

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC INVESTIGATION INTO EXCESSIVE)	CASE NO.
WATER LOSS BY KENTUCKY'S JURISDICTIONAL)	2019-00041
WATER UTILITIES)	

**RESPONSE OF MORGAN COUNTY WATER DISTRICT
TO COMMISSION ORDER OF APRIL 7, 2020**

In response to the Commission Order of April 7, 2020, extending the deadline for compliance with the Final Order to September 22, 2020 and requesting a progress report on compliance therewith, Morgan County Water District (MCWD) reports as follows:

Leak Adjustment Policy: The Commission's Final Order dated November 22, 2019 directed MCWD to revise its leak adjustment policy "to ensure recovery of revenues sufficient to pay expenses incurred by the utility." MCWD revised its leak adjustment policy just before the entry of the Final Order, with the effective date of the policy being October 13, 2019. This policy differs from the policy submitted by MCWD pursuant to the Commission's first data request by Order dated March 12, 2019; which is the policy that the District believes the Commission was critiquing in its Final Order. Said revised leak adjustment policy has been attached and incorporated into this response as Appendix A for the Commission's review.

Application for Alternative Rate Adjustment: Per the Commission's Final Order, MCWD was directed to file an application for an alternative rate adjustment. MCWD has been working on developing and obtaining funding for a water loss project with Engineer Paul Nesbitt. As part of said project, MCWD is working toward obtaining a USDA Rural Development loan. MCWD is in the process of completing an application for a rate adjustment as part of the Rural Development loan. However, this process has been slowed down by the COVID-19 pandemic. Attached and

incorporated into this response as Appendix B is a letter from Engineer Paul Nesbitt updating the Commission on the status of said project and rate adjustment.

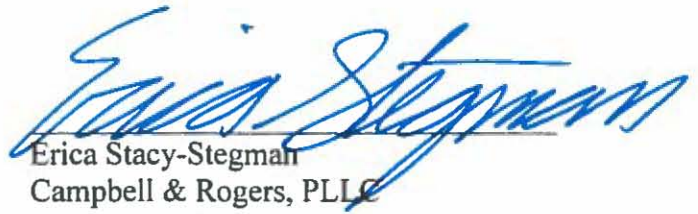
Policies and Procedures: As part of its Final Order the Commission directed all water utilities involved in this matter to develop a plan to improve the operations and financial health of the utility, including the development of policies and procedures to address water loss, employee procedures, better business practices, leak detection, and water loss prevention. In furtherance of this directive MCWD has either adopted or revised the following: Distribution System Operation & Maintenance Manual (Appendix C), Employee Safety Policy Handbook (Appendix D), Emergency Response Plan (Appendix E), and Employee Handbook (Appendix F). All of the adopted / revised policies have been attached and incorporated into this Response.

Board Training: The Final Order also required all board members to attend 6 hours of training at a Commission sponsored seminar. MCWD has five board members, three of which have completed the required training. The remaining two board members intend to enroll in and complete said training once they become available and it is safe to do so considering the COVID-19 pandemic.

Respectfully submitted,



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Counsel for Morgan County Water District

CERTIFICATE OF SERVICE

In accordance with 807 KAR 5:001, Section 8, I certify that Morgan County Water District's electronic filing of this Response is a true and accurate copy of the same document being filed in paper medium; that the electronic filing was transmitted to the Public Service Commission on May 22, 2020; that there are currently no parties that the Public Service Commission has excused from participation by electronic means in this proceeding; and within 30 days following the end of the state of emergency announced in Executive Order 2020-215 this Response in paper medium will be delivered to the Public Service Commission.



Erica Stacy-Stegman

Appendix A:

Leak Adjustment Policy

FOR Morgan County, Kentucky
Community, Town or City

P.S.C. KY. NO. 2
Original SHEET NO. 36

Morgan County Water District
(Name of Utility)

CANCELLING P.S.C. KY. NO. 1
SHEET NO. _____

AA. Adjustments. Customers shall be allowed a leak adjustment once every 12 months providing the customer provides documentation that the leak has been repaired. In adjusting bills for leaks, the Utility will determine the average usage for the customer based on historical usage, and the customer will pay a bill based on his/her average usage. All water used, or lost, in excess of the average usage will be billed at the District's Wholesale Water Rate contained in Section 1.A. of this tariff.

AB. Ownership of Mains, Services and Appurtenances.

1. All mains, valves, crossings, and other appurtenances are and shall remain the property of the utility, whether installed by the utility or the customer.
2. All service lines from main to the meter with appurtenances are and shall remain the property of the utility, whether installed by the utility or by the customer.
3. The Customer shall install, own, and maintain his/her service line from the meter (or point of delivery) to the point of usage.

AC. Notification of System Problems.

The customer shall notify the utility immediately should the service be unsatisfactory for any reason, or should there be any defects, problems, trouble, or accidents affecting the water system.



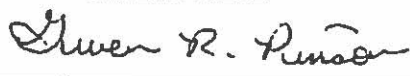
DATE OF ISSUE September 13 2019
Month / Date / Year

DATE EFFECTIVE October 13, 2019
Month / Date / Year

ISSUED BY /s/ Shannon Elam
(Signature of Officer)

TITLE Chairperson

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. _____ DATED _____

KENTUCKY PUBLIC SERVICE COMMISSION
Gwen R. Pinson Executive Director 
EFFECTIVE 10/13/2019 PURSUANT TO 807 KAR 5:011 SECTION 9 (1)

Appendix B:

Letter From Engineer Paul Nesbitt



May 21, 2020

Shannon Elam
General Manager
Morgan County Water District
1009 HWY 172
West Liberty, KY 41472

Shannon,

In conjunction with Morgan County Water District (MCWD) and the Gateway Area Development District (GWADD), Nesbitt Engineering (NEI) has worked on the funding and design of a project that will address the lost water issue. This initial project is funded by an \$800,000 ARC grant, which has already been awarded, and a grant/loan combination totaling \$400,000 from USDA RD.

The USDA RD grant/loan information and initial check list items were submitted to the Morehead USDA office last year. The Summary Addendum, or financial analysis, provides for a rate increase. The application has been underwritten and the environmental is complete. We are currently waiting on the USDA RD Letter of Conditions to be received so the final items can be prepared for submittal. Every effort is being made to get this project approved and out to bid. The schedule for this project has been severely set back due to the pandemic that we are all facing.

Looking beyond this project, the MCWD has made provisions for a second water loss project. This project has been placed in the WRIS system. NEI has been procured to complete the engineering and GWADD is working on possible funding scenarios. All the funding sources, KIA, RD, ARC, along with any other possible source of funds, will be contacted to see what possibilities they have to support this project. This is a \$3 million dollar project that will replace waterlines, meters, and other improvements that will assist MCWD in reducing water loss.

If you have questions, feel free to email, text, or call me.

Sincerely,

Paul D. Nesbitt, MBA, PE, LS

Appendix C:

Distribution System Operations & Maintenance Manual



Quality on Tap



Distribution System Operation & Maintenance Manual

PWSID# KY0880594

MCWD Board of Directors
Last Update – January 2020

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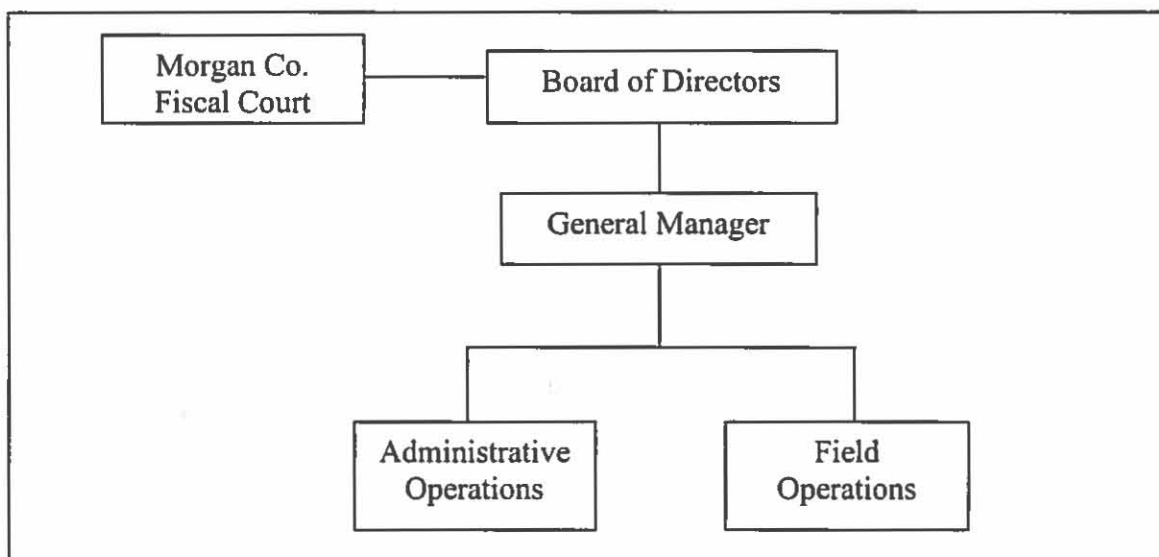
INTRODUCTION

In compliance with Kentucky Administration Regulation 401 KAR 8:020, Section 2 (13), this Operation and Maintenance Manual has been compiled to facilitate efficient operation and maintenance procedures for water distribution at the Morgan County Water District. Management will ensure the accessibility of this manual to all employees and it will be made available for review by all regulatory agencies. All personnel of the Morgan County Water District will be encouraged to familiarize themselves with and utilize the practices and procedures set forth within this manual.

ORGANIZATIONAL STRUCTURE

The Morgan County Water District was created and organized in 1989 by the Morgan County Fiscal Court subject to the provisions of Kentucky Revised Statutes (KRS) Chapters 74 and 65. As a water district, Morgan County Water District is also considered a Special District. "A Special District means any agency, authority or political subdivision of the state which exercises less than statewide jurisdiction and which is organized for the purpose of performing governmental or other prescribed functions within limited boundaries. It includes all political subdivisions of the state except a city, a county, or a school district." For most purposes, a water district is considered a political subdivision of the county. A water district is regulated by the Kentucky Division of Water (DOW) and the Kentucky Public Service Commission (PSC).

The Morgan County Water District was created as a single county district. The Board of Directors of the water district consists of five (5) members appointed by the County Judge/Executive and approved by the Morgan County Fiscal Court. The term of each commissioner is four (2) years. A resolution from the Morgan County Judge/Executive for each appointment should be on file at the water district office.



BOARD RESPONSIBILITIES

The Board of Directors (board) is granted all powers as provided under the KRS Chapters 74 and 278, and specifically KRS 74.076, which includes but is not limited to: acquiring, installing and operating a water system for a district and may make contracts with persons, municipalities or other agencies for water supply. The board may also prosecute and defend suits, hire necessary employees and other activities as provided under the Kentucky statutes.

In its role as overseer, it is critical that board members have an overall understanding of the operations of the water district, thoroughly review the background materials provided in advance of the meetings, participate in discussions, and request additional information as needed. Board members must use the expertise of each other and of their General Manager in determining the appropriate actions for the water district. Directors should be knowledgeable of laws and regulations pertinent to the water district. Directors should be loyal to the water district. Directors should, to the best of their ability, aid the water district in accomplishing its mission; operate morally, ethically, and within applicable laws and regulations. Directors should never knowingly participate in any illegal act or deception, should cooperate fully with proper investigations, and report any wrongdoing to the board.

