOYEE HANDBOOK**

WHEREAS, Three Lakes Water and Sanitation District (the "District") is a quasi-municipal corporation and political subdivision duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the District has the authorization to appoint, hire and retain employees, pursuant to § 32-1-1001(1)(i), C.R.S., and currently has several employees; and

WHEREAS, the Board of Directors of the District is authorized to have the management, control and supervision of the business affairs of the District, pursuant to § 32-1-1001(1)(h), C.R.S.; and

WHEREAS, the District's employee handbook has been updated by the District Manager at the direction of the Board of Directors to modify annual pay and merit increases, and the District Manager recommends approval of the amended employee handbook.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THREE LAKES WATER AND SANITATION DISTRICT AS FOLLOWS:

The employee handbook presented by the District Manager which has been amended to modify annual pay and merit increases is attached as Exhibit A.

ADOPTED this 12th day of July, 2021.

**THREE LAKES WATER & SANITATION
DISTRICT**



Patricia Farmer, Chairperson

ATTEST:



Scott Huff, Secretary/Treasurer

THREE LAKES WATER AND SANITATION DISTRICT

Employee Handbook

Effective: June 11, 2018

Updated: ~~January 11~~ July 12, 2021

THREE LAKES WATER AND SANITATION DISTRICT

EMPLOYEE HANDBOOK

IMPORTANT

THIS HANDBOOK IS NOT A CONTRACT. THIS HANDBOOK SETS FORTH THE POLICIES, PROCEDURES, AND BENEFITS FOR EMPLOYEES OF THE THREE LAKES WATER AND SANITATION DISTRICT ("DISTRICT"). THE DISTRICT BOARD OF DIRECTORS HAS THE RIGHT TO CHANGE THIS HANDBOOK AT ANY TIME, IN ITS SOLE DISCRETION, SUBJECT ONLY TO THE REQUIREMENTS OF APPLICABLE LAW.

THE POLICIES, PROCEDURES, AND BENEFITS CONTAINED IN THIS HANDBOOK ARE CURRENT AS OF JUNE 11, 2018 AND SUPERSEDE ALL PREVIOUS DISTRICT POLICIES, PROCEDURES AND BENEFITS DEALING WITH SIMILAR SUBJECT MATTER.

NOTICE

EACH EMPLOYEE OF THE DISTRICT IS AN "AT-WILL" EMPLOYEE. NOTHING IN THIS HANDBOOK IS INTENDED TO MODIFY THE DISTRICT'S AT-WILL EMPLOYMENT POLICY.

THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK APPLY TO ALL DISTRICT EMPLOYEES. THE POLICIES AND PROCEDURES DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NOTWITHSTANDING ANY STATEMENT TO THE CONTRARY IN THIS HANDBOOK, OR ANY REPRESENTATIONS CONTAINED IN ANY EMPLOYMENT APPLICATIONS, DISTRICT FORMS AND OTHER DISTRICT DOCUMENTS, OR ANY STATEMENTS MADE OR ACTIONS TAKEN BY ANY AGENT, EMPLOYEE OR DIRECTOR OF THE DISTRICT, ANY EMPLOYEE MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE, AND IN THE SOLE DISCRETION OF THE DISTRICT, SUBJECT ONLY TO ANY REQUIREMENTS OF APPLICABLE LAW. SIMILARLY, ANY EMPLOYEE MAY TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITHOUT PRIOR NOTICE TO THE DISTRICT.

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GENERAL POLICIES AND DEFINITIONS

Mission and Purpose

The District's mission is to provide efficient, reliable, non-disruptive and environmentally sound wastewater treatment service to the community of Grand Lake and the surrounding areas. The District's goal is to protect the public health, safety, and environment by minimizing adverse effects from the treatment, disposal and transportation of solid waste. The District strives to accomplish this as cost effectively as possible.

The policies, procedures and benefits contained in this Handbook are intended to implement and promote the District's goal and mission, and shall be applied and interpreted accordingly.

Employees' Responsibility to Become Familiar with and Comply with the District's Rules, Policies and Procedures

Each employee is responsible for knowing, understanding and complying with this Handbook, as may be amended from time to time. If an employee has any questions or concerns about any District rule, policy or procedure, the employee must ask his or her Supervisor for clarification before taking any action that could be deemed a violation of this Handbook.

No Contractual Rights -- At-Will Employment

This Handbook is not intended, and shall not be construed, to grant contractual rights to any employee or third party. This Handbook applies to all employees and does not constitute an express or implied contract of employment. Notwithstanding any statement to the contrary in this Handbook, any representations contained in any employment applications, District forms or other District documents, or any statements made by or action of any District agent, employee or director, any employee may be terminated at any time, with or without cause, subject only to the requirements of applicable law.

Emergency or Temporary Suspension of Rules or Policies

The Board or the District Manager may modify or suspend any District rule, policy or procedure to meet the demands of an emergency or to meet the District's business needs.

Effective Date – Superseding Prior Policies and Procedures

This Handbook is effective May 2018, and supersedes all prior versions of this Handbook, and all other District policies, procedures or benefits to the extent the procedure, policy or benefit is expressly addressed in this Handbook. The adoption of this Handbook shall not, however, affect any disciplinary or other action begun or taken prior to the effective date of this Handbook. In the event of a conflict between this Handbook and any other District policy, procedure or benefit, this Handbook controls.

Definitions

- **Administrative Staff.** Employees who do not work in the District's Operations Department.
- **Anniversary Date.** The date on which an Employee commences employment with the District.
- **Applicable Law.** A Federal, State or local law, rule, ordinance, code or regulation that applies in any manner whatsoever to the District or its Directors, managers, supervisors or employees.
- **Board of Directors.** Five duly elected or appointed electors of the public who act as the governing body of the District pursuant to Colorado law, and are responsible for setting District policies.
- **District.** The legal entity known as Three Lakes Water and Sanitation District, a quasi-municipal corporation and political subdivision of the State of Colorado, and as such, a unit of local government.
- **District Manager.** The individual hired by, serving at the pleasure of, and acting under the direction of the Board. The District Manager is responsible for the administration and operation of the District.
- **District Property/Premises.** All property, facilities, land, offices, buildings, structures, fixtures, installations, equipment, automobiles, trucks, snowmobiles, and all other vehicles, whether owned, leased, used or otherwise under the control of the District.
- **Employee.** Any individual employed by the District on either a temporary, part-time or full-time basis. The term "employee" does not include Directors, independent contractors, consulting professional, engineers, attorneys, accountants and other consultants or persons hired to provide professional services.
- **Family member_**(a) An employee's immediate family member; (b) a child to whom the employee stands in *loco parentis* or a person who stood in *loco parentis* to the employee when the employee was a minor; or (c) a

person for whom the employee is responsible for providing or arranging health- or safety-related care.

- **FLSA.** The Fair Labor Standards Act, 29 U.S.C. § 201 *et seq.*, as amended from time to time.
- **Illegal Drug or Substance.** Any substance that is illegal in the United States under any federal or Colorado law, or any substance defined as a controlled substance in Colorado Revised Statutes § 18-18-201, *et seq.*, or the Controlled Substances Act, 21 U.S.C. § 801, *et seq.*, both as amended from time to time. Medical or recreational marijuana is a controlled substance and illegal under federal law, and is included within this definition of Illegal Drug or Substance.
- **Handbook.** This Employee Handbook of the THREE LAKES WATER AND SANITATION DISTRICT, as amended and approved by the Board.
- **Immediate Family or Immediate Family Member.** The employee's spouse, civil union partner, child or children, father, mother, brothers, sisters, stepmother, stepfather, stepbrothers, stepsisters, or an individual who raised the employee, whether related by blood, marriage, civil union or adoption.
- **On-Call.** An employee appointed to respond to requests by the public outside of regular working hours is considered on-call.
- **Operations Staff.** Employees who work in the District's Operations Department.
- **Superintendent.** Employee who is in charge of the District's wastewater collection system, treatment plant, and labs.
- **Supervisor.** An individual hired by and acting under the direction and supervision of the District Manager or Superintendent. Supervisors are responsible for the daily administration, management, and operation of a particular team or group of employees or activity within a department. In general, the District Manager directly supervises the Administrative Staff and the Superintendent directly supervises the Operations Staff.
- **Wastewater Operator Employee.** Employees in the Operations Division who have, or are working towards, Operator licensing in wastewater and or water.
- **Work Week.** A period of 7 consecutive 24-hour periods established by the Board for the purpose of calculating and paying overtime to non-exempt employees. The District's workweek begins at 12:01 a.m. on Monday and ends on the following Sunday at 12:00 midnight.

EMPLOYMENT POLICIES

Equal Employment Opportunity

The District provides equal employment opportunities to all applicants and employees without regard to race, creed, color, religion, national origin, ancestry, gender, marital status, military status, age, disability, sexual preference or orientation, transgender status, or membership or other status in any other group protected by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring, promotion, termination, layoff, leaves of absence, compensation and training.