MANAGEMENT RESPONSIBILITIES

It is the responsibility of the general manager to utilize the available resources in a timely manner to accommodate growth of the water utility while operating and managing the system efficiently. Management is the bridge between finance and operations whose duties include directing, administering and coordinating all operational, engineering, maintenance, construction, and financial activities of the water utility's operation within the scope delegated by the governing board. This position has responsibility to bridge administration and field operations to achieve short and long-term system objectives in accordance with local policy and direction, sound engineering principles, safety consciousness, and federal, state, and local regulatory requirements.

OPERATOR RESPONSIBILITIES

The water distribution operator is vital to the health of the community by ensuring the delivery of safe drinking water at every tap. As a certified professional, this individual is responsible for the operation and maintenance of all infrastructure and processes needed to distribute drinking water in compliance with state and federal laws.

DISTRIBUTION SYSTEM OPERATION

Distribution System Overview

The distribution system consists of 361 miles of pipeline, seven water storage tanks, eight pump stations, approximately 150 hydrants and over 2,800 meters. All of the water is purchased from the City of West Liberty and Cave Run Water Commission at six master meter locations. Morgan County maintains four hydraulic zones; North Zone is supplied through the Hwy 519 master meter; East Zone is supplied through the Spaws Creek master meter; South Zone is supplied by Index master meter; and West Zone is supplied by Ezel master meter. These zones maintain adequate pressures (43 – 150 psi) through the distribution system. The high-pressure areas are controlled with pressure reducing valves on the main line and customer service lines. The pump stations and tank levels are controlled by radio telemetry. The current design plans and “as-built” maps of the distribution system, depicting line location, line size, and the location of all valves and hydrants, are maintained at the Water District office.

SYSTEM SPECIFICATIONS

Tank	Type of Tank	Description	Year Installed	Comments
HWY 191	Steel Glass Lined	Standpipe 25.18' dia x 46.76' dep.	1992	175,000 Gallons
Ezel	Steel Glass Lined	Standpipe 18' dia x 84' dep	1995	150,000 Gallons
Cow Branch	Steel Glass Lined	Standpipe 25.18' dia x 42.17' dep	2002	157,000 Gallons
Ditney Ridge	Steel Glass Lined	Elevated Bottom height 80' 10"	2004	100,000 Gallons
Smith Creek	Steel Glass Lined	Standpipe 10' dia x 97.5' dep	2007 Phase 11B	50,000 Gallons
HWY 134	Steel Glass Lined	Standpipe 14' dia x 90' dep	2009 Phase 12A	100,000 Gallons
Cow Branch #2	Steel Glass Lined		2014 AML	200,000 Gallons

Pump Stations	Type of Pump	Number of Pumps	Year Installed	Motor Size (HP & GPM)
HWY 172	Dakota/Centrifugal Peerless	2 Pumps Module C-815G	1996 / New Pumps 2007	RPM 3500 / 7.5 HP / 100 GPM
Cow Branch	Dakota/Centrifugal Peerless	2 Pumps	2002	RPM 3500 / 7.5 HP / 100 GPM
HWY 844	Armstrong/Vertical	2 Pumps	2002	RPM 3600 / 2 HP / 300 GPM
HWY 519	Aurora/Centrifugal Peerless	2 Pumps	2004	RPM 1800 / 5 HP / 100 GPM
New HWY 437	Vertical	2 Pumps	2007	7.5 HP / 100 GPM & 90 GPM
HWY 205	Vertical	2 Pumps	2009	5 HP / 100 GPM
Iorris Cemetery	Vertical	1 Pump	2009	1.5 HP / 25 GPM
HWY 460 East	Vertical	2 Pumps	2014	30 HP / 300 GPM

Routine Workflow Chart		
Daily	Monthly	Annual
1. Check total chlorine in two zones (North and West / East and South) Alternate Days 3. Check tank level Telemetry 3. Check pump station Telemetry	1. Read meters starting on the 15 th 2. Collect 4 Bac-t's in first week 3. Inspect pump stations 4. Seven-day pressure test 5. Collect 4 Bac-t's in third week 6. Monthly Operating Report 7. Water Loss Report	1. Test large meters 2. Flush system bi-annually 3. Test 10% of residential meters 4. Inspect Water Tanks 5. Monthly Operating Report Statistics page 6. Water loss report 7. Consumer Confidence Report

Distribution Maintenance

The procedures outlined in this manual are twofold: 1) to guide an experienced certified operator in the general processes required to operate and maintain the Morgan County distribution system; and 2) used as a training guide to educate new personnel pursuing an operator license. Specific details regarding the operation, calibration and maintenance of hydrants, valves and meters can be found in the O&M manual addendum. This addendum, located at the District office is a compilation of manufacturer operating manuals. Recordkeeping forms for distribution maintenance are included in the Appendix.

SYSTEM FLUSHING PLAN

The purpose of the flushing program is to provide a safe high-quality water supply to the customers of the Morgan County Water District. Debris can enter and accumulate in a water distribution system and disinfectant residuals can deplete due to low usage, especially during warm weather. Disinfectants may also combine with materials in the system to form Disinfection Byproducts. Each of these situations may be corrected by an adequate flushing program.

Process

A systematic flushing of the entire distribution system should be conducted bi-annually in the spring and fall; however, drought conditions may preclude the fall flushing. This will be accomplished by flushing from the source of water to the storage tanks, then downstream to the ends of line by utilizing hydrants and blow offs. The flushing program will ensure that:

- 1) Drinking water standards are met;
- 2) Dead end and low usage mains are flushed periodically;
- 3) Sediment and air are removed;
- 4) The optimal free chlorine residual is maintained; and
- 5) Flushing will be performed so as to adequately scour the interior of the main.

System-wide flushing should be coordinated with the City of West Liberty and Cave Run Treatment Plant and performed in concert with their flushing schedule and under the guidance of a certified distribution operator. Flushing crews will take steps to protect pavement and property to reduce potential damage during flushing. Customers will be notified prior to system wide flushing. The notification will include expected date and time of the areas to be flushed. The method of notification may include any of the following: local media, social media, door hangers, bill messages and signs.

Routine flushing will occur as needed based on customer complaints of taste, odor, discolored water, or when water quality deteriorates as determined by daily chlorine residual monitoring. Routine flushing will commence when Total Chlorine samples fall below 2.0 mg/l.

Water lines will be flushed following repairs to remove air and sediment from the repaired section of line. Flushing will cease when the optimal Total Chlorine can be maintained. If disinfection is necessary to due to possible contamination, the line will be flushed to remove the high chlorine content. During flushing, water containing high chlorine concentrations will be directed to the sanitary sewer system or flushed on relatively flat ground so as not to contaminate a receiving stream or body of water.

Record Keeping

Records of each flushing will be maintained by the Distribution Operator. These records will include the following for each flush point: Forms used to record flushing are in Appendix A.

- | | |
|------------------------|------------------------------------|
| 1) Date/time | 5) Static and dynamic pressure |
| 2) Location | 6) Gallons flushed |
| 3) Persons responsible | 7) Free chlorine |
| 4) Length of flushing | 8) Other information deemed useful |

Flushing Procedure

System flushing begins at the source of water and proceeds throughout the distribution system to the end of each line.

1. Stand to the side and carefully remove one of the nozzle caps. Always assume that the hydrant barrel is pressurized. Use a hydrant operating wrench.
2. If flow control is necessary, attach a valve to the nozzle. Attach a hose, deflector, or diffuser to prevent damage to the surrounding area.
3. Open the hydrant slowly to prevent an excessive surge in the distribution system. Using the operating nut or nozzle valve, open the hydrant to a full open position.
4. Continue flushing until the water becomes clear and the desired disinfectant residual is obtained.
5. Close the hydrant slowly. Avoid damage to the main valve or stem coupler by over-tightening or use of excessive force.
6. Replace the nozzle cap hand tight plus $\frac{1}{4}$ turn.
7. Complete appropriate records.

VALVE EXERCISE

The location and operational status of line valves is necessary to maintaining and repairing the distribution system. Functioning line valves allow operators to perform leak detection, directional flushing and repairs with minimal disruption of service. All valves in the distribution system are to be exercised at least once per year and records maintained on any maintenance performed. A valve record form is included in Appendix B.

Valve Exercise Procedure

1. Locate valve using maps
2. Clean valve box of all debris
3. Do not close valves on main feed lines while pumps are running
4. Operate valve (close valve, open three turns, close again, open completely)
5. Take note of turns to determine valve size
6. If valve box is low use valve box risers to raise to desired height
7. Paint valve box lid (blue)
8. Install concrete collar (if in yard)
9. If valve is in the road mark the size and direction of flow (if not in road mark offset from edge of pavement)
10. Take G.P.S. coordinates
11. Fill out valve exercise and service form
12. Mark area that has been located on small map
13. Mark valves located on big map with green marker
14. If valves are closed call Distribution Office and Water Plant before opening
15. If valves will not move; do not force. Fill out Work Order and replace with new valve
16. Only repair valves if they are newer style; replace all old-style valves if they no longer work

REPLACE LIDS AND VALVE BOXES AS NEEDED

Valve Status Codes
L.O. – leave off
S.O. – stub out
F.V. – foot valve
H.W. – hand wheel
N.R. – needs replaced

Gate Valve Cycle Chart
4" - 13-14 TURNS
6" - 19-20 TURNS
8" - 24-25 TURNS
10" - 32-33 TURNS
12" - 38-39 TURNS

HYDRANT MAINTENANCE

Hydrants spend most of their time unused and ignored, yet they are called upon in a moment's notice to provide fire flow for the protection of a business or home. In addition to fire protection, hydrants are an integral component to maintaining public drinking water quality. There are approximately 150 hydrants maintained by water district personnel.

Preventative Measures

When performing any sort of flow test or flushing of hydrants, there is the potential to damage infrastructure and affect water quality. The two main dynamics of improperly operating a hydrant that must be understood are; water hammer and discolored water.

Water hammer is caused by an abrupt change in the velocity of flowing water and is most often the result of closing a valve too quickly. Since water does not compress it will not absorb any of the energy it gives off by being forced to suddenly decelerate. Therefore, the water mains, hydrants, control valves and the ground have to absorb all of the energy. If a valve is closed too quickly, the weakest link in the system will fail first. **This is a reason for slowly opening and very slowly closing hydrants.**

Discolored water may be caused by several factors, however improperly operating a fire hydrant a sure-fire way to trigger customer complaints. During normal conditions, water velocity is slightly higher through the center portion of a water main because of friction loss between water and the wall of the pipe. As the average velocity increases, so too will the velocity of the water close to the wall of the pipe. As the water velocity increases, it begins to pick up sediment that usually stays at the bottom of the pipe. This sediment becomes suspended and does not settle out until the velocity decreases. **This is another reason for slowly opening and very slowly closing hydrants.**

Hydrant Uses

Line Flushing: The hydrants ease of operation and high flow capability make it a natural for use in flushing distribution system main lines. Flushing is an ideal time to perform hydrant inspections.

System Testing: Hydrants are used to test the hydraulic capabilities of the distribution system to provide data for hydraulic models. These tests, when possible should be conducted in conjunction with normal hydrant maintenance or flushing to reduce unnecessary water loss.

Fire Protection: Morgan County Water District is designed specifically for the distribution of potable water to its customers. The system is not intended to provide fire protection.

Dry Barrel Hydrants

All hydrants in the system are "dry barrel hydrants." Dry barrel hydrants are manufactured in accordance with AWWA Standard C-502. Dry barrel hydrants have the main valve located below

ground and the section that extends above ground is void of water except during operation. These hydrants are equipped with drain valves or weep holes to allow the portion of the hydrant above the main valve to automatically drain.