Every effort shall be made to ensure that all employment decisions, programs and personnel actions are administered in conformity with the principle of equal employment opportunity. Each employee is responsible for supporting these objectives and implementing this policy. Each employee shall assist in promoting a work place environment free of illegal harassment or discrimination on the basis of race, creed, color, religion, national origin, ancestry, gender, age, marital status, military status, disability, sexual preference or orientation, transgender status, or membership or other status in any other group protected by applicable law. No employee shall be coerced, intimidated, harassed or retaliated against for reporting a violation of these policies.

The District Manager is the District's Equal Employment Opportunity Coordinator ("EEO Coordinator"). The EEO Coordinator is responsible for maintaining the necessary programs, records, and reports to comply with all employment related applicable laws. The EEO Coordinator also is available to receive directly any claim of illegal discrimination, harassment, or retaliation.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the District policy to provide a work environment free of sexual and unlawful harassment. To that end, harassment of the District employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or unlawful harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly prohibited and will not be tolerated. The District will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against

individuals for cooperating with an investigation of sexual harassment complaint is prohibited and will not be tolerated at the District.

Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate District Supervisor, Superintendent or District Manager, or any other member of management with whom you feel comfortable bringing such a complaint. If the complaint is against the District Manager, you may report the conduct directly to the District's Board of Directors. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms that conduct contrary to the policies contained in this Handbook has occurred, the District will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Pregnancy, Childbirth and Related Medical Conditions

The District treats pregnant employees the same as all other employees. The District will not exclude from employment an applicant or employee because of pregnancy, childbirth or related medical conditions. Disabilities caused or contributed to by pregnancy, child-birth or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions. As with any other employee, an employee who is pregnant shall be permitted to work as long as the employee can perform the essential functions of the job. If a pregnant employee is unable to perform the essential functions of the job, the District will treat that employee in the same manner as it treats other temporarily disabled employees.

Non-Discrimination Against and Accommodation of Individuals with Disabilities.

Generally

The District complies with the Americans with Disabilities Act and all other applicable laws providing for non-discrimination in employment against qualified individuals with disabilities. The District also provides reasonable accommodation for such individuals in accordance with these laws. Anyone who believes he/she has been discriminated against or that the District has failed to provide reasonable accommodation shall file a complaint in accordance with the Complaint Procedure above.

Procedure for Employees to Request Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation(s) to the District Manager. Requests should be in writing. Upon receipt of an accommodation request, the District Manager will meet with the employee to discuss and identify the limitation(s) resulting from the disability and the potential accommodation(s) the District might make to help overcome those limitation(s). Additional documentation related to the employee's request for an accommodation may be requested by the District and must be provided by the employee. The District Manager and, if necessary, other District representatives identified as having a need to know, will determine the feasibility of the requested accommodation(s), considering various factors, including, but not limited to, the nature and cost of the accommodation(s), the availability of tax credits and deductions, outside funding, the District's overall financial resources and organization, and the accommodation's impact on the operation of the District, including its impact on the ability of other employees to perform their duties and on the District's ability to conduct its business and fulfill its purposes. The employee will be informed of the District Manager's decision on the accommodation request in a reasonable period of time.

Retaliation

No employee shall be harassed, intimidated or retaliated against as a result of requesting reasonable accommodation of a protected disability, or for reporting illegal discrimination or harassment of an employee with a protected disability or who has made a request for accommodation of a protected disability.

Workplace Anti-Violence Policy Statement

The District's goal is to maintain a workplace free from intimidation, threats and violence. This includes, but is not limited to physically, verbally or emotionally intimidating or threatening behavior, physical or verbal mistreatment or injury, vandalism, sabotage, use of weapons, carrying weapons onto the District's property, or during any District duty or activity or any other act which, in the District's opinion, is inappropriate in the workplace.

The use of District property such as the telephones, fax machines, pagers, e-mail, and computers in a physically or emotionally threatening, intimidating or violent manner is prohibited. Except as expressly stated below, all employees are prohibited from bringing a weapon onto District property or possessing a weapon while performing any duty or activity.

For purposes of this policy a "weapon" shall include firearms of any type, whether loaded or unloaded, or any other object or substance that is designed, or which the possessor intends to use, to inflict emotional harm, bodily injury or death upon another individual. The term "weapon" includes knives; except knives with a blade of 3" or less that employees routinely carry to assist them in performing their duties, unless a knife is brought onto District property with the intent to cause bodily injury, emotional harm or death.

This policy applies to all District employees, vendors and visitors while on District property or while conducting District business.

Employees, vendors or visitors who feel they have been subjected to workplace violence, have witnessed workplace violence, or who have knowledge regarding an individual who has engaged in workplace violence, must immediately report the incident to the District Manager. If an employee believes there is an immediate threat to the health or safety of the employee or any other individual, or to District property, the employee must immediately call 911. The District will investigate all reports of workplace violence and take such action, as it deems appropriate. Any employee who engages in workplace violence may be subjected to discipline, up to and including immediate termination. The District also may report any incident of workplace violence to the appropriate law enforcement agency.

Retaliation against an employee for making or participating in the investigation of a complaint of workplace violence is prohibited.

Exceptions

Law enforcement officials;

An individual who is authorized under Colorado law to carry a concealed weapon in a public place. Although, under current Colorado law, the District cannot prohibit an employee possessing a valid permit from carrying a concealed weapon in the public portions of the District's facilities, as an employer, the District can and does prohibit any employee from carrying or storing a concealed weapon in any non-public portion of the District's facilities. Further, all employees are expressly prohibited from carrying a concealed weapon in the performance of any District duty or activity. All employees are hereby notified that the carrying, storage or use of a concealed weapon in the performance of any District duty or activity is expressly prohibited and not within the scope of their employment/services. As such, an employee who carries, stores or uses a concealed weapon while performing a District duty or activity does so without District authority, and will be individually responsible for such actions. Any employee intending to store or carry a concealed weapon in a public portion of a District facility shall provide the District Manager with a copy of a valid state permit before taking such action.

Retaliation Prohibited--Generally

Prohibitions against retaliation, harassment or intimidation of employees are set forth in other sections of this Handbook. Additionally, it is the policy of the District that no employee shall be retaliated against, harassed or intimidated as a result of reporting, or assisting or cooperating in the investigation of, an alleged violation of any District rule, policy or procedures, or any Federal, State or local law or ordinance, including but not limited to the Fair Labor Standards Act, Family and Medical Leave Act, Title VII of the Civil Rights Act, the Americans With Disabilities Act, the Pregnancy Anti-Discrimination Act, the Colorado Anti-Discrimination Act, the Colorado Equal Pay Act, the Healthy Families and Workplaces Act, or the Public Health Emergency Whistleblower law. Anyone who believes he/she has been wrongfully harassed, intimidated or retaliated against shall file a complaint of retaliation in accordance with the procedures set forth in the section titled Complaint Procedure. Employees who believe that there have been other violations of

such laws may also file complaints in accordance with the procedures set forth in the section titled Complaint Procedure

Performance Evaluations

Each employee's performance shall be evaluated from time to time as the employee's Supervisors deem appropriate. In addition to the feedback provided to the employee on a periodic basis by Supervisors, employees typically receive an annual written evaluation. An employee cannot appeal an evaluation. Employees may submit a written response to an evaluation, either in the space provided on the evaluation form or by another document. The written response will be attached to the evaluation and placed in the employee's personnel file. Any employee who believes his/her evaluation was based in whole or in part on illegal discrimination, harassment or retaliation should file a complaint in accordance with the Complaint Procedure.

The District strives to take the following actions after 90 days of employment: (1) review the employee's performance, including filing an evaluation in the employee's personnel file; (2) if applicable, conduct a wage or salary review; and (3) hold a question and answer session between the Supervisor and employee.

The District strives to perform an evaluation (including a wage or salary review, if applicable), and question and answer session after 180 days of employment and every anniversary of the employee's date of hire thereafter.

Personnel Records

Personnel files are maintained for each employee. Personnel files are confidential and are kept in a locked, secure place. The employee, or the employee's designee pursuant to a written authorization by the employee, may review his/her personnel files during regular business hours in the presence of the District Manager or his or her designee, at such reasonable time as the District Manager may designate. Only District personnel who need to access the personnel files to perform their duties for the District may access the District's personnel files.

No material shall be removed from the personnel files of an employee. This rule shall not prohibit the disclosure of information in an employee's personnel files required by court or administrative order or applicable law.

Employee's Responsibility to Update Personnel Information

An employee shall promptly notify the District Manager of any change in his/her name, address, telephone number, marital status, number of exemptions, or emergency notification information. The District will rely on the employee's last given address and telephone number when contacting the employee on any matter and when giving written notices.

Reference and Employment Verification Inquiries

All employment reference check inquiries from current or former employees, prospective employers of current or former employees, or other organizations should be directed to the District Manager for official District response. Under no circumstances is any other employee authorized to provide a written or official employment reference for the District.

All requests for employment references or verification must contain the employee's or former employee's signature authorizing the release of information. When signature is present, the District will release the following information: 1) whether the individual is currently employed with the District; 2) the employee's current or last job title; 3) the dates of employment; 4) the current or final salary paid; and 5) if the District would rehire the employee.