Routine Inspection

All hydrants should be inspected annually. Performing hydrant inspection and maintenance in conjunction with biennial line flushing will conserve water loss and maximize staff time. Routine inspection of common fire hydrants by experienced operators should take approximately 30 minutes per hydrant unless maintenance and/or painting are required. If a hydrant is found to be inoperable during inspection or operation or is in need of major repairs it should be reported to the utility manager and fire department. **Note: any lubricant used for hydrant maintenance must be certified food grade.**

1. Communication.
 - a. Notify the utility office. This allows the office staff to better field customer complaints.
 - b. Customer complaints regarding low pressure should be recorded.
 - c. Notify water treatment plant.

2. Visually Inspect the Area Around the Hydrant.
 - a. Hydrants are required to have a minimum clearance of 3 feet in all directions.
 - b. Remove any weeds or brush.
 - c. In order to protect landscape, vehicles, etc. in the surrounding area, it may be necessary to use a diffuser or hose to direct water away from the area.

3. Visually Check the Hydrant for any Defects.
 - a. Remove all caps and check the threads. Remove the first cap slowly to ensure there is no pressure on the hydrant. Clean threads with a wire brush and lubricate the threads if necessary.
 - b. Check for water or ice in barrel. The presence of water indicates:
 - i. Leakage of the main valve.
 - ii. Drains are below the water table.
 - iii. Drains are obstructed.
 - iv. Nozzle replaced prior to allowing the barrel to drain.
 - c. Replace caps.
 - d. If hydrant is equipped with safety chains, ensure the chains are loose and do not bind on the cap. Lubricate the chain race on the cap.
 - e. Check the breakaway flange for damage or loose bolts.
 - f. Lubricate the operating nut if required. Kennedy hydrants have grease fitting on the operating nut that requires grease. Detailed manufacturer specific instructions for most hydrants are available in the utility office or online.

4. Hydrant Barrel Test:

- a. Tighten all caps except one for air venting.
- b. Slowly turn valve to fully open.
- c. Tighten cap after all air has escaped and water appears.
- d. Check nozzles, flange connections and seals for leakage.
- e. Slowly close the main valve then remove the 2 ½" nozzle cap.
- f. Place hand over opening. A strong suction will indicate that the hydrant is draining properly.

5. Operating Test:

- a. Take note of main valve operation during the barrel test. The operating nut should turn smoothly, if not, check and add fresh oil thru the oil port till full.
- b. If operating nut is still stiff remove the operating lock down nut and remove all old grease on, around, and inside the operating nut (use Emory cloth if necessary).
- c. If accessible clean the threads on the operating stem with a wire brush.
- d. Using, fresh hydrant oil, lubricate the operating nut, stem, & lockdown nut.
- e. Reinstall the hydrant operating parts and fill the hydrant with fresh oil thru the oil port until full.
- f. If the main valve is still difficult to open, mark for repair on the inspection record.

6. Pressure Test

- a. Remove the 2 ½" cap and slowly open hydrant 3 – 5 turns to fill the barrel then slowly close hydrant.
- b. Install pressure gauge on the 2 ½" nozzle and open petcock.
- c. Open the hydrant slowly then close petcock when flowing a steady stream.
- d. Continue to slowly open the hydrant until the pressure has stabilized.
- e. Check for leaks at the flanges, operating nut, nozzles and nozzle caps and record the pressure.
- f. Slowly close the hydrant and open the petcock to relieve pressure.
- g. Remove the pumper nozzle cap and close pressure gauge petcock.
- h. Attach hose or diffuser if necessary, to protect surrounding area.
- i. Attach meter, pitot tube, orifice plate, or other device to measure the hydrant flow and total gallons flushed.

7. Flow test and hydrant operation:

- a. Open the hydrant SLOWLY approximately 3 to 5 turns to allow time for the air to escape from the hydrant barrel. Then continue to SLOWLY open hydrant to the full open position to check operation.
- b. When the hydrant is flowing full, a flow test can be conducted.
- c. Record dynamic pressure and flow.
- d. Check nozzles, flange connections and seals for leakage.

- e. Allow the water to flow for a minimum of 3 to 5 minutes to flush the hydrant and water lines.

8. Complete flow test:

- a. Look for discoloration and debris. A sample collected in a solid white cup is useful for checking water clarity.
- b. Continue to flush hydrant until water is clear.
- c. Once the water is clear, close down hydrant VERY SLOWLY.
 - i. Be aware that some hydrants may not seem to slow down when you turn them. This usually means the hydrant may slam (it will have some slop in the stem and may make a thump sound when closing). This causes water hammer and could cause major damage to the water distribution system. This is why it is imperative that hydrants are closed VERY SLOWLY.

9. Closing the hydrant:

- a. Wait to make sure the hydrant stops dripping. It should not be necessary to close the hydrant with great force.
- b. If the hydrant does not shutoff completely, there may be debris stuck between the disc and seat. Over tightening of the hydrant can do permanent damage to the disc. Open the hydrant to flush the debris and then close the hydrant again.
- c. After the hydrant is closed, back off on the operating nut about 1/4 turn. This removes the pressure from the operating nut and stem. The main valve will remain closed.
- d. Ensure that water drains from the hydrant barrel. If not, clean weep holes or pump out hydrant to remove water from the barrel.
- e. Remove any fittings or hoses and replace the caps.
- f. Tighten the cap and then back off slightly. Caps should be tight enough to prevent removal by hand but loose enough to be removed with ease using a spanner wrench.

10. Paint hydrant according to NFPA standard as needed.

11. Repair any damages from running water.

12. Complete the hydrant maintenance form (Appendix C).

13. Notify the utility office and treatment plant when you are done for the day.

CROSS CONNECTION

Morgan County Water District is aware of a potential threat to the health and safety of those served by the public water supply from cross-connections. The possibility of backflow due to a cross-connection within the customer's premises can be extremely dangerous because, when it occurs, the potable water supply may become contaminated with bacteria, toxic materials, and/or other hazardous substances.

The District shall take reasonable precautions to protect the public water system from cross-connections originating from the customer's system that may degrade the quality of the water in the distribution system. This program is designed for the detection and elimination of potentially hazardous cross-connections and the prevention of the creation of new cross-connection.

Customers with a meter size larger than 5/8 x 3/4 inches or whose use of water poses a higher degree of hazard than that normally associated with use at a typical single-family residence will be evaluated regarding water use and potential cross-connections at the customer's premises. Also, existing customers will be re-evaluated where any modification, additions, or changes to their property are made requiring a plumbing permit issued by the local authority or where the plans must be approved by the Fire Marshall.

Morgan County Water District staff shall make all evaluations of the cross-connection hazards which exist in supplying a customer's water system and may use surveys and on-site inspections of premises for that purpose. An approved backflow prevention device shall be required at any point of connection between the public water supply and the customer's water system where the District determines that a present or potential contamination or pollution hazard to the public water system may exist. All service connections considered as low hazard applications shall have at a minimum a dual check valve backflow preventer installed between the water meter and the residence.

Morgan County will maintain records for each location requiring a backflow prevention device. A separate file shall be created and maintained for each location. Records are to include, but are not limited to:

- The customer contact information
- Type of backflow preventer
- Installation review by Plumbing Inspector
- Backflow device information
- Test reports

The charts on the following pages are used by the District staff to determine the degree of hazard and the appropriate backflow application needed to protect the public.

Backflow Device Application Chart

Type & Pressure	Description	Installed At	Examples of Installations	Applicable Standards
Reduced Pressure Principle Backflow Preventer - high hazard cross connections	Two independent check valves with intermediate relief valve. Supplied with shut-off valves and ball type test cocks.	All cross connections subject to backpressure or back-siphonage where there is a high potential health hazard from contamination. Continuous pressure.	Supply Lines Commercial Boilers Cooling Towers Hospital Equipment Laboratory Equipment Car Wash Sewerage Treatment	A.S.S.E. No. 1013 A.W.W.A. C506 FCCCHR of USC CSA B. 64.4 Sizes 3/4" - 10"
Double Check Valve Assembly - low hazard cross connections	Two independent check valves. Supplied with shut-off valves and ball type test cocks	All cross connections subject to backpressure where there is a low potential health hazard or nuisance. Continuous pressure.	(Non-toxic) Supply Lines Food Cookers Tanks & Vats Lawn Sprinklers Fire Sprinkler Lines Commercial Pools	A.S.S.E. No. 1015 A.W.W.A. C506 FCCCHR of USC CSA B.64.5 Sizes 3/4" -10"
Dual Check Valve Backflow Preventer - low hazard applications.	Two independent check valves. Checks are removable for testing.	Cross connections where there is a low potential health hazard and moderate flow requirements.	(Non-toxic) Post ground hydrants	A.S.S.E. No. 1024 Sizes 3/4" and 1"
Backflow Preventer with Intermediate Atmospheric Vent - moderate cross connections in small diameter pipes.	Two independent check valves with intermediate vacuum breaker and relief valve.	Cross connection subject to backpressure or back-siphonage where there is a moderate health hazard. Continuous pressure.	Boilers (small) Cooling Towers(small) Dairy Equipment Residential	A.S.S.E. No. 1012 CSA B. 64.3 Sizes 1/2" and 3/4"
Backflow Preventer with Intermediate Atmospheric Vent - moderate cross connections in small diameter pipes.	Two independent check valves with intermediate vacuum breaker and relief valve.	Pump outlet to prevent backflow to carbon dioxide gas and carbonated water into the water supply system to beverage machines.	Post-mix Carbonated Beverage Machine	Special Approvals
Laboratory Faucet and Double Check Valve with Intermediate Vacuum Breaker - in small pipe sizes for moderate to low hazard.	Two independent check valves with intermediate vacuum breaker and relief vent.	Cross connection subject to backpressure or back-siphonage where there is a moderate to low health hazard.	Laboratory faucets and pipe lines Barber Shop and Beauty Parlor sinks	A.S.S.E. No. 1035 (N-LF9)
Atmospheric Vacuum Breakers - moderate to high hazard cross connections.	Single float and disc with large atmospheric port.	Cross connections not subject to backpressure or continuous pressure. Install at least 6" above fixture rim. Protection against back-siphonage only.	Process Tanks Dishwashers Soap Dispensers Washing Machines Lawn Sprinklers	A.S.S.E. No. 1001 ANSI. A112.1.1 CSA B. 64.1.1 FCCCHR of USC Sizes 1/4" - 3"
Anti-Siphon Pressure Breakers - for moderate to high hazard cross connections.	Spring loaded single float and disc with independent first check. Supplied with shut-off valves and ball type test cocks.	Designed for installation in a continuous pressure potable water supply system 12" above the overflow level of the system being supplied. Protection against back-siphonage only.	Laboratory Equipment Cooling Towers Commercial Laundry Swimming Pools Commercial Plating Urinal Facilities Degreasers, Photo Tanks Live Stock Systems	A.S.S.E. No. 1020 CSA B. 64.1.2 FCCCHR of USC Sizes 1/4" - 2"
Hose Connection Vacuum Breakers - for residential and industrial hose supply outlets.	Single check with atmospheric vacuum breaker vent.	Install directly on hose bibbs, service sinks and wall hydrants. Not for continuous pressure.	Hose Bibbs Service Sinks Hydrants	A.S.S.E. No.1011 CSA B. 64.2 Size 3/4" hose

WATER LOSS PREVENTION AND LEAK DETECTION

The goal of the water loss program is to reduce unaccounted-for water to 15% or less. In doing so, real and apparent losses must be addressed. Real loss consists of physical water losses from leaks, line breaks, tank overflows, etc. and places a financial and operational burden on the utility. Apparent loss consists of unauthorized consumption, customer metering inaccuracies, and errors in the meter reading and billing processes. This can result in overtime and wasted hours testing for leaks that are not real. Both types of loss must be addressed in order to meet the 15% goal.

Proper distribution management is the key to reducing water loss. Standard methods such as creating hydraulically isolated zones, accurate metering, pressure monitoring, tank performance, demand factoring and preventative maintenance are needed to identify real water loss.

The following plan outlines processes and procedures that Morgan County will conduct on a routine basis to identify and repair water line leaks, monitor water usage, eliminate tank overflows, to reduce its overall water loss.

1. Records

A. **INFRASTRUCTURE:** Knowledge of water system components and how they function under normal operating conditions is crucial to identifying where water loss occurs. Infrastructure inventory, maintenance and operational performance records are maintained where applicable.

- Water meters
- Water mains
- Service lines
- Valves
- Hydrants
- Storage tank

B. **CUSTOMER:** Billing and water usage data needs to be maintained as a historic record so that apparent losses can be identified.

- Meter readings
- Billing adjustments
- Count of active/in-active meters
- Total water usage by zone

2. Routine Procedures (Daily/Weekly/Monthly):

A. **MASTER METERS:** Read & record purchase meters from Frankfort.

- B. **RECORDING READINGS:** Master meter readings are maintained in a spreadsheet.
- C. **METER READING SCHEDULES:** Meters are read at approximately the same time each month.
- D. **FIELD PERSONNEL:** All distribution personnel (meter readers, maintenance, etc.), shall immediately report any identified water leaks, tank overflows, or other concerns that are presently or could result in water leaks or loss. Water leaks, given the urgency of the problem reported are repaired immediately or at the earliest possible time,
- E. **OFFICE PERSONNEL:** All office personnel shall immediately report any customer reported leaks, tank overflows, pressure problems, or other issues (whether during regular operational hours or after hours) to the Maintenance Foreman.
- F. **RECORDING DATA:** Daily and monthly records (via computer data bases, manual logs, or spreadsheets) shall be maintained by appropriate personnel to record and analyze the following information:
- Daily master meter readings
 - Pump station run times
 - Estimated water losses from line breaks, tank overflows, hydrant usage, flushing, etc.
 - Metered customer water sales by route
- G. **DATA ANALYSIS:** Water production and usage data obtained and recorded (item F above) shall be evaluated and analyzed on a daily/weekly/monthly basis to determine:
- Metered usage
 - Known losses from line breaks, etc.
 - Water loss by distribution zone
 - Focus on distribution system zones: As funding permits, additional master meters and by-pass meters will be installed to further isolate smaller portions of the distribution system in order to more accurately identify and correct water loss problems in specific areas of the system.
- H. **METER TESTING AND REPLACEMENT:** Customer meters will be tested every ten years to ensure that they are registering water accurately. Meters between 1" and 3" shall be tested every three years and meters larger than 4" shall be tested annually. All meters will be replaced, as warranted.

3. LEAK DETECTION PROCEDURES

- A. **FIELD PERSONNEL:** On a routine basis, as system operations permit, the Water Works Supervisor will assemble a leak detection team to check the by-pass meter in each zone during a time when customer usage is minimal. This allows field personnel to go valve to valve (and often meter to meter) with listening devices and detect abnormal flows without affecting customer service. Personnel will perform leak detection in those areas with the highest known water loss, based on routine data collection and analysis.

- B. **OUTSIDE CONSULTANTS:** Outside consultants such as Kentucky Rural Water, contract engineer or industry specialists are utilized as circumstances dictate.

PREVENTATIVE MAINTENANCE PROGRAM

The purpose of Morgan County's preventative maintenance program is twofold: 1) to ensure that equipment is properly functioning so that it meets or exceeds its expected service life and 2) identify maintenance trends that consume a great deal of the operator's time in order to reduce long term operational costs and improve system reliability. Without a sound preventive maintenance program, labor costs for lost water production time due to unscheduled equipment breakdown will be incurred, damages to equipment can be much more severe and potential negative treatment process and/or regulatory ramifications can be unacceptable to the customer and costly to the system. Therefore, three levels of maintenance activities that will be performed. These are predictive, preventative and breakdown maintenance.

Predictive Maintenance

The goal of predictive maintenance to identify potential equipment failure before a breakdown occurs. This level of maintenance relies upon testing equipment performance and analyzing operational trends. Testing may include such items as oil analysis, to determine optimal oil replacement frequency, infrared analysis, to ensure that electrical connections are sound and that there are no imminent electric failures about to occur and vibration analysis, to ensure that equipment is properly aligned and that bearing wear is identified well before failure occurs.

Preventive Maintenance

The primary goal of preventive maintenance is to prevent the failure of pumps and equipment before it actually occurs. It is designed to preserve and enhance equipment reliability by replacing worn components before they actually fail. Preventive maintenance activities include exercising valves and fire hydrants; equipment and tank inspections; partial or complete overhauls at regular specified periods; oil changes; lubrication; and so on. In addition, operators can record equipment deterioration so they know to replace or repair worn parts before they cause system failure.

Breakdown Maintenance

This is maintenance that must be performed because of unexpected equipment failure and is the most disruptive and costly type of maintenance. Even under the best preventative maintenance program, some breakdown maintenance will occur. Each of these events provides a learning opportunity to improve upon existing preventative maintenance programs. The operator should evaluate every equipment breakdown situation, to determine the cause, and what measures could have been taken to prevent the occurrence. The lessons learned should then be added to the preventative maintenance program. Building these written feedback loops into the preventative maintenance program will yield significant returns.

The general manager in conjunction with certified operators is responsible for implementing the preventative maintenance program. The water treatment and distribution operators are responsible for performing the maintenance and recordkeeping. Inspection forms and maintenance schedules are located in Appendix D; however, a generalized list of maintenance measures are as follows:

- ✓ Mechanical appurtenances of pump stations i.e.; motors/pumps, that require greasing, oiling or cleaning will be done as recommended by the manufacturer by the operator.
 1. Daily visual to locate leaks, check runtime and pressures;
 2. Monthly functional inspection including: control valve operation, exercise switch modes, lubricate all related components; and
 3. Annual maintenance to include discharge, amperage and pressure measurement for pump curve analysis.

- ✓ Pressure Reducing Valves are critical to controlling system hydraulics and maintaining consistent customer service. PRV's should undergo visual and functional inspections and undergo annual maintenance as recommended in the manufacturer manual.
 1. Monthly visual inspection to locate leaks and external damages;
 2. Quarterly functional inspection including: closing, opening and regulation of the PRV and by-pass; and
 3. Annual maintenance including internal component inspection.

- ✓ Records will be retained at the District office. These records are to include the following:
 1. List of Specifications for fuels, lubricants, filters, etc. for equipment;
 2. Trouble shooting charts or guides which references pages in manufactures service manual;
 3. Inventory for each type of equipment to include; numbering system, catalog, nameplate data cards, maintenance record cards;
 4. Manufacturers' maintenance schedule for routine adjustments. A summary with references to page number in manufacturer's O&M manual needs to be provided;

- ✓ Hydrants and valves will be inspected / exercised in concert with flushing program.

- ✓ Storage tanks are inspected annually by District staff as required by Public Service Commission and professionally inspected every five years. Liquid Engineering, Inc. is the current tank inspection contractor. The annual inspection form is in Appendix D.

Line breaks can occur at any time; therefore parts, materials and sample bottles are on-hand to repair water line of all sizes. Regulatory compliance and recordkeeping requirements are in Appendix E.

SDWA Compliance Analysis

Morgan County contracts with Morehead State University and McCoy and McCoy, Inc. for all other samples. Water samples are collected by the certified operator and analyzed at the frequency designated by the Division of Water. These laboratory analyses shall be reviewed by the operator to determine if any corrective actions should be implemented. The sample schedule for the water distribution is as follows:

Morgan County Sampling and Reporting Schedule

Chlorine – Minimum of two per day – record on MOR
Location – approved sites

Bact – Minimum of 8 per month – 4 during first week – 4 during third week
Location – approved sites

THM & HAA – Two per quarter – 3rd week Feb, 3rd week May, 3rd week Aug, 3rd week Nov
Location – approved sites

Lead & Copper – 20 samples annually (between June 1 and September 30)
Location – approved sites
Notify customers within 30 days of learning results
Provide copy of a customer notice and certification to DOW
Review and sign all lab results sheets
Make copies for records and submit lab results to DOW by October 10

RECORDKEEPING

Accurate records are an integral part of an efficient water system operation. These records serve as a historical reference source and are maintained at the Water District office. Adequate records improve the efficiency of distribution operations and ensure compliance with regulatory agencies. Records maintained by the District may include:

RECORDKEEPING REQUIREMENTS	
Part A (for all water systems)	
REPORTING ITEM	RETENTION TIME
Bacteriological	5 years
Chlorine/Chloramines – Free chlorine monthly with BACT's, daily for MOR's, residual chlorine monthly	10 Years
C-T Profiling Data	min 1 year
Individual Filter Turbidity Data (other than MOR)	3 Years
MOR's – Monthly (turbidity analysis)	1 Year
Lead & Copper	12 Years
Nitrate	10 Years
Nitrite	10 Years
Secondary/Corrosivity	10 Years
Sodium	10 Years
IOC's (inorganic Chemicals)	10 Years
SOC's (Synthetic Organic Compounds)	10 Years
VOC's (Volatile Organic Chemicals)	10 Years
TOC's (Total Organic Chemicals)	10 Years
TTHM's & HAA's	10 Years
Asbestos – 1 sample in the 1 st 3 years of a 9 year cycle (begin 2011)	10 Years
RADS (Radionuclides)	10 Years
LT2 Cryptosporidium and E.coli Results	3 Years
LT2 Source Water Monitoring Avoidance	3 Years
LT2 Toolbox Treatment Monitoring Results	3 Years
Stage 2 IDSE Sampling Plan or 40/30 Certification	10 Years
Stage 2 IDSE Report	10 Years
Bromate	10 Years
Chlorine Dioxide	10 Years
Chlorite	10 Years
Dioxin	10 Years
Data Summaries (if actual data not retained)	12 Years
NOV's (Notice of Violation)	10 Years
Sanitary Surveys	10 Years
CCR (Consumer Confidence Report)	3 Years
Sampling Plan for BACT's	5 Years
Sampling Plan for Lead and Copper	12 Years
Sampling Plan for DBP's	10 Years
Sampling Plan for Chemicals	10 Years
Maps – (Showing all pipe location, material, and sizes, valves, hydrants, tanks, booster pumps, chlorination stations, emergency connections, alternative sources, and wholesale customer master meters.	Permanent
RECORD ITEM	RETENTION TIME
(Kentucky Local Government Records Retention Schedule)	
Geological Reports on Subsurface Ground Conditions	Permanent
Index to Maps and Plats	Permanent
Engineering Maps, Plats, Plans and Drawings File	Permanent
Capital Construction Engineering Project File	Permanent
Operation and Maintenance Manuals	Permanent

Discharge Monitoring Reports (DMR)	3 Years
Monthly Operating Reports (MOR)	3 Years (portions - 10 Years)
Sales and Use Tax Return	5 Years
Encroachment Permit File	3 Years
Permit File (Kentucky Pollutant Discharge Elimination System (KPDES))	3 Years after expiration
Service Work Orders	3 Years
Pretreatment Files	5 Years
Grease Trap Program File	5 Years
Sewer User Exemptions File	5 Years
Discharge Permit – Unusual Requests	10 Years
Construction Project File	7 Years
Rain Gauge Data File	5 Years
Pump Station – Daily Reports	3 Years
Pump Station – Flow Charts	5 Years
Tier II Hazardous Chemical Annual Report	5 Years
Calibration/Inspection Report (meters, fire extinguishers, etc.)	3 Years
Compliance Monitoring Records	10 Years
Notification and Complaint Records (pollutant release)	10 Years
Enforcement Records	Permanent
Compliance Deficiency Notification Records	10 Years after closure
Compliance Evaluation Records	10 Years
Environmental Impact Study Records	Permanent
Facility Planning Records	20 Years
Authorization Records	10 Years
Technical Assistance Records	10 Years
Certification Records	2 Years after expiration
Environmental Audits	10 Years
40 CFR 141.33	
Microbiological	5 Years
Turbidity	5 Years
Chemical Analyses	10 Years
Actions to Correct Violations	3 Years
Sanitary Survey - written reports, summaries or communications	10 Years
Variances and Exemptions	5 Years
Public Notices (including certifications)	3 Years
Monitoring Plans	Same as analyses
This is not a complete list of recordkeeping by utilities.	
PSC regulations can be found in 807 KAR Chapter 5.	
Other agencies such as OSHA and IRS have specific requirements.	