Voluntary Termination and Resignation

Employees of the District are employed at will. Accordingly, employees may terminate their employment at any time with or without cause or advance notice to the District. Employees who intend to voluntarily leave their employment are not required to give advance notice; however, the District would appreciate at least two-week notice. Giving notice does not entitle an employee to separation pay. Employees will be paid through the last day the employee actually works regardless of the date given in any notice.

Return of District Property

All District property must be returned on or before the employee's last day of work. Pursuant to a separate agreement, which addresses this issue, each employee agrees that in the event any District property is not returned, the amount paid to the employee in his/her last check will be reduced by the amount necessary to replace the unreturned District property.

Final Paycheck

When an employee voluntarily leaves the District, a final paycheck for wages or salary, and earned, unused vacation through the last day worked will be processed in the next normal pay period, unless the employee makes other arrangements. In the event the District terminates an employee, a final paycheck will be provided to the employee in accordance with applicable law.

COMPENSATION POLICIES AND WORK SCHEDULES

Classifications of Employment

For purposes of salary administration, minimum wage and entitlement to overtime payments, and eligibility for employee benefits, the District classifies its employees as follows:

Full-Time Employees

A full-time employee is an employee who regularly works at least 32-hours per workweek. Full-time employees may be "exempt" or "non-exempt" as defined below. Full-time employees are eligible for the benefits as set forth in this Handbook.

Part-Time Employees

A part-time employee is an employee who regularly works less than 32 hours per workweek. Part-time employees may be "exempt" or "non-exempt" as defined below. Part-time employees are not eligible for the benefits set forth in this Handbook, unless it is expressly stated in this Handbook or in a written statement issued by the District Manager.

Temporary Employees

Temporary employees are engaged by the District for a specific period of time (such as summer), or for a specific project or assignment. Temporary employees may work full or part-time and may be "exempt" or "non-exempt" as defined below. Temporary employees are not eligible for benefits, unless it is expressly stated in this Handbook or in a written statement issued by the District Manager.

FLSA Exempt and Non-Exempt Employee Classifications.

Exempt Employees

Exempt employees are employees who are not covered by the FLSA, and, therefore are not required to be, and shall not be paid overtime for work performed beyond 40 hours in a workweek.

Non-Exempt Employees

Non-exempt employees are employees who are required to be paid minimum wages and overtime at the rate of one and one-half (1½) times their regular rate of pay for all hours worked beyond 40 hours in a workweek.

Classification

Each employee will be informed of his or her initial employment classification and status as an exempt or non-exempt employee when hired. If the employee changes positions during his/her employment as a result of promotion, transfer, or otherwise, the employee will be informed of any change in his/her exemption status.

Questions Regarding Employment Classification

Employees should direct any questions regarding their employment classification or exemption status to the District Manager.

Work Schedules

Full-Time Hours of Work

The Administrative Office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday of each week, except for designated holidays. Each non-exempt employee shall work five (5) eight-hour days, with one-half hour for lunch, each week.

Part-Time Hours

A part-time employee's working hours and schedule will be arranged by the District Manager or Superintendent.

Schedules Subject to Change

Daily and weekly work schedules may change from time to time at the sole discretion of the District Manager or Superintendent to meet the District's business needs. The District strives to announce changes in work schedules as far in advance as practicable.

Work Hours for Emergencies

When it is necessary to change the hours of non-exempt employees due to emergency situations or other circumstances, the District Manager or Superintendent may assign the hours.

Attendance and Tardiness.

Regular attendance by all employees is important to the successful operation of the District. Each employee is expected to maintain a good attendance record and to arrive on time, ready to work.

Recording Work Hours – Falsification of Time Records, Logs and Reports Prohibited.

The District complies with all applicable laws requiring records to be maintained of the hours worked by non-exempt employees. To ensure accurate records are kept of the actual hours a non-exempt employee works (including overtime hours, when applicable) and the accrued leave time the non-exempt employee has taken, and to ensure the non-exempt employee is paid in a timely manner, non-exempt employees must record their time worked and absences in accordance with the section regarding *Working Hours – Time Card*. An employee cannot enter time in the District's time-keeping system on behalf of any another employee. The District bases payment of wages and salary on the entries in the District's timekeeping system; however, the policy requiring employees to keep accurate records of time is not limited to the timekeeping system for employees who also record their daily activities in logs, reports or other documents.

Regular Pay Procedures

Pay Periods

All employees are paid every other Tuesday. If the regular pay day falls on a designated holiday, the employee is paid on the last day before the designated holiday that the District is open for business.

Annual Pay and Merit Increases

A 2% cost of living increase shall be given on April/January¹ of each year to all employees. ~~The cost of living increase shall be based on the Boulder/Denver Consumer Price Index as is adjusted in March of each year.~~

~~The Merit Increase is designed to provide incentive compensation to all eligible employees. To be eligible an employee must have been employed as of July 1, and have a satisfactory year-end performance rating with completion of performance goals. An employee will be eligible for a wage increase up to 3% to be given January 1. Salary increases for the District Manager are solely at the discretion of the Board of Directors. The District reserves the right to administer, modify, or terminate the plan with or without notice.~~

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Certification Pay Increase

Full-Time Wastewater Operator Employees will be eligible for increases to their hourly rate wage as outlined below upon increase of state certification levels. Pay increases will be applied to the next full pay period following state certification.

Wastewater Certification D – 6%

Wastewater Certification C – 8%

Wastewater Certification B – 8%

Wastewater Certification A – 10%

All Water/Collection/Distribution Certifications – 2% per certification

Payroll Deductions

The District is required by law to make certain deductions from employee paychecks, including those for Federal, State and city taxes, as well as the deferred compensation plan as outlined in Employee Benefits section. Other deductions can only be made at the employee's specific request and with his/her authorized signature. Under certain circumstances, and in accordance with applicable law, payroll deductions also may be made from an employee's paycheck for the replacement cost of lost, destroyed or unreturned District property, or for fines imposed on employees as part of a disciplinary action.

Wage Attachments

In the event the District is served a notice of garnishment or a wage assignment of an employee's earnings, the employee will be informed by copy of the notice. The District is required by applicable law to comply with wage garnishments and wage assignments until an official notification of release is received.

Direct Deposit

An employee may opt to have the employee pay directly deposited into one checking or savings account designated by the employee. The District cannot assure that it will make the direct deposit at any specific time on any given pay day. It is the responsibility of the employee to check with his/her bank to ensure that it has posted the funds to the proper account and that the amount is correct. Failure to check may result in bank fees and charges. The District is not responsible for overdrafts or bounced checks or any fees, charges or other problems that arise because of failure to verify the direct deposit. It is the employee's responsibility to inform the District if his/her direct deposit account is closed or the account number has changed, or if anything else occurs with the bank account that could disrupt direct deposit. The District will not be responsible for a bank's policies, practices, acts, or failures to act.

Overtime Pay Procedures.

General Overtime Policies

The District may require any employee to work overtime in its sole discretion. Except as otherwise provided herein, any overtime shall be approved in advance by the employee's Supervisor.

Overtime Pay for Non-Exempt Employees

A non-exempt employee will be paid one and one-half (1 ½) times his/her regular hourly rate of pay for all hours actually worked beyond the 40th hour in a workweek. Holidays, vacation, personal days, or sick leave are not considered hours actually worked for purposes of calculating overtime.

The employee usually receives payment for overtime in the pay period in which the overtime is worked in the normal course of the District's payroll procedures, provided the employee timely reported the overtime worked to allow for payment within that pay period.

Compensatory Time

The District does not provide compensatory time off in lieu of overtime pay.

Exempt Employee Deductions

An exempt employee's pay is subject to deductions for absences from work only in the following circumstances: 1) one or more full days for personal reasons other than sickness or disability; 2) absences of one or more full days due to sickness or disability, if the deduction is made in accordance with the District's sickness or disability benefit plans; 3) to offset amounts exempt employees receive as jury fees, witness fees, or for military pay; 4) for fines for a violation of a major District safety rule; 5) for suspensions without pay of one full day or more for violation of the District's anti-discrimination policies, the District's workplace anti-violence policy or other District rule or policy; 6) for any workweek in which an employee actually performs no work for the District. An exempt employee will only be paid a prorated amount of his or her salary for the initial or last week of employment, if the exempt employee does not work the entire week.

Correction of Improper Deductions

It is the District's policy to prohibit improper deductions from the salary of an exempt employee or the wages of a non-exempt employee. If an employee believes an improper deduction has been made to his/her salary or wages, the employee should immediately report it to the District Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed, and the District will make a good faith commitment to comply with the FLSA in the future.

Reimbursement for Expenses

The District reimburses employees for expenses reasonably incurred in the course of District business, provided the expenses have been authorized in advance or are determined by the District, in its discretion, to have been necessarily incurred under circumstances where advance approval was not reasonably possible. Employees seeking reimbursement for expenses are required to document those expenses and provide a receipt. Requests for reimbursement must be submitted to the employee's Supervisor for approval.