SAFETY

The Morgan County Water District has an approved employee safety policy handbook on file with the Public Service Commission. A copy of this handbook is given to each employee.

Appendix A
System Flushing Form

**Appendix B
Valve Record Form**

Appendix C
Hydrant Inspection/Maintenance Form

Appendix D
Storage Tank Inspection Form

Appendix E
Pump Station Inspection

Appendix F
Water Line Break/Repair Log

Appendix D:

Employee Safety Policy Handbook



Employee Safety Policy Handbook

MCWD Board of Directors
Last Update – January 2020

SAFETY

The purpose of a specific safety program is to reduce personal injury and damage to property in a particular situation. The intent of safety policies is to inform all employees of their responsibility for their own personal safety. By complying with the safety policy, each person greatly reduces the probability of personal injuries and injury to other employees. Our most important and valuable assets are the people who work for us. For this reason much effort is continually being expended to provide safe and healthy working conditions for each employee.

The employer has the over-all responsibility for promoting safety and to comply with all state and federal safety laws and regulations, including the safety Act 1970 also referred to as OSHA. The employer shall not require any employee to work in surrounding and under working conditions which are unsanitary, unduly hazardous, or potentially dangerous to his/her health or safety.

THE EMPLOYER'S RESPONSIBILITIES

1. Indoctrinate and familiarize all employees with their rights and responsibilities by reviewing the personnel manual in detail.
 - a. This should be completed with new employees at the time of hiring and before they start work.
 - b. Use checklist for indoctrination with new employee signing a form.
2. To maintain and post where and when required, all posters and reporting forms as required by OSHA and other agencies.
3. To initiate and maintain accident prevention programs. Maintain health and accident injury forms completely filled out on all recordable conditions for five (5) years.
4. To provide a healthful work environment.
5. To provide all employees with tools and equipment designed for the work, properly maintained and serviced.
6. To provide and maintain personal protective gear designed for protection of the employee relative to the hazards to which each is being subjected.
7. To encourage all employees to get certify themselves in basic first aid training/CPR and retraining every three years.
 - a. Make periodic checks on all employees for required licenses and training.

8. Be prepared to reprimand an employee who decides to carry out his work assignment contrary to policy. Document any reprimands and have the employee sign-off.

THE EMPLOYEE'S RESPONSIBILITIES

1. To familiarize oneself with the employer's general policy.
2. To adhere to the policy and cooperate to the best of his/her ability.
3. To report all job incurred injuries or illnesses to management the day of their happening.
4. To report all equipment or vehicle accidents or malfunction the day of their happening.
5. To use and/or operate all equipment and vehicles according to manufacturer's recommendations or company directive.
6. To have in one's possession a current valid driver's license when driving a company vehicle.
7. To never drive a company vehicle when under the influence of drugs or alcohol beyond acceptable limits established by the state. Always wear a seatbelt when operating a company vehicle
8. To be a defensive driver at all times.
9. To not take undue chances or subject oneself to known hazardous conditions without taking precautionary measures.
10. To use personal protective gear whenever conditions warrant and to use said gear for only the use intended.
11. To practice basic good rules of sanitation and housekeeping.
12. To dress in good taste for the particular assignment, but always fully clothed from ankle to neck.
13. To know location of first aid supplies and firefighting equipment at all times.
14. To know the location of the nearest medical emergency room, doctor and ambulance.
15. To observe and obey all "NO SMOKING" signs and areas.

16. To not under any conditions become involved in "HORSEPLAY" that could result in injury to oneself or co-worker.
17. To lift properly when required to do so, using the legs and keeping the back straight.
18. To never catch a ride by standing up in the bed of a truck or riding on a running board.
19. To not work alone when conditions could result in injury or be injurious to one's health.
20. To be "FIRST AID" trained and prepared to administer first aid in an intelligent and humanitarian manner.
21. No employee shall drive "COMPANY VEHICLE" for personal use.

SPECIFIC GUIDELINES

When coming upon or being involved in an accident or suffering personal injury:

1. When coming upon an accident:
 - a. Give first aid to accident victim in a conscientious manner taking into consideration, blood borne pathogens by using disposable gloves, a breathing barrier, your training, personal safety and the extent and severity of the injury.
 - b. Call or request that ambulance service respond to the scene.
 - c. Call or request that law enforcement personnel respond to the scene.
 - d. Call or request that fire department personnel be called to the scene should conditions warrant.
 - e. Assist in the control and movement of traffic until law enforcement arrives on the scene.
2. When involved in a vehicle accident:
 - a. Respond to personal injury first.
 - b. Call for law enforcement.
 - c. Move vehicle only if unit impedes the flow of traffic prior to law enforcement coming on the scene.
 - d. If you have a camera, take many pictures from all angles.
 - e. Make a rough sketch of the accident scene showing position and direction of vehicles prior to the accident and position and direction of vehicles after the accident.
 - f. Take measurements if nothing more than stepping off the distances.
 - g. Make note of road conditions (wet, icy, loose gravel, etc.).
 - h. Make note of time of day.
 - i. Get names and addresses of as many witnesses as possible.
 - j. Give limited information to any investigating accident (preferably no more

- than what is on your driver's license and vehicle registration card).
- k. Notify company office of the accident.
 - l. If vehicle is not drivable, have unit hauled to a nearby storage lot.
3. When company personnel suffer an injury or are involved in accident while on the job:
- a. Respond to personal injury first by giving oneself or co-worker first aid or requesting first aid, or getting professional attention.
 - b. Take pictures of accident scene.
 - c. Take measurements and location of equipment and tools.
 - d. Draw a sketch of the accident or injury scene.
 - e. Move no equipment, such as ladders, scaffolding or any work related equipment until an investigation of the accident can be made.
 - f. Note amount of artificial light if inside the building.
 - g. Notify company office with details to the best of your ability, relative to the circumstances of the accident.

ELECTRICAL

1. Failure

- a. Become involved only to the extent of your ABILITY and TRAINING.
- b. Notify the power company and/or an electrical contractor.
- c. Notify management.

2. Equipment

- a. Use only grounded or double insulated tools.
- b. Use only grounded extension cords and trouble lights.
- c. Check all outlets to make sure they are functioning as a GROUNDED OUTLET.

UNDERGROUND:

1. Trenching Requirements

- a. Excavations deeper than five (5) feet high shall be shored, laid back to a stable slope, or some other equivalent means of protection shall be provided where employees will be exposed. Refer to chart as a guide in sloping of banks. Trenches less than five (5) feet in depth shall also be effectively protected when examination of the ground by the construction person indicates hazardous ground movement may be expected.
- b. Sides of trenches, five (5) feet or more in depth, shall be shored, sheeted, braced, sloped, or otherwise supported by means of sufficient strength to protect the employees working within them.
- c. Sides of trenches in hard or compact soil, including embankments, shall be shored or otherwise supported when the trench is more than five (5) feet in

depth. In lieu of shoring, the sides of the trench above the five (5) foot level may be sloped to preclude collapse, but shall not be steeper than one (1) foot rise to each one-half (1/2) foot horizontal.

- d. When employees are required to be in trenches four (4) feet deep or more, an adequate means of exit, such as a ladder or steps, shall be provided and located so as to require no more than twenty-five (25) feet of lateral travel.

**Note: Clays, Silts, Loams. Or Nonhomogeneous Soils Require Shoring and Bracing.
The presence of Ground Water Requires Special Treatment.**

CHLORINE

1. Cylinder Storage

- a. Never store near electrical equipment (chlorine leakage can damage copper fittings and connections in a short period of time).
- b. Store where temperature never exceeds 120 F. as heat increases cylinder pressure thus causing plug release and emptying contents.
- c. Cylinders, be they full or empty, must be stored upright, with the caps in place and anchored (chain all cylinders to wall) so as to prevent falling or tipping.

2. Chlorine Room

- a. Never enter chlorine room without first turning on the exhaust fan.
- b. Never enter chlorine room exhausted from exercise or strenuous work thus causing individual to breathe hard.

3. Chlorine Leak or Spill

Upon detecting a chlorine leak:

- a. Vent room immediately, if in unpopulated area.
- b. Evacuate anyone in immediate vicinity.
- c. Notify office or superior.
- d. Notify authorities

FIRE EXTINGUISHERS

1. Fire Extinguishers

- a. Recommend a twenty-pound (20#) A.B.C. type fire extinguisher to be mounted just inside door near or under light switch at each location.
- b. Recommend a five-pound (5#) A.B.C. type fire extinguisher be mounted in each vehicle.
- c. Each employee should know how to use the fire extinguisher effectively.

2. Housekeeping

- a. All storage of burnable or combustibles, including waste, must be controlled.
- b. No gasoline storage inside any building exceeding five (5) gallons and then only in an approved safety can.
- c. Keep paths of travel free and clear of tripping hazards.

FIRST AID

1. Training

- a. All field employees shall be trained in "Basic First Aid" with refresher courses as required, beginning with the first year of employment.
- b. All field employees shall be trained in the use and care of artificial breathing devices and cardiopulmonary resuscitation (CPR).

2. Protective Gear

- a. When conditions warrant, protective gear shall be worn properly without exception
 - i. Safety hats
 - ii. Goggles or safety glasses
 - iii. Gloves
 - iv. Respirators
- b. Emergency self-contained breathing apparatus (SCBA) shall be positioned in a fixed location ready to use.

3. First Aid Supplies

- a. Recommend that a 10-unit industrial type first aid kit be mounted near the fire extinguisher at each location.
- b. Recommend that a 10-unit industrial type kit be mounted in each vehicle. (Kits must be checked regularly and supplies replenished).
- c. Recommend that a master kit be located and mounted at each headquarters' office.

NEW EMPLOYEE CHECK LIST

GENERAL:

1. You realize that we are an Equal Opportunity employer.
2. Current valid driver's license must be produced and always in your possession when driving company vehicles.
3. Reporting to work under the influence of either drugs or alcohol shall be reason for disciplinary action.
4. Insubordination in any form shall be reason for disciplinary action.