Travel Expense Reimbursement

Employees who incur travel expenses in conducting District business, such as use of personal vehicle (mileage reimbursement), lodging, parking fees and meals, while attending approved meetings or seminars, will be reimbursed for such expenses at the approval of the Supervisor. Mileage will be paid at the rate approved by the IRS. Proof of any expenses must be submitted to the Supervisor for reimbursement. All meal tickets shall indicate the food purchased. The District will not reimburse for snack food items (food not part of breakfast, lunch, dinner or other meal) or alcoholic beverages. The District will reimburse a tip rate of 18% of meal if shown as paid on the meal ticket or a higher percent at the discretion of the Supervisor.

Weekend Hours

It is mandatory that the sewer plant be checked once on Saturday and once on Sunday. One-hour minimum of time shall be paid to check the sewer plant on a Saturday and/or Sunday. This one-hour shall be paid as stand-by pay for non-exempt employees. Management shall keep a record, which includes the employee name, date and time of check, and status of the sewer plant at the time checked. Any work performed beyond the one-hour, shall revert to work performed under "on-call" status. Over-time pay shall not be duplicated.

On-Call

All employees are subject to being placed on on-call status in emergencies. All Wastewater Operator Employees will rotate on-call duty during week evenings and nights, and during the weekend. Assignment of on-call duty is the responsibility of the Superintendent. Employees in on-call status must carry a cell phone at all times, and shall

at all times be capable of a 30-minute response time to the location of the emergency. On-call employees must be in a physical and mental condition to respond to an emergency. Alcohol and other intoxicants must not be consumed when on-call. Employees shall be paid for one hour of stand-by pay per day for the week they are on-call for a total of seven hours. Weekend and holiday plant checks are included within the stand-by pay. All other actual on-call work performed shall be paid at time and one-half (1 ½) in addition to the stand-by pay. At the Superintendent's approval an employee may opt to take a Friday off within the same pay period instead of stand-by pay. Accumulation of days off is prohibited.

Working Hours – Time Card

Non-exempt employees are required to record their daily attendance by utilizing the District's time clock. Time cards will be collected weekly and signed by the Supervisor. The Supervisor is responsible for ensuring the times are accurately recorded and no abuses occur. The Supervisor is also responsible for ensuring that the lunch period is observed, and tardiness/overtime is not abused.

Exempt employees are not required to record their daily attendance on the time clock. It is suggested, however, that exempt salaried employees keep track of their daily attendance to serve as a record of attendance.

Each non-exempt employee shall be assigned a time card number. Each non-exempt employee must personally punch in at a designated time clock at the start of work and punch out at the end of the end of the work shift. The clock also must be punched out upon leaving work for other reasons and must be punched in when returning to work, i.e., to leave for a doctor visit, personal meetings, etc., during work hours. The Supervisor must sign any additions to or corrections of the time card. Employees may not commence work earlier than five minutes before starting time, unless previously approved by the Supervisor.

Work for Other Entities While Being Paid by the District

Employees remain District employees while working for another entity under an Intergovernmental Agreement, and only shall be compensated by this District.

Longevity Bonus

Subject to annual appropriations, the District strives to provide each regular full-time employee a longevity bonus on his/her anniversary date. The employee must be a regular full-time employee with the District on that date to receive the bonus. The District intends to pay \$10.00 for each month of service. For example, a full year of employment would result in a \$120.00 longevity bonus, the second year \$240.00, etc.

Certification Bonus

Subject to annual appropriations, the District intends to pay a bonus to any regular full-time employee in the Operations Department who obtains any of the four State certified levels of Wastewater Operator and Collections. The District also intends to pay bonuses for the four State Certified levels of Water and Distribution. These bonuses generally are paid on the first pay date in December of each calendar year, provided that the employee has given the District a copy of the letter from the state certification board, and are paid according to the following scale:

Wastewater:	Collections:	Water:	Distribution:
D License \$100	Level 1: \$100	D License \$100	Level 1: \$100
C License \$200	Level 2: \$200	C License \$200	Level 2: \$200
B License \$300	Level 3: \$300	B License \$300	Level 3: \$300
A License \$400	Level 4: \$400	A License \$400	Level 4: \$400

The District will conduct a review of wages when any level wastewater license is obtained. The District will not increase wages for obtaining a water license, but does encourage testing through payment of schooling expense and bonuses, as indicated above.

Pay for Performance Incentive

~~The Pay for Performance Incentive of Three Lakes Water and Sanitation District is designed to provide incentive compensation for all eligible employees. To be eligible for the incentive payment, an employee:~~

- ~~• Must have been employed as of July 1.~~
- ~~• Must have a satisfactory year end performance rating.~~
- ~~• Must be employed as of December 31 of the bonus plan year.~~

~~Each eligible employee's incentive is computed as a percentage of wages or base salary received as of year end based upon the year end performance review and completion of performance goals. An employee with an overall rating of satisfactory or better will be eligible for an incentive up to 3%. Incentive payments will be made no later than March 31 of the following year. The payment will be taxed at the flat Internal Revenue Service (IRS) rate plus applicable state rates for incentive payments.~~

~~The Pay for Performance Incentive is provided at the discretion of the District. The District reserves the right to administer, modify or terminate the plan with or without notice.~~

Lightning Strike Award

The Lightning Strike Award is designed to reward employees for exceptional deeds throughout the year, and is administered by the District Manager and reported to the Board. Award payments are at the discretion of the District and are not to exceed \$500.00. All employees are eligible.

EMPLOYEE BENEFITS

Orientation and Introductory Period

A newly hired employee is subject to an orientation period of 30 days, followed by an introductory period of 60 days. These periods are an integral part of the selection process, the purpose being to evaluate the employee's qualifications and work. During this time, the employee shall have no right to benefits except insurance coverage, holiday pay, sick leave, and the 457 Deferred Compensation Plan. Other District benefits commence at the end of the introductory period. Completion of the orientation and introductory period does not alter an employee's at-will status.

Time Off

Time off is an employee benefit. The law requires some time off, other time off is an employee benefit granted by the District and is subject to change. Unless otherwise specified in this Handbook, all time off must be approved in advance by the Superintendent or District Manager.

Personal Leaves of Absence

Regular full-time employees may request a leave of absence for a period not to exceed 60 days from the date of approval to care for an immediate family member with a serious health condition. Where possible, requests for leaves of absence must be submitted in writing to the District Manager at least thirty (30) days prior to the start of the requested leave. The District Manager, in his or her sole discretion, may grant the request for a leave of absence. All District property must be returned to the District prior to commencement of the leave. Paid vacation and sick leave benefits shall not accrue while taking a personal leave of absence without pay. All such leaves will be without pay, except where the employee has accrued leave that will be used during the leave of absence. An employee granted a leave of absence shall, no later than the date agreed upon by the District and employee, confirm to the District Manager the employee's intention to return to work upon expiration of the leave of absence. Any employee's failure to return to work on the next working day following the expiration of the leave of absence may, at the sole discretion of the District Manager, be considered to have resigned.

Military Leave of Absence

Leaves of absence for military duty and training will be granted to all employees in accordance with applicable laws. If an employee is called to active military duty or to reserve or National Guard training, or if the employee volunteers for the same, the employee should submit copies of his or her military orders to the employee's Supervisor, or other written notice, as soon as practicable. The employee's eligibility for reinstatement after his or her military duty or training is determined in accordance with applicable law.

Military leaves of absence for employees will be with pay for the first 15 workdays. Pursuant to a separate written agreement with the employee, the amount of pay to be received by the employee will be offset by the amount of military pay received by the employee for the same days for which paid leave was provided. The District will pay the difference between the regular earnings of the employee and the military earnings received while on duty (military earnings consist of gross pay at the base rate before payroll deductions).

Funeral Leave

An employee may take up to five (5) days paid leave of absence due to a death in the employee's immediate family.

With prior approval of the Supervisor, an employee may take up to one day paid leave of absence to attend the funeral of someone other than an immediate family member of the employee. The Supervisor may grant an employee additional unpaid funeral leave in exceptional circumstances. The employee must use any accrued sick leave or vacation leave, with the balance of the leave being unpaid; provided, however, that an exempt employee who has performed any work for the District at any time during the workweek in which the leave is taken shall receive his/her regular salary during that workweek.

Jury Duty and Witness Leave

Jury Duty

An employee called for jury duty will be granted leave. The employee will be granted such leave with pay, less the amount of jury fees received by the employee for such service. To qualify for jury duty leave, employees must submit a copy of the summons to their Supervisor as soon as it is received. In addition, proof of jury service must be submitted to the employee's Supervisor after jury duty is completed. All employees excused for jury duty shall return to work immediately when dismissed from jury duty or when the jury is not in session during the employee's usual work hours. The District will make no attempt to have an employee's jury service postponed except when business conditions necessitate.

Witness Leave

An employee who is subpoenaed to provide deposition testimony or appear in court on a District-related matter shall immediately notify his/her Supervisor. An employee will be granted such leave with pay. An employee who is subpoenaed to provide deposition testimony or appear in court as a witness in a non-District matter may take time off to testify. An employee will be granted leave without pay or required to use vacation or sick leave where appropriate. The employee shall furnish a copy of the subpoena to his/her Supervisor. An employee excused from witness duty shall return to work immediately upon completing his or her testimony.

Voting Leave

The District believes voting is an important responsibility we all assume as citizens. Under most circumstances, it is possible for an employee to vote either before or after work, use absentee ballots, or take advantage of early voting procedures to avoid time off from work. The District will, however, grant time off to vote in accordance with applicable law.

Before the day of the election, the employee must submit a written request to his or her immediate Supervisor for time off to vote.

During the day of election, an employee shall be granted a period of one hour during the time the polls are open to vote. Non-exempt employees shall be paid their regular hourly wage for the period of their absence, not to exceed one hour. The District will specify the hour during which the employee may be absent; provided, however, that, at the employee's request, the hour will be scheduled at the beginning or end of the employee's regularly scheduled shift on Election Day. Notwithstanding the foregoing, the District Manager or Superintendent, at his or her discretion, may deny an employee's request for time off to vote, if the employee's hours of work on the day of the election are such that there are one or more consecutive hours between the time of opening and the time of closing of the polls during which the employee is not required to be at work.

Vacations

All Full-time employees are eligible to accrue paid vacation time.

If an exempt employee is absent for less than a full day, and does not have sufficient accrued vacation leave to cover the partial day absence, the exempt employee will still receive his or her salary for that day; however, if an exempt employee has exhausted his or her accrued vacation leave, any full day absences will be deducted from the exempt employee's salary in accordance with 29 C.F.R. § 541.602(b), as may be amended from time to time.

Vacation leave accrual commences on the first day of employment; however, no employee may take vacation leave or be compensated for vacation leave upon termination until the completion of six months of employment with the District.

The amount of vacation time an employee will accrue annually depends on that employee's length of continuous service with the District, as set forth below:

Years of Continuous Service	Vacation Time Accrual Rate
Beginning of year 1 through year 5	10 days per year
Beginning of year 6 through year 10	15 days per year
Beginning of year 11	20 days per year

Changes to vacation time accruals, based on years of continuous service, will begin the first full pay period following the employee's Anniversary Date.

An employee may not receive vacation pay in lieu of taking vacation, and may only be compensated for vacation leave upon termination.

All vacation requests must be approved in advance by the Supervisor, based on the needs of the department and giving respect to the reasonable requests of the employee. Vacation leave, not to exceed the amount accrued at the time of the leave, may be granted in advance. Vacation days shall be taken off either as entire days, or half days only. Any time off of less than four-hour increments, or where there are not

sufficient vacation hours posted or accruing on the employee record, will be posted as "approved time off without pay." Vacation leave records shall be maintained for each employee and kept with other payroll documents in the administrative office.

Accrued vacation days may carry-over until the following year, provided all employees max out and stop accruing vacation time at 25 days (200 hours).

Holidays

The District office will be closed in observance of, and employees will receive paid time off on, the following holidays:

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	December 24 (if this date falls on a Saturday or Sunday, it will be observed on the preceding Friday).
Labor Day	December 25

If the actual holiday falls on a Saturday, the preceding Friday will be deemed to be the designated holiday. If the actual holiday falls on a Sunday, the following Monday will be deemed to be the designated holiday, except as noted above.

If a holiday falls during the employee's vacation, the employee will not be charged with a vacation day for the holiday.

Holiday hours are between the hours of 8:00 a.m. and 4:30 p.m. Any time worked before or after this time period will be paid as on-call, in accordance with the On Call section. When an exempt employee works on a holiday, he/she may take time off with pay at a later date, equal to the amount of time worked on the holiday. To qualify for holiday pay, employees must work the business day before and the business day after the holiday, unless a planned absence was granted.

Administrative Leave

The District Manager or Superintendent may place an employee on paid or unpaid administrative leave pending an investigation, corrective or disciplinary action, or for other reasons the District Manager deems appropriate. In the case of the District Manager, the Board may place the District Manager on paid or unpaid administrative leave pending an investigation, corrective or disciplinary action, or for other reasons the Board deems appropriate.

Sick Leave

All employees are eligible to accrue paid sick leave in accordance with the section "Accrual" set forth below.

If an exempt employee is absent for less than a full day, and does not have sufficient accrued sick leave to cover the partial day absence, the exempt employee will still receive his/her salary for that day; however, if an exempt employee is sick and has

exhausted his/her accrued sick leave, absences of one or more full days will be deducted from the exempt employee's salary, in accordance with 29 C.F.R. § 541.602(b), as may be amended from time to time.

Accrual

Sick leave accrues at a rate of one and one-half (1½) days per month for full-time employees and at rate of 1 hour per 30 hours worked for part-time employees and temporary employees, up to a maximum accrual of twenty (20) days for any employee. After 20 days have accrued, sick leave will stop accruing, unless sick leave is taken, at which time it will accrue at the same rate up to the allowable 20-day limit. Accrued sick leave will carry over from one fiscal year to the next, provided that the total accrual may not exceed the 20-day limit at any time. [Full-time] employees who provide at least two weeks' notice prior to separating from employment with the District may be compensated for up to 10 days of accrued sick leave, paid under the same terms as accrued but unused vacation leave. In the event that a public health emergency is declared, employees shall receive the amount of sick leave to which they are entitled under state law, if entitled to more than the accrued amount, per Section 8-13.3-405, C.R.S. or other state law.

Absences Requiring Use of Sick Leave

Sick leave may be used for any of the following purposes:

- (a) The employee:
 - (i) has a mental or physical illness, injury, or health condition that prevents the employee from working;
 - (ii) needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
 - (iii) needs to obtain preventive medical care;
 - (iv) has been exposed to a highly contagious disease; or
 - (v) attends scheduled doctor or dentist appointments;
- (b) the employee needs to care for a family member who:
 - (i) has a mental or physical illness, injury, or health condition;
 - (ii) needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
 - (iii) needs to obtain preventive medical care;
- (c) the employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:
 - (i) seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
 - (ii) obtain services from a victim services organization;
 - (iii) obtain mental health or other counseling;
 - (iv) seek relocation due to the domestic abuse, sexual assault, or harassment; or
 - (v) seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment; or
- (d) due to a public health emergency, a public official has ordered closure of:
 - (i) the employee's place of business; or

- (ii) the school or place of care of the employee's child and the employee needs to be absent from work to care for the employee's child.

An employee must notify his/her Supervisor as soon as possible, when sick leave is being requested, and, when possible, advise the Supervisor of the anticipated return time.

The employee must furnish the Supervisor with a doctor's note or other appropriate documentation providing that the use of paid sick leave is for an authorized purpose, after use of sick leave for four (4) or more consecutive workdays.

Maternity Leave

Regular full-time employees who become pregnant shall be eligible for up to, but not exceeding, sixty (60) calendar days of maternity leave without pay, which shall not constitute a break in employment. All accrued vacation and sick leave shall be applied to the maternity leave, with the balance of the leave, if any, being without pay. Paid vacation and sick leave benefits shall not accrue while taking maternity leave without pay. Any person hired to fill a position vacated by an employee on maternity leave shall be deemed a temporary employee.

Inclement Weather

There are times through the winter months when the weather creates a challenge to report to work. Employees must make the best effort possible to get to work. If the office is open, Administrative Staff will be expected to report to work. The District will provide paid time off for scheduled employees if it declares a "snow day" if it cannot provide a safe and warm environment for its Administrative Staff. The Superintendent shall establish reporting requirements of its Operations Department during bad weather conditions, recognizing the importance of continued service to customers. In the case of inclement weather other than declared snow days, the District will pay non-exempt employees only for hours actually worked.

Personal Days

Regular full-time employees are permitted a total of two (2) paid personal days per year, to be taken at their discretion. Personal days cannot be carried over from year-to-year and are forfeited, and not paid out upon termination. During the first year of employment, a regular full-time employee hired between the dates of January 1 – June 30, shall receive two paid personal days; and a regular full-time employee hired on or after July 1 shall receive one (1) personal day. Personal days can be taken only in full or half-day increments.

Health Insurance

The District participates in a group health insurance plan for eligible employees. A copy of the plan is on file with the District Manager. The District's group health insurance plan is subject to review and adjustment, including termination, by the Board at any time in its sole discretion and in accordance with applicable law. An eligible employee's effective

date for insurance coverage will depend on the date of employment and the date the insurance company can include the employee in the group plan, but will generally begin the on the first of the month following the hire date. In the event of a conflict between this Handbook and the actual plan documents, the plan documents shall govern. Please direct any questions regarding coverage to the District Manager.