SAFETY:

1. Each employee shall comply with all safety and health standards, regulations, and orders that are part of the safety policy.
 2. All injuries, regardless of severity, shall be reported to management the day of happening.
 3. It shall be management's decision as to whether the injured employee requires professional medical attention.
 4. Location of first aid kits and other safety gear such as respirators, rubber gloves, etc.
 5. Each employee shall cooperate by picking up trash and waste he/she creates.
 6. Each employee shall cooperate in keeping paths of travel unobstructed.
 7. Horseplay will not be tolerated where such action could cause injury or damage equipment.
 8. Use of tools or power equipment that is defective must be reported to management.
 9. Tools or power equipment that are defective must be reported to management.
 10. Cooperation from all employees is expected in maintaining toilet and wash rooms.
 11. Garbage and waste resulting from lunch pails/lunch rooms will be disposed of in covered waste containers.
 12. All employees are expected to know the location and operation of fire extinguishers.
 13. Once the fire extinguisher has had the seal broken it shall be scheduled for recharging.
 14. Gasoline shall be stored in 5-gallon approved safety cans only.
 15. Gasoline shall never be used for washing parts or for any but intended use.
 16. Personal protective equipment shall be worn where designated with no exceptions.
 17. All equipment shall be operated with utmost care complying with manufacturer's recommendations.
 18. No employee shall drive company vehicles for personal use.
- I have had all the above policy statements explained to me and understand the policy completely. This will become part of my employee file.

MCWD SAFETY MANUAL

I have had all of the above policy statements explained to me and I understand the policies completely. This will become part of my employee file.

Date

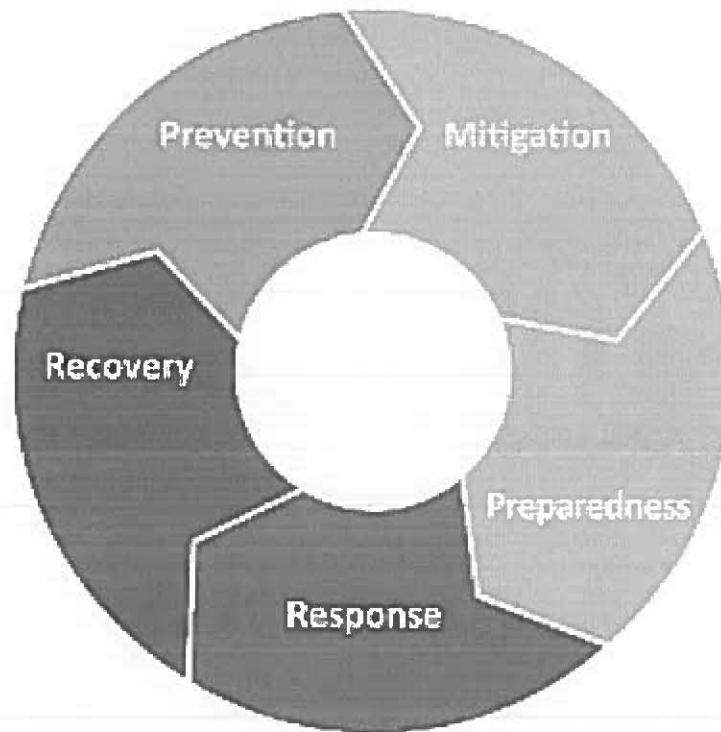
Employee Signature

Appendix E:

Emergency Response Plan



Quality on Tap



Emergency Response Plan

PWSID# KY0880594

MCWD Board of Directors
Last Update - March 2020

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Section 1
System Information

Keep this basic information easily accessible to authorized staff for emergency responders, repair people, and the news media.

System information

System Identification Number	PWSID# KY0880594
System Name and Address	Morgan County Water District 1009 Hwy 172 West Liberty, KY 41472
Directions to the Office	Office is located on the left side of Hwy 172 approximately ½ mile from Hwy 460 and Hwy 172 intersection. Continue straight back behind county highway department.

Basic Description and Location of System Facilities

Tank	Type of Tank	Description	Year Installed	Comments
HWY 191	Steel Glass Lined	Standpipe 25.18' dia x 46.76' dep.	1992	175,000 Gallons
Ezel	Steel Glass Lined	Standpipe 18' dia x 84' dep	1995	150,000 Gallons
Old HWY 172 Not in Use	Steel Glass Lined	Standpipe 19.58' dia x 46.76' dep	1996	110,000 Gallons
Cow Branch	Steel Glass Lined	Standpipe 25.18' dia x 42.17' dep	2002	157,000 Gallons
Ditney Ridge	Steel Glass Lined	Elevated Bottom height 80' 10"	2004	100,000 Gallons
Smith Creek	Steel Glass Lined	Standpipe 10' dia x 97.5' dep	2007 Phase 11B	50,000 Gallons
HWY 134	Steel Glass Lined	Standpipe 14' dia x 90' dep	2009 Phase 12A	100,000 Gallons
Cow Branch #2	Steel Glass Lined		2014 AML	200,000 Gallons

Pump Stations	Type of Pump	Number of Pumps	Year Installed	Motor Size (HP & GP)
HWY 191 Not in Use	Aurora/Centrifugal	2 Pumps	1992	RPM 1750 / 7.5 HP / 200 GPM
HWY 460 Not in Use	Dakota/Centrifuga ↓	2 Pumps	1995	RPM 3500 / 20 HP / 150 GPM
HWY 172	Dakota/Centrifuga Peerless	2 Pumps Module C-815G	1996 / New Pumps 2007	RPM 3500 / 7.5 HP / 100 GPM
HWY 203 Not in Use	Dakota/Centrifuga ↓	2 Pumps	1999	RPM 3450 / 5 HP / 25 GPM
Cow Branch	Dakota/Centrifuga Peerless	2 Pumps	2002	RPM 3500 / 7.5 HP / 100 GPM
Splitwood Not in Use	Burks/Centrifugal Peerless	2 Pumps	1996	RPM 3500 / 15 HP / 100 GPM
HWY 437 Not in Use	Aurora/Centrifugal Peerless	2 Pumps	2001	RPM 3500 / 3 HP / 30 GPM
HWY 844	Armstrong/Vertica 	2 Pumps	2002	RPM 3600 / 2 HP / 30 GPM
HWY 519	Aurora/Centrifugal Peerless	2 Pumps	2004	RPM 1800 / 5 HP / 100 GPM
New HWY 437	Vertical	2 Pumps	2007	7.5 HP / 100 GPM & 96 GPM
HWY 205	Vertical	2 Pumps	2009	5 HP / 100 GPM
Morris Cemetery	Vertical	1 Pump	2009	1.5 HP / 25 GPM
HWY 460 East	Vertical	2 Pumps	2014	30 HP / 300 GPM

Population Served and Service Connections

Population: 7,572
Connections: 2,815

Name, Title, and Phone Number of Person Responsible for Maintaining and Implementing the Emergency Plan

Shannon Elam
General Manager
(606) 743-1204 Office (606) 495-7821 Cell



Section 2
Chain of Command

The first response step in any emergency is to inform the person at the top of this list, who is responsible for managing the emergency and making key decisions.

Chain of command – lines of authority

Name and Title	Responsibility during Emergency	Contact Number
Shannon Elam General Manager	<ul style="list-style-type: none"> • Responsible for overall water system management and decision-making. • Manages emergencies. • Liaison to regulatory agencies and media outlets. • Approves all communications and notices to the public, local, state and federal governments and other individuals and organizations. 	(606) 495-7821
Chernell Holbrook Office Manager	<ul style="list-style-type: none"> • Responsible for administrative functions in the office • Receives phone calls and keeps a log of events • Provides a standard, carefully pre-scripted message to those who call with general questions • (The water system general manager decides if and when to release additional information) 	(606) 359-0003
Andy Legg Field Manager	<ul style="list-style-type: none"> • In charge of operating the distribution system. • Performs inspections, assesses damage and oversees procurement of parts and needed repairs for distribution system. • Relays critical information to the General Manager. 	(606) 495-6440

The events listed below may cause water system emergencies. They are arranged from highest to lowest probable risk.

Events that cause emergencies

Type of Event	Risk (High – Medium – Low)	Comments
Wind Storm	High	Power disruptions from high wind events is common.
Flood	Medium	System does include some frequently flooded areas.
Construction Accident	Medium	Below grade infrastructure damage by contractors, property owners, and others.
Infectious Disease	Medium	Flu, Corona or other Pandemics Outbreaks
Ice Storm	Low	Possible power outages, frozen pipes and downed trees.
Earthquake	Low	Damage from earthquakes is rare. An earthquake has the potential for catastrophic damage to the District's infrastructure.
Vandalism	Low	Facility is secured with fence and an alarm system.
Drought	Low	Historically, the system is not affected by droughts.
Backflow Incident	Low	District has an effective Cross Connection Control Program.
Terrorism	Low	Provide training for management and staff on awareness and preparedness for terrorism.



Emergency Notification

Notification – High Priority Customers/Government/Law Enforcement Use these lists to notify high priority customers, local and state governments, and law enforcement, of an emergency.

Organization	Name and Position	Telephone	Night Number / Cell /Fax
School Board Office	Darren Sparkman	606-743-8002	606-495-5133
Ezel Elementary	Miranda Bowman	606-725-8202	
Wrigley Elementary	Amber Adams	606-743-8302	
East Valley Elementary	Amanda Lee	606-522-8202	
Morgan Central Elementary	Kasey Hampton	606-743-8552	
Local/State Government			
Judge's Office	John Will Stacy	606-743-3897	
Division of Water	James Blevins		
Public Service Commission			
Sheriff's Office	Greg Motley	606-743-3613	
City of West Liberty	Mark Walter		
Water Treatment Facilities			
Cave Run Water	Larry Workman		606-356-5140
City of West Liberty	Ray Adkins	606-743-1953	606-495-0862
Service and Repair			
Wolf Paving	Neil Wolf	606-743-9869	
Dwight	Dwight Keeton		606-225-3008
S&M Contracting	Steve Barker	606-743-7090	Fax 606-743-3508
Caney Valley Propane		606-743-2748	
News Media			
Licking Valley Courier		606-743-3551	
Kick 102.9 Radio		606-743-3145	Fax 606-743-

Notification Procedures

Who is Responsible?	<p>Chernell Holbrook Office Manager: The office manager will, in consultation with the General Manager make the decision to notify customers about a potential water shortage and the need for water-use restrictions. After making the decision the Office Manager will start the notification procedure without delay.</p>
Procedures	<ul style="list-style-type: none"> • Office manager confers with key staff to verify problems. • Office manager organizes staff to develop the message delivered to the customers. • Office manager consults with state drinking water staff about the problem. <ul style="list-style-type: none"> • Office manager, with help from staff, prepares door hangers, signs, phone messages and radio message. • Field manager continues to investigate problems and make repairs as necessary. • To distribute the water shortage notification: <ul style="list-style-type: none"> • Field staff will place "water shortage notices" on doors and along travel routes. • Staff will place signs on main travel routes into the community. • Office manager will ask Kick 102.9 radio and Facebook page to issue the water shortage notice and a request to curtail water use. <ul style="list-style-type: none"> • Office manager will provide a pre-scripted message to phone callers. • Field manager continuously updates the office manager on water shortage. • Office manager and staff re-notify customers when water shortage is resolved.