Dental Insurance

The District participates in a Dental Insurance plan for eligible employees. A copy of the plan is on file with the District Manager. The District shall pay 80% of the premium each month and the benefitted employee shall pay 20% of the premium each month in advance of the payment due date. The 20% premium shall be deducted from the employee's wages or salary on a monthly basis. The District's dental insurance plan and the percentage of premium paid by the District are subject to review and adjustment, including termination, by the Board at any time in its sole discretion and in accordance with applicable law. An eligible employee's effective date for insurance coverage will depend on the date of employment and the date the insurance company can include the employee in the plan, but will generally begin the first of the month following the hire date.

Hepatitis Vaccinations

At the approval of the District's Superintendent, the District shall offer to any regular full-time employee whose position may expose them to raw sewage, the opportunity to take Hepatitis A and Hepatitis B vaccinations, as a preventative measure. These vaccinations shall be taken at the County Health Office. The District also offers a Titer Test. This test is not offered by the County Health Office but shall be done at a location designated by the District. The District will pay for the costs of the hepatitis series vaccinations and/or Titer Test, and shall make the appointment with the County Health Office for the hepatitis vaccinations to be taken in their office, or for the Titer Test at a designated location. A District vehicle can be used for travel to get the vaccinations.

A full-time employee may elect to take the series of vaccinations at the time of hire, but if he or she fails to successfully complete the 90-day introductory period, he/she will be required to reimburse the District for the costs of the vaccinations and/or Titer Test. A Payroll Deduction Authorization form must be completed at the time of approval for the vaccinations.

The Hepatitis A series consists of one vaccination and a booster vaccination. The Hepatitis B series consists of three vaccinations. They shall be taken as follows:

1st Visit: 1st Hepatitis A and 1st Hepatitis B vaccinations

2nd Visit: (one month later): 2nd Hepatitis B vaccinations

3rd Visit: (minimum six months later from the first Hepatitis A & B vaccinations): 2nd Hepatitis A shot and 3rd Hepatitis B shot. (The 2nd Hepatitis A shot is a booster shot that can be taken years later from the 1st Hepatitis A vaccination taken).

Short-Term/Long-Term Disability Insurance

The District offers a short-term and long-term disability insurance plan for employees. A copy of the disability insurance policies are on file with the District Manager. An employee qualifies for this coverage on the 91st day of employment with the District. Disability insurance plans are subject to review and adjustment, including termination, by the Board at any time and in its sole discretion and in accordance with applicable law. In the event of a conflict between this Handbook and the actual plan documents, the plan documents shall govern. Please direct questions concerning this disability insurance program to the District Manager.

Workers' Compensation

To provide for payment of medical expenses and partial salary payments in the event of a work-related accident, exposure or illness, employees are covered by Workers Compensation Insurance. The amount of the benefits payable, and the duration of the payments, depends upon the nature of the employee's injury or illness. In general, all reasonable medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided if the employee is absent from work due to a work-related injury, exposure or illness.

If an employee is injured, suffers exposure, or becomes ill on the job, the employee must report within four days, in writing, the injury, exposure or illness to his/her Supervisor. Timely reporting of a job-related injury, exposure or illness allows the District to assist the employee in obtaining appropriate coverage and treatment. Failure to follow this procedure may result in the appropriate Workers Compensation report not being filed in accordance with the law, which may jeopardize the employee's right to benefits in connection with the injury or illness.

The District Manager may require an employee who has been on leave as a result of an on the job illness or injury to provide a note from a medical provider that the employee may return to work in full or modified capacity.

Questions regarding Workers Compensation should be directed to the District Manager.

Unemployment Compensation

The District is responsible for unemployment benefits pursuant to the Colorado Employment Security Act. Former employees who have questions about whether they qualify for unemployment compensation benefits should contact the appropriate state agency.

Wastewater Certification/Examination/Fees

For full-time Wastewater Operator Employees, the District will pay the examination fees of the first wastewater test taken in any level of certification and will reimburse the examination fees of the final test taken upon which certification was obtained. The

District also will pay the Certificate fee paid to the Operators' Certified Program office, which is necessary to obtain the License Certificate. Regular full-time Wastewater Operations Employees may attend a one-week certification school as approved by the Superintendent or District Manager. While at the school, the District will pay each employee's school fees, lodging, and three meals per day. Time spent at the School will be time off with pay. The District will pay for Wastewater Operations employees to renew their licenses per State requirements. If any employee leaves the District within one year of renewal, the employee will reimburse the District for all renewal costs paid by the District.

Commercial Driver's License

Effective June 1, 2011, the District shall require its full-time Wastewater Operator Employees to obtain and/or maintain a Class "B" CDL License in accordance with the requirements of the Federal Motor Carrier Safety Administration. The District will reimburse those fees paid by the Wastewater Operator Employee for the final CDL License written examination taken upon which a passing grade was obtained. The District will pay for all medical examinations associated with obtaining and maintaining the CDL License. The District will reimburse those fees paid by the Wastewater Operator Employee for the final driving skills test taken upon which a passing grade was obtained. If any Full-time Wastewater Operator Employee leaves the District prior to completion of one year of employment, he/she shall reimburse the District all costs paid by the District associated with obtaining the CDL License. A Payroll Deduction Authorization Form shall be completed at the time of approval of CDL costs to be paid by the District. The District will pay for Wastewater Operator Employees to renew their licenses obtained per State requirements. If any employee leaves the District within one year of renewal, the employee will reimburse the District for all renewal costs paid by the District. Use of District vehicles in this endeavor shall be allowed. The District will grant reasonable paid time-off for employees to take the physical, written and driving examinations.

Employees who maintain a CDL as a condition of their employment with the District are subject to the drug and alcohol testing requirements of the US Department of Transportation, the Colorado Department of Transportation and any other applicable laws.

Clothing Allowance – Operations Staff

Each regular full-time employee whose position requires outside work on the Distribution/Collection system is eligible for a clothing allowance benefit. The District shall allow the sum of \$700.00 per employee per three-year period. The Superintendent must approve all purchases with said monies. If any regular full-time employee leaves the District prior to completion of one year of employment, he/she shall reimburse the District of the cost of said items. A Payroll Deduction Authorization form shall be completed at the time of approval of the extra clothing expenditure.

Deferred Compensation Plan

All employees are required to enroll in the Deferred Compensation Plan chosen by the District. This program is in lieu of participation in the Social Security Program, in which the District does not participate. The District shall comply with the Social Security Protection Act of 2004, Form SSA-1945, which requires that it provide a statement to employees explaining how the Deferred Compensation Plan could affect future Social Security benefits to which they may become entitled. This form shall be given to the employee prior to the date of employment, and the employee must sign the form. The percentage, based on gross wages (including overtime and bonuses), to be invested by the District in the plan on a monthly basis will be 7.65% or the Social Security tax rate, whichever is higher. Employees are not required to invest any portion of their wages in this Program. The District will pay all administrative fees associated with this Plan.

401(a) Money Purchase Plan

All regular full-time employees shall be enrolled in the "Pension Plan" chosen by the District. The current plan is a vesting plan with employees reaching vesting at six (6) months of employment. The percentage, based on gross earnings (including overtime and/or bonuses) to be contributed by the District on a monthly basis is set by the Board of Directors, in its sole discretion. All of the contributions to this fund remain District funds until an employee meets the six (6) month vesting level. For this reason, the District is required to invest in a fund within the Plan that provides a "guaranteed" rate of return. Once an employee is 100% vested, he/she may determine investment options for the funds held in his/her account. Upon termination of employment, the District will mail to the vested employee information about the income available under this retirement plan.

EMPLOYEE CONDUCT

Drug and Alcohol Policy

The District strives to provide a safe and productive work environment, free of illegal drug use and alcohol abuse. The District's policy is intended to better ensure a drug and alcohol-free work environment, and to reduce and help eliminate drug and alcohol related accidents, injuries, fatalities and property damages. All District employees are subject to this Drug and Alcohol Policy.

The following are strictly prohibited: 1) reporting to work under the influence of alcohol, an illegal drug, or a controlled substance; 2) use, possession, purchase, sale, dispensing, manufacturing, promotion, storage or transfer on District property, while on duty, or while representing or acting on behalf of the District for any purpose, of an intoxicating liquor, controlled substance or illegal drug, a prescription drug not medically authorized, or any other substance that impairs job performance or poses a hazard to the safety and welfare of the employee, other employees, or the public. No employee may enter or remain on District property at any time while under the influence of alcohol, a controlled substance, or illegal drugs.

"Controlled substance" or "illegal drugs" may include prescription drugs and does include medical or recreational marijuana. Employees may use prescription drugs so long as that use is consistent with a prescription and approved under working conditions by the treating physician. Employees must report promptly to their Supervisor their use of any prescription or non-prescription medication that may impair their judgment, alertness, performance or behavior, or otherwise affect their ability to perform the essential functions of their job. Employees may be assigned modified duties while using a prescription medication that impairs judgment, alertness, performance, or behavior, or otherwise affect their ability to perform the essential functions of their job.

Testing

The District shall determine the appropriate drug and alcohol testing of its employees and such testing shall be conducted in accordance with Applicable Law. Occasions of testing may include: testing after a conditional offer of employment, testing after an accident involving a District vehicle or personal vehicle being used to conduct District business, return to duty testing, random testing on employees in safety-sensitive positions, and/or testing upon reasonable suspicion that an employee is violating this policy.

For testing based on reasonable suspicion, the District Manager or a designee shall document in writing the facts constituting reasonable suspicion. Circumstances that may constitute a basis for determining reasonable suspicion include, but are not limited to: abnormal or erratic behavior; information of recent illegal drug or alcohol use provided by a reliable and credible source; observation of illegal drug or alcohol use, purchase or

sale; presence of a physical symptom of illegal drug or alcohol use; possession of alcohol or illegal drugs; or aggressive or violent behavior. The facts shall be disclosed to the employee at the time the demand for illegal drug and alcohol testing is made. All diagnostic illegal drug screenings and alcohol tests based on reasonable suspicion must have the prior approval of the District Manager or a designee. All employees notified of reasonable suspicion to be tested must report immediately to the District's designated provider accompanied by a District representative.

In addition, employees who maintain a CDL as a condition of their employment with the District are subject to the drug and alcohol testing requirements of the US Department of Transportation, the Colorado Department of Transportation and any other applicable laws.

Testing Results

A positive, confirmed drug or alcohol test may result in immediate termination even for a first offense. Any employee who without acceptable reason fails to report for, or who refuses to submit to an illegal drug test/alcohol test shall be immediately terminated.

To the extent reasonably possible, and except as necessary in an emergency situation or for management to conduct the business of the District, or unless otherwise required to do so by law, the District will not release information with respect to an employee's drug or alcohol test results.

Duty to Notify the District of any Illegal Drug/Alcohol Related Convictions

District employees must notify the District Manager within 24 hours of being charged with an offense involving the unlawful manufacture, distribution, dispensation, possession or use of an illegal drug or substance, or an alcohol related offense.

District employees must notify the District if they are convicted of, or plead guilty or no-contest to, any charge of unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, or illegal drug, or any alcohol-related offense. Employees must notify the District no later than five (5) calendar days after conviction, or entry of a guilty or no-contest plea. Any employee who fails to notify the District within the required times may be immediately terminated. The District may take corrective action up to and including termination for the conviction, guilty plea, plea of no-contest, diversion, or deferment of any illegal drug or alcohol related offense.

Vehicles

The Superintendent shall assign District vehicles to Operations Staff requiring the use of a vehicle to complete job assignments. The District shall provide fuel for use in District owned vehicles. The Superintendent shall keep records of fuel use. No one other than authorized District employees shall drive said vehicles. The safe and legal operation of the District's vehicles is critical to the District's service to its citizens. All employees who operate District vehicles, or personal vehicles in the performance of District duties or activities, shall obey the following rules:

Valid Driver's License

A valid Colorado driver's license, unrestricted except for corrected vision or other restriction(s) that can be reasonably accommodated, is a condition of employment and continued employment with the District. Each employee shall provide a copy of his or her current Colorado drivers' license to the District Manager in January of each calendar year.

Insurance

Each employee must maintain motor vehicle insurance coverage in the minimum amounts required by law on any private vehicle that may be used in performing any duty or activity on behalf of the District. In addition, each employee must be insurable at a reasonable cost, by the District's insurance carrier.

Accidents

All accidents involving District vehicles or a personal vehicle used in performing any duty or activity on behalf of the District, no matter how minor, must be reported immediately to the employee's Supervisor. A written report by the employee must be submitted to the Superintendent or District Manager within 24 hours.

Traffic Violations

Citations for moving violations and any driver's license revocation, confiscation or suspension must be immediately reported to the employee's Supervisor, regardless of whether the citation occurred while the employee was on the job, engaged in District business, or on personal time.

Lawful Driving

All District vehicles must be operated at all times in a lawful manner, and seatbelts must be worn at all times.

Use of District Vehicles

No one other than authorized District employees shall drive District vehicles. The District discourages family members of employees from riding in District vehicles. Dogs are not allowed in District vehicles. District employees assigned to District vehicles may be required to reimburse the District for any vehicle damage not incurred in the normal use of such vehicles or in the ordinary scope of employment.

Use of Cell Phones

Using personal cell phones for calls, text messages, or other communications not related to District business during "working hours" is acceptable on a limited basis. District cell phones must never be used for personal purposes. Neither personal nor District cell phones shall be used at any time while driving any District vehicle or while driving a personal vehicle for District business. Use of such communication devices while sitting in a non-moving vehicle is allowed. The prohibition against use of cell phones while driving a District vehicle or a personal vehicle on District business includes hands-free and "speaker" features. The District requires its employees to devote their full attention to driving.

Dress Code and Grooming

Grooming and Personal Hygiene

All District employees must report to work clean and dressed appropriately for their position. Hair, including facial hair, must be well-groomed and kept at a length appropriate for the employee's position. To the extent practical while still meeting the demands of their position, employees must maintain good personal hygiene.

At the Supervisor's discretion, an employee may be sent home to change his/her apparel if it does not meet these guidelines or is otherwise inappropriate. The District will not pay for time away from work to make those changes

- **Operations Staff.**

The District will provide t-shirts and shirts with the District's logo to Wastewater Operations staff. Wastewater Operations staff are required to wear the District's t-shirts/shirts while in the field, so citizens can easily identify the individual as a District employee. District t-shirts/shirts must never be worn for personal purposes.

- **Administrative Staff.**

The District expects its administrative employees to be well groomed, clean, and neat at all times. Work attire must complement an environment that reflects an efficient, orderly, and professionally operated organization. Proper work attire includes skirts, shirts, dresses, slacks, pants, and other clothing that cover the back, shoulders, and midriff. Shoes must be worn at all times.

Smoking and Tobacco Products

The District intends to provide a smoking and tobacco-free work environment for its employees. Smoking and the use of tobacco are prohibited in District vehicles and facilities. Smoking and the use of tobacco products are only permitted in areas outside District facilities (and vehicles) designated by the District Manager and at least 15 feet from the District's main entrance.

Bulletin Boards and Internet

Bulletin boards, and the District's internet website, are and will be provided for informational purposes. It is the employee's responsibility to keep apprised of what is posted on the bulletin boards and internet website. Documents, materials and information must not be posted on the bulletin boards or the District's internet website without prior approval of the District Manager.

Solicitations

No solicitation of any kind is permitted on District property, unless approved by District Manager, or his or her designee, except to the extent protected by applicable law.

Housekeeping

From the standpoint of both health and safety, each employee shares responsibility for "good housekeeping." This responsibility is not limited to lunchroom facilities. It is important that a systematic and neat appearance be projected to guests and customers who visit the District.

District Property

Personal Use of District Property

District equipment, facilities and tools shall not be used by, or loaned to, any employee for personal purposes.

District Not Liable for Employee's Personal Property

Each employee is responsible for his/her personal property while at work. The District is not responsible for any loss or damage to vehicles or any other personal property of its employees.

District's Right to Conduct Searches Upon Reasonable Suspicion

The District has the right to conduct searches upon reasonable suspicion that an employee has violated any District rule, policy or procedure, or any applicable law.

All spaces on District property or under the District's control remain subject to search even though an employee uses such spaces or considers the space to be private. District computers remain District property at all times. All information and data on a District computer is the District's property, and the employee has no right to privacy on any information or data stored on a District computer.

Refusal to submit to, or interference with, a search may result in immediate termination or may be treated as a voluntary resignation. Further, the District may contact appropriate law enforcement authorities in the event of reasonable suspicion to believe you may have illegal drugs or other illegal items on the District's premises.

Conflict of Interest

Each employee must immediately disclose all actual or potential conflicts of interest in writing to the District Manager and as otherwise required by applicable law.

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

- Engaging in a financial or business transaction for the employee's private business purposes with a person the employee supervises;
- Performing services for or taking other action that confers an economic benefit on a business in which the employee has a direct or indirect financial interest, or

for which the employee is engaged as counsel, consultant, representative or agent;

- Being personally or financially interested, directly or indirectly, in any contract between the District and any other person or entity;
- Purchasing at any sale, or being a vendor as to any purchase, if the District is involved in the transaction.
- Having an interest in any business that receives a direct or indirect economic benefit from doing business with the District.

It is a conflict with the interests of the District, and a violation of trust for an employee to give or release to any party outside the District's employ any data or information of a confidential nature pertaining to the District's business, or to use such knowledge or information for personal benefit. Information that the District considers to be confidential includes, without limitation: employee medical information, confidential personnel information of employees, competitive bid data, and any other information the District reasonably believes to be confidential or proprietary information that could be used to the detriment of the District, its management, employees or the public the District serves.

Other Employment, Businesses and Activities

Employees may engage in outside employment if it does not affect or interfere with the employee's ability to perform his/her duties for the District. Employees must advise their Supervisor and the District Manager they are engaging in outside employment. The District will not allow an employee to work modified hours so he/she can engage in outside employment.