Alert local law enforcement, state, federal and local health agencies, and board members

Who is Responsible?	<p>Shannon Elam General Manager The general manager will either contact or delegate someone to contact all agencies that need to be aware of potential problem.</p>
Procedures	<p>Use pre-made phone lists (above) to contact proper agencies regarding any health advisory. Re-notify the agencies when health advisory is resolved.</p>

Contact service and repair contractors

Who is Responsible?	Andy Legg Field Manager
Procedures	<ul style="list-style-type: none">• Notify General Manager if there is a need for additional help.• Call contractors from pre-approved phone list (above)

Contact neighboring water systems, if necessary

Who is Responsible?	Shannon Elam General Manager
Procedures	<ul style="list-style-type: none">• For major water problem

Procedures for issuing a health advisory

Who is Responsible?	Chernell Holbrook Office Manager
Procedures	For Boil Water Notice: <ul style="list-style-type: none">• Contact customers using the reverse 911 system• Contact Morgan County health Department• Contact Kick 102.9 radio station to put an update on the radio• Post advisory on our Facebook page• Contact major businesses directly effected

Other procedures as necessary

Who is Responsible?	Shannon Elam General Manager
Procedures	There may be incidents that do not directly involve the District, but because of the location or circumstance, district services might be requested or may eventually be impacted. There should be a plan in place for responding to scenarios when possible district resources are needed, for what duration and possible hazards that may be encountered.

Designated public spokesperson

Communication with customers, the news media, and the general public is a critical part of emergency response. Designate a spokesperson (and alternate) and contact your local primacy agency for delivering messages to the news media and the public.

Designate a spokesperson and alternates

Spokesperson	Alternate
Shannon Elam, General Manager	Chernell Holbrook, Office Manager

Health advisories

During events when water quality and human health are in question, it may be necessary to issue a health advisory that gives advice or recommendations to water system customers on how to protect their health when drinking water is considered unsafe. These advisories are issued when the health risks to the consumers are sufficient, in the estimation of the water system, state or tribal, or local health officials, to warrant such advice.

Health advisories usually take the form of a drinking water warning or boil water advisory. Communication during these times is critical. Health advisories should always be well thought out and provide very clear messages.

The U.S. Environmental Protection Agency has put together a number of tools, including fact sheets, brochures, forms, and templates to help prepare for a health advisory. These are on the web at: <http://www.epa.gov/safewater/pn.html>



Response Action for Specific Events

In any event, there are a series of general steps to take:

1. Analyze the type and severity of the emergency;
2. Take immediate actions to save lives;
3. Take action to reduce injuries and system damage;
4. Make repairs based on priority demand, and
5. Return the system to normal operation.

The following tables identify the assessment, set forth immediate response actions, define what notifications need to be made, and describe important follow-up actions.

Power outage

Assessment	In the event of a power outage we will rely on our generators to run power to the pump stations
Immediate Actions	If after hours, the on-call employee will need to start all the generators and make sure that they running correctly
Notifications	<ol style="list-style-type: none"> 1. Notify Division of Water 2. Notify Fire Departments affected 3. Notify major business
Follow-up Actions	<ol style="list-style-type: none"> 1. Return to normal status when power supply comes back on. If after hours, on-call employee will turn off generators 2. Notify Division of Water, Fire Department, and the major businesses that power is back online

Water Main Break (Catastrophic)

Assessment	Distribution lines can break for a variety of reasons. Excessive weight, extremely cold temperatures, defects in the manufacturing process, improper installation and corrosion are just a few. We need to have resources available and in stock to take care of a problem if and when it arises.
Immediate Actions	<ol style="list-style-type: none"> 1. Locate and isolate leak area 2. Call in emergency locates if needed 3. Make sure work area is secure and safe 4. Determine the cause of break 5. Repair the line break
Notifications	<ol style="list-style-type: none"> 1. Notify Division of Water

	<ol style="list-style-type: none"> 2. Notify Fire Department 3. If needed, notify major business that are affected
Follow-up Actions	<ol style="list-style-type: none"> 1. Return to normal operations when break is repaired. 2. Notify Department of Health, Fire Department, and the major businesses that water is restored. 3. Monitor the area for follow-up services

Pump Failure

Assessment	The District has backup pumping at all locations. If one of the pumps has a mechanical failure the Treatment Plant Operator would be the first to know due to low water pressure or pump failure alarms.
Immediate Actions	<ol style="list-style-type: none"> 1. Field Manager will trouble shoot the problem 2. Field Manager will switch to alternate pumping after reviewing standard operating procedures in pump stations
Notifications	<ol style="list-style-type: none"> 1. Repairs will be made if possible and if not, recommendations will be given to the General Manager for outside repairs 2. Filed Manager will monitor backup pumping
Follow-up Actions	Repair or replace backup pump and restore to active service

Microbial (coliform, E. coli) contamination

Assessment	In the event of a microbial contamination, testing for total coliform and E.coli is a standard first test and if detected it is a signal that the system may be contaminated. Coliform bacteria are organisms that are present in the environment and in the feces of all warm-blooded animals, including humans. Coliform bacteria generally do not cause illness, but other disease-causing organisms (pathogens) may be present in the water system. The presence of E. coli is an indication that pathogens have been introduced into the water system during the event. Most pathogens that contaminate water supplies come from the feces of humans or animals.
Immediate Actions	<ol style="list-style-type: none"> 1. Filed Manager will trouble shoot the problem 2. Broadcast a "boil water order" to all affected customers
Notifications	<ol style="list-style-type: none"> 1. Notify Division of Water 2. Notify all customers affected 3. Contact local media
Follow-up Actions	

Chemical contamination

Assessment	Many chemicals that are routinely transported can harm humans directly or by contaminating air or water. No drinking water system is safe from a hazardous chemical spill and the resulting contamination. Spills can come from motor vehicles, trains, airplanes, boats, or fixed containers. They can occur at any time without warning, and many solvents are able to leach through PVC pipes.
Immediate Actions	<ol style="list-style-type: none"> 1. Filed Manager will trouble shoot the problem 2. Broadcast a "boil water order" to all affected customers
Notifications	<ol style="list-style-type: none"> 1. Notify Division of Water 2. Notify all customers affected 3. Contact local media
Follow-up Actions	

Vandalism or terrorist attack

Assessment	<p>Vandalism is generally a spur-of-the-moment act using materials at hand rather than pre-planned or pre-meditated activities. Vandals often break into systems and damage facilities. These acts are relatively easy to prevent by enhancing security, increasing lighting, installing locks on doors and hatches, and putting up security fencing.</p> <p>Terrorism: Acts of terrorism are conducted by someone whose intent is to instill fear or induce harm to people and facilities. Acts of terrorism are a very real threat in America. Even though it may seem unlikely, it would only take one well-staged event to undermine confidence in drinking water safety. Being prepared and knowing what to look for are crucial elements of preventing an attack on the system.</p>
Immediate Actions	<ol style="list-style-type: none"> 1. Filed Manager will trouble shoot the problem and contact the local law enforcement County Sheriff and/or State Police. Coordination with Division of Water. 2. Broadcast a "boil water order" to all affected customers
Notifications	<ol style="list-style-type: none"> 1. Notify Division of Water 2. Notify all customers affected 3. Contact local media
Follow-up Actions	

Flood

Assessment	Heavy rains may cause flooding in low lying areas. Floods or standing water are common around the county. Areas that are susceptible to flooding or high water need to be located and marked on a map.
Immediate Actions	After, or as soon as the conditions permit, inspect the water mains for any damage. As long as the areas have maintained a positive pressure during these times, then no further action is required.
Notifications	If negative pressure occurs by a line failure, then it may be required to contact customers, as well as, sampling bacteria before the line is put back in service.
Follow-up Actions	Continue to monitor the flood areas during that time of year.

Infectious Control

Assessment	Pandemic Outbreaks such as Flu, Corona and other viruses.
Immediate Actions	<p>Below is a listing of four (4) response levels and how these levels will impact our members. Additional steps will also be taken internally that are not referenced in this action plan:</p> <p>Level 1 – Normal Business Operations</p> <p>Level 2 – Increased sanitation of our offices. Disinfectant wipes/hand sanitizers available for members visiting the office. Asking members to limit office visits voluntarily, especially if you are sick (We offer a variety of ways to pay your bills: by mail, by phone, night deposit box.). If you have any questions regarding these options, please contact our business office.</p> <p>Level 3 – Visitors to the office reduced. All payments must be handled by the options listed in the Level 2 Status. No in-office payments will be taken. Work/Service orders may still be processed in our business office.</p> <p>Level 4 – Business office & Service Dept will remain open but closed to the general public.</p>
Notifications	Social Media and Other Media Sources
Follow-up Actions	Continue to monitor the CDC and PSC recommendations and guidelines.

 **MCWD** Section 7
Morgan County Water District
Alternative Water Sources

Intertie to adjacent water supply system

Water Systems connected to our System	Feasibility of Connecting
Menifee County	
Magoffin County	
Johnson County	

Alternate Sources of Water

Alternative Sources	Names	Phone	Availability	Is the Water Safe for Drinking?
Bottled water Suppliers for potable water use				
Tanker trucks in the area available to deliver bulk water for nonportable use				



Section 8

Returning to Normal Operations

Actions	Descriptions and Actions
Inspect, flush, disinfect and sample when the system experiences reservoir problems, transmission problems, and/or distribution main breaks.	Field Manager will inspect all system facilities, ensure all water quality tests have been done and the system has been flushed and disinfected if necessary. The Field Manager will make a report to the General Manager. General Manager will make decision on current conditions of the system.
Verification of water quality	Field Manager or General Manager will verify the water quality results. And communicate with the Office Manager.
Coordinate with the Division of Water	Field Manager or General Manager will coordinate with Division of Water on system conditions and water quality results.
Notify customers	Office Manager/General Manager will meet with the Field Manager to determine results and notify the customers.

This plan is officially in effect when reviewed, approved, and signed by the following people:

Linda Bradley, Interim Board Chair	
Zach Engle, Secretary/Treasurer	
Steve Gunnel, Board Director	
Brian Wells, Board Director	
Barbara Stacy, Board Director	
Shannon Elam, General Manager	

Appendix F:
Employee Handbook



Employee Handbook

Personal Policies and Procedures

MCWD Board of Directors
Last Update - December 2019

INTRODUCTION

Welcome! As an employee of Morgan County Water District, you are an important member of our team. We hope that you will find your position here rewarding, challenging, and productive.

This Employee Handbook is intended to provide you with a general understanding of the District's human resources policies, benefits, and rules. It is intended to familiarize you with important information about the District as well as information regarding your own responsibilities. It is important that you read, understand, and follow the provisions of the Handbook. Although the Employee Handbook describes important policies, practices, and benefits, it is not intended to constitute a legal document which could create any expressed or implied contractual obligations. You will be notified in writing of any amendments and additions to these policies and procedures. Keep this handbook, additions and revisions on file for your reference. It is your responsibility to keep your Employee Handbook updated.

This Handbook cannot anticipate every situation or answer every question about employment. Additionally, circumstances will require that guidelines, practices, and benefits described in this Handbook change. Accordingly, the District reserves the right to modify, supplement, or rescind any provision of this Handbook from time to time, as it deems necessary. The Employee Handbook does not establish any rights or duties on the part of either the District or the employee.

The District is constantly striving to improve its operations, the services that it provides its customers and its relations with its employees. You are encouraged to bring suggestions for improvements to the attention of your supervisor or the General Manager. Additionally, if you have any questions, you should contact your supervisor. By working together, the District believes that it will share with its employees a sincere pride in the work place and the services that they are here to provide.

Thank you,

Morgan County Water District Board of Directors

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MISSION STATEMENT

The mission of Morgan County Water District is to serve as water distribution specialists, providing exceptional and sustainable services.