Employees engaged in private business, other employment or activities must not allow the other employment, business or activities to conflict with employment by the District. In the event of a conflict of interest, which conflict shall be determined in the sole discretion of the District Manager, the employee will be notified to cease the private business, other employment or activity, or apply for a waiver of the conflict from the District Manager. The District Manager, in his or her sole discretion, will determine what effect, if any, the conflict of interest will have on the employee's employment relationship with the District.

Personal Gain Prohibited/Gifts

It is a conflict of interest for any employee to accept payment from a third party for District-related services provided to the third party, regardless of whether such service is provided during regular business hours. An employee with questions concerning the receipt of a payment or gift should discuss it with the District Manager.

No employee shall request, or accept payment or any other thing of value from any person or entity, other than payment from the District, for services rendered as an employee of the District. In addition, no employee shall accept a gift during the scope

of his/her service for the District if: (a) the gift is a personalized item; (b) the gift is not left in a common area accessible to all staff; (c) the gift is presented at other than traditional or customary gift-giving times; and (d) the gift is intended to obligate or intimidate the employee or places the gift giver at an advantage.

Off-Duty Conduct

Employees may engage in off-duty activities that are allowed by applicable law; however, the District may take corrective or disciplinary action in response to off-duty conduct of employees that relates to a bona fide occupational requirement or is reasonably and rationally related to the employment activities and responsibilities of the employee, or is necessary to avoid a conflict of interest.

Communications Systems

During their employment, employees may have access to the District computer, intranet, Internet and messaging systems through personal desktop and laptop computers, telephones, pagers, cellular phones, radios and the local area network (collectively, the "communications systems"). Documents, files or data created or stored on the District's communications systems are the District's property. All information regarding access to the District's communications systems, such as user identifications, modem phone numbers, modem access codes, and passwords, is confidential and may not be disclosed to anyone other than District employees.

All files, documents, data and software created or stored on the District's communications systems are subject to review and inspection at any time. In this regard, employees should not assume any information created or stored on the District's communications systems is confidential or personal to the employee.

The District permits reasonable, responsible, and limited use of the District's communications systems for personal purposes. No employee shall place a personal long-distance telephone call, or otherwise use the District's communications systems, in a manner that results in any fee, charge or assessment to the District, without the prior approval of the District Manager, and immediate reimbursement to the District of any fee, charge or assessment incurred.

As set forth in other portions of this Handbook, District employees have no reasonable expectation of privacy in any District property, including the District's communications systems. The District has the right and may monitor, at any time, an employee's use of the District's communications systems, including but not limited to e-mail and voice mail, and an employee's access of internet websites, and information and data stored, sent or received through the District's computers.

Correspondence to or from an employee in the form of electronic mail or instant messaging may be a public record under the public records law and may be subject to public inspection under Section 24-72-203, C.R.S.

The District has numerous licenses to utilize computer software. The license agreements contain restrictions concerning the software use, duplication and federal copyright protection. Each employee who uses the District's computer resources assumes the responsibilities listed below:

- Only software that has been authorized and purchased by the District should be used on any District computer or other District device. Personal software may contain computer viruses, which could be potentially damaging to the District's systems and databases. No employee shall "download" from the internet, or otherwise install, any software onto the District's computers without prior authorization from the District Manager, or his/her designee.
- District or vendor software and software manuals should not be duplicated or reproduced in any manner, except for backup necessary for system failure or malfunction. Such actions are in violation of license agreements that the District and its employees are obligated to abide by.
- District software is not to be altered in any manner, including but not limited to, decompiling, disassembling, cross-compiling, reverse engineering or drafting derivative works.
- Computer software or documentation should not be removed from the District premises without approval from the District Manager or his/her designee.
- Upon termination of employment, all computer software and manuals should be returned to the District.

Tampering with computer hardware, or software, or violating any of the preceding provisions will not be tolerated.

Media Relations

With respect to District matters, the District cooperates with news media inquiries and communicates truthfully with the media through the Board of Directors, the District Manager, or a designated spokesperson. No other employees, except the District Manager or designated spokesperson, may speak on behalf of the District.

DISCIPLINE AND TERMINATION

Discipline

The District's disciplinary policies are intended to place employees on notice that specific conduct is likely to have serious consequences in the workplace, not to limit the District's rights to take such action as it may deem appropriate in any given instance.

At Will Employment/Service

All employees are "at will," and may leave the District at any time. The District also may terminate an employee at any time, with or without cause, subject only to the requirements of applicable law.

Reporting Violations

An employee shall report a violation of this Handbook or any other District rule or applicable law, or other alleged employee misconduct to the employee's Supervisor or the District Manager.

When Discipline May Be Imposed

Discipline may be imposed for violating this Handbook or any other District rule, any applicable law, or for unsatisfactory or deficient performance of duties.

Disciplinary Action

Disciplinary actions may include, without limitation, the following actions. District management retains the right to determine in its discretion, that any of the following disciplinary actions is appropriate without using lower levels of discipline first.

- An oral warning or reprimand, which may be accompanied by a written notation in the employee's personnel file.
- A written reprimand signed by the employee's Supervisor and acknowledged by the employee. Written reprimands will be placed in the employee's personnel file and the employee may provide a written explanation or response to the written reprimand that will also be placed in the employee's personnel file.
- Suspension without pay. A suspension without pay will be accompanied by a written statement signed by the employee and his/her Supervisor detailing the terms of the suspension. A copy of the written statement will be added to the employee's personnel file.
- Termination. The District will provide the employee with written notice that he/she has been terminated.

Termination Due to Job Elimination

The District Manager may terminate an employee as a result of the elimination of the employee's position. The District Manager shall provide the employee with a written Notice of Intent to Eliminate Position. The Notice shall state the reason(s) for eliminating the position and shall state a date and time for the employee to meet with the District Manager to discuss elimination of the position. The employee may provide a written response at least 12 hours before the meeting to discuss elimination of the position. As soon as practicable after the meeting, the District Manager shall issue a final decision on elimination of the position.

Termination for Reasons Other Than Discipline or Job Elimination

The District Manager, on his/her own initiative or upon a Supervisor's recommendation, may terminate an employee for any or no reason, subject only to the requirements of applicable law. Such decisions could be made in circumstances including, without limitation, where the District Manager finds continued employment is not in the best interests of the District, its employees and/or the citizens it serves, the employee's goals and needs are inconsistent with the District's goals and needs, the employee is not integrating into the District's work force, operations or administrations, or attitude or behavioral problems that, while perhaps not rising to a level requiring discipline, are not in the best interests of the District, its employees and/or the citizens it serves.

Three Lakes Employee Handbook Acknowledgement

I, the undersigned, hereby acknowledge and state I have been provided with a copy of, and have read and understand, the Employee Handbook of the THREE LAKES WATER AND SANITATION DISTRICT (the "District"), as amended effective June 11, 2018, and that the Employee Handbook and any subsequent amendments supersede all prior rules, policies and procedures of District dealing with similar subject matter.

I understand that the Board of Directors of the District has the right to change the rules, policies and procedures of the District at any time without notice.

I further understand that the Employee Handbook of District, as amended from time to time, applies to all employees of the District. I understand that the Employee Handbook does not constitute a contract of employment or a part thereof, either express or implied. Notwithstanding any statement to the contrary in the Employee Handbook, any representations contained in any employment application, the District forms, or other District documents, or any statements made by any employee or agent of the District, I understand that employees of the District are employed on an "at will basis." As a result, I understand that employees may terminate their employment with the District without notice at any time. Similarly, the District may terminate an employee's employment at any time with or without cause, subject only to any requirements of applicable law.

Printed Name

Signature

Date

Three Lakes Employee Consent Form

I, _____ (Employee name), have read and agree to comply with the drug and alcohol policy of the THREE LAKES WATER AND SANITATION DISTRICT (the "District") as set forth in the District's Employee Handbook. I hereby give my consent for the District and a qualified laboratory selected by the District to perform tests to identify the presence of illegal drugs, controlled substances, marijuana, or alcohol in violation of the District's Drug and Alcohol Policy. I furthermore give my permission for the test results to be released to the District Manager, the District's medical and legal advisors, or his or her designee.

I understand that refusal to take this test, tampering with the sample, or a positive test for illegal drug, controlled substances, marijuana, or alcohol use in violation of the District's policy may result in my being rejected as a candidate for employment or discipline by the District, up to and including termination of my employment.

Signature

Date

Three Lakes Agreement for Authorized Payroll Deductions

_____ ("Employee") expressly agrees that the THREE LAKES WATER AND SANITATION DISTRICT ("District") may reduce the Employee's wages or compensation for payment of loans, advances, goods or services, and to compensate the District for any equipment or property the District provides the Employee during the course of his or her employment by the District.

Without relieving the Employee from his or her obligation to return District money or property to the District upon separation from employment, Employee acknowledges that the District may set off against Employee's final paycheck the amount or value of the property he or she failed to return.

This Agreement only concerns the matters expressly addressed herein and is not intended to be an employment contract, does not alter the Employee's at-will employment status or any of the other terms or conditions of employment.

THREE LAKES WATER AND
SANITATION DISTRICT

Employee

By: _____

Date

Date