The District will continue to provide exceptional and sustainable services by:

- Continuously improving the quality and efficiency of our operations and service by being proactive and innovative;
- Supporting and retaining highly trained staff that is knowledgeable, engaged, team oriented and responsive to the community and other agencies;
- Providing support for the good of the county to remain a respected and active industry partner, and;
- Providing continuous outreach and education to our customers on issues and topics that impact the services we provide and our role as water distribution specialists.

BOARD POLICY

The Board has established a set of employment guidelines and benefits and only upon formal action can it make changes. Rules and Regulations are considered essential to the orderly conduct of the District's business. Observance and understanding of these rules will enable harmonious work with a true cooperative spirit in maintaining safe and dependable service to the District's customers. The policies and procedures contained herein supersede any and all previously issued policies, procedures, rules, or instructions related to human resources management at Morgan County Water District.

ORGANIZATIONAL RESPONSIBILITIES

The Morgan County Water District Board of Directors is the governing body of the District. The Board appoints the General Manager, an executive position with overall responsibility for District operations. The duties of the General Manager include: full charge and control of the maintenance, operation, and construction of the water distribution systems of the District; full power and authority to employ and discharge all employees at-will, prescribe the duties of employees, and fix and alter the compensation of employees subject to approval by the Board. The Management positions of the District are defined as follows: General Manager, Office Supervisor, Field Supervisor. The duties and powers of the employees in these positions are of a nature that such employees are classified as engaged in the duties related to management.

SECTION I - INTRODUCTION TO EMPLOYMENT

A. AT-WILL EMPLOYMENT

Employment by the District is at-will and has no specified term or tenure. Employment is at the mutual consent of the employee and the District and can be terminated at will, at any time, by the employee or the District. This means that any employee has the right to terminate the employment relationship at any time, either with or without cause or advance notice, and the District preserves the very same right. No one in the District has the legal ability or authority to alter the at-will nature of the employment relationship.

B. EQUAL EMPLOYMENT OPPORTUNITY

The District prohibits discrimination against employees or applicants for employment on the basis of race, color, religion, sex, sexual identity, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, sexual orientation, genetic information, military and veteran status or any other basis protected by law. The District will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination. Refer to the Recruitment and Selection policy for information on the hiring process.

C. REASONABLE ACCOMMODATION

The District provides employment-related reasonable accommodations to qualified individuals with disabilities in order to perform essential job functions and to victims of domestic violence, sexual assault, or stalking for their safety at work. An employee who desires a reasonable accommodation should make a request in writing to the Human Resources Department. The request must identify the job-related functions at issue and the desired accommodation(s). The District may require additional information, such as reasonable documentation of the existence of a disability. The District will arrange for a discussion with the employee to fully discuss all feasible potential reasonable accommodations. The District determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodations to provide. The District will not provide accommodations that would pose an undue hardship upon District finances or operations, or that would endanger the health or safety of the employee or others. The District will inform the employee of its decision in writing.

D. NEPOTISM

Relatives, spouses, and domestic partners of employees may be employed by the District; however, they may not be employed within the same work area or department to avoid the potential for, or appearance of, preferential treatment. If an employee becomes related to a current employee or involved in a domestic partnership with another employee after employed, the District reserves the right to address these issues on a case by case basis. Under no circumstances, will an employee be allowed in a position of authority or influence over a relative, spouse, or domestic partner. At the discretion of the General Manager, an employee may be reassigned if feasible.

E. IMMIGRATION REFORM AND CONTROL ACT

Employees are required to sign the form for Employment Eligibility Verification and provide the necessary identification documents.

F. CONFLICT OF INTEREST

A conflict of interest statement may be required for some employees pursuant to current State, County, and local legal statutes.

SECTION II – ON THE JOB

A. PUBLIC RELATIONS

Employees will not make news release comments about the District unless specifically directed by the General Manager. Normally, individuals seeking information about the District should be referred to the Office/Field Supervisor or the General Manager.

B. SMOKING

Smoking and chewing tobacco are prohibited in District vehicles and all enclosed workplaces including, but not limited to, offices, control rooms, laboratories, shops, storage rooms, vaults, equipment rooms, restrooms, board room, conference rooms, lobby, lunch/break rooms, kitchens, and hallways.

C. BUSINESS DRESS AND UNIFORMS

Employees who are not provided uniforms are expected to dress in a manner consistent with good business practices and appropriate to the work setting. All clothing must be neat, clean and in good repair. The following are examples of inappropriate dress during normal working hours: mini-skirts, halter/tube/crop type tops, athletic clothing, sheer clothing, torn, cut or frayed clothing, and clothing with obscene messages or artwork. Jeans are acceptable. Employees provided uniforms by the District must wear them. The District, under a uniform rental agreement, will pay for uniform changes, except for such personnel as may be designated by management. Management is responsible for determining the number of weekly changes necessary. Employees are liable for any loss or damage to uniforms and coveralls caused by negligence or misuse, and such loss or damage will be recovered through a payroll deduction.

D. DISTRICT PROPERTY

All property belonging to the District is public property for the benefit of ratepayers, and any unauthorized sale or other wrongful disposal is in violation of the law. Employees will not remove any property under the control of the District and salvage and/or surplus equipment or materials without the express consent of the General Manager. This prohibition does not apply to items considered to be trash and/or junk which are properly disposed in any trash or dump site.

E. INTERNET AND ELECTRONIC COMMUNICATIONS

The District's Internet, System/Data Access and Electronic Communication Systems policy addresses the District's legal responsibilities and concerns regarding the proper use of the internet and all electronic communications equipment and systems. Employees may use the District's electronic communications system for limited personal use. No employee should have any expectation of privacy with respect to information transmitted, received, or stored in any of the District's electronic communications systems or equipment. Any unlawful, unethical, or inappropriate use is strictly prohibited. Employees who misuse the District's systems may be subject to discipline, up to and including termination.

F. VEHICLE USE

District vehicles are available for use by employees engaged in District business. Personal vehicles should only be used for District business when District vehicles are not available. Employees required to use personal vehicles will be reimbursed at the current IRS rate per mile, plus tolls, parking, etc. Arrangements for use of District vehicles during or outside of normal business hours may be made only upon prior approval of the General Manager or designee. Except for vehicles assigned to employees on a 24-hour basis or by prior approval of the General Manager, vehicles must be locked and parked in the designated District parking area at night and on weekends. Certain employees are provided with 24-hour use of a District vehicle for transportation between the employee's residence and the District office or work sites. Assignment of the vehicle is not for the specific benefit of the employee, but for the improved operational efficiency and effectiveness of the District. Employees will not use District vehicles for personal purposes other than commuting to and from work and for incidental personal use such as a stop between work and home. Employees will not transport nonemployees or family members without prior approval of their supervisor. A District furnished vehicle for commuting is a taxable benefit according to the Internal Revenue Service (IRS). No employees will drive a motor vehicle using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking and is used in that manner. If no hands-free option is available, employees must pull off to the side of the road to a safe area and stop to place or receive a call. Under no circumstances may a driver initiate, review, or answer a text message while driving a vehicle on District business. Additionally, the use of a Personal Digital Assistant (PDA) or laptop computer for reading, composing, sending emails, or entering data while driving is prohibited. The inappropriate use of a cellular phone violates State law and the District's Vehicle Use policy. Violators are subject to both enforcement action of the law and disciplinary action by the District.

G. DISTRICT-OWNED CELL PHONES

The District provides District-owned cell phones to employees who are inspectors and duty personnel. Field Techs should use District cell phones assigned to them during the course of the business day.

SECTION III – CODE OF CONDUCT

A. STANDARDS OF CONDUCT

In order to protect the rights and safety of all employees and to ensure the efficient operations of the District, employee activities are governed by reasonable standards of conduct. The following acts are illustrative, not exhaustive, of acts which are grounds for disciplinary action and/or termination of employment with the District. All employees are “at will”; the employment relationship may be terminated at any time by the District or the employee with or without cause.

1. Poor job performance.
2. Discourteous conduct or abusive or vulgar language directed toward any employee, customer, visitor, guest, or member of the public. Any action indicating a disrespect or disregard for the District, its vendors, suppliers, or clients.
3. Excessive absenteeism or tardiness or failure to inform the immediate supervisor within 30 minutes of the scheduled reporting time.
4. Failure to get permission for leaving early or coming in late.
5. Disrespectful behavior toward a manager or supervisor or insubordination which may include refusal to carry out a directive.
6. Misuse of the District’s monies.
7. Failure to acquire or maintain current certifications or licenses required by position.
8. Release of confidential information or information of a personal nature about an employee or customer unless the specific work duties require the giving or exchanging of such information.
9. Falsification of forms, records, or reports including, but not limited to, time sheets, employment applications, or medical information.
10. Possessing or bringing firearms, weapons, open containers of alcohol, illegal drugs or chemicals on or to District property.
11. Unauthorized possession or removal of property, records, keys, or other materials.
12. Smoking, including the use of e-cigarettes, and chewing tobacco in restricted areas.
13. Destroying or willfully damaging the District’s or another employee’s property.

14. Noncompliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
15. Sexual harassment or other unlawful harassment of an employee, customer, vendor, or member of the public.
16. Giving false or misleading information during the application or selection process.
17. Failure to report involvement in an accident or giving false information in accident or insurance reports.
18. Unauthorized opening of, or tampering with, locks in desks, doors, and cabinets or unauthorized use of or duplication of keys.
19. Reporting to work under the influence of illegal drugs or alcohol or drinking alcoholic beverages or using illegal drugs on the job.
20. Threatening or intimidating behavior towards employees or members of the public per the District's Workplace Violence Policy.
21. Failure to immediately report the loss of a Kentucky driver's license due to suspension, withdrawal, forfeiture, or confiscation by any court of law or by the Kentucky Division of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of their employment.
22. Misrepresenting reasons when requesting a leave of absence or time off work.
23. Unacceptable personal grooming, hygiene or inappropriate dress.
24. Conduct undermining authority or disruptive of District functions or detrimental to close working relationships among employees.
25. Conduct that could adversely affect the good reputation of the District.
26. Violation of District policies or federal, state, or local laws.
27. Soliciting, collecting funds, and/or circulating literature of any nature on District property during working hours without the approval of the General Manager.
28. Taking more than the specified time allowed for meals or rest periods.

29. Failure to disclose outside work activities that may result in a conflict of interest with work performed as a District employee.

30. Misuse of electronic systems (email, internet, fax) per the District's policy.

31. Working overtime without prior authorization.

B. DISCRIMINATION AND HARASSMENT

The District is committed to providing a work environment that is free of discrimination, and harassment, and intimidation. In keeping with this commitment, the District prohibits all forms of unlawful harassment of any employee or individual. The District's Harassment Policy defines harassment and provides a complaint process. The District will take all reasonable steps to prevent harassment. All employees should report harassment promptly. No employee will be disciplined or retaliated against for reporting harassment. Supervisors observing harassment must take immediate action to stop the behavior and report the incident to Human Resources. Employees who violate this policy may be subject to discipline up to and including termination.

C. WORKPLACE VIOLENCE

As part of the District's commitment to provide a safe place for employees to work and to safeguard the public, acts or threats of physical violence will not be tolerated, including intimidation, harassment, and/or coercion which involve or affect the District or which occur on District property. The prohibition against threats or acts of violence applies to everyone involved in District operations, including employees, contract workers, and anyone on District property. Employees are responsible for reporting acts of a threatening or violent nature directed at themselves or others to their supervisor, manager, and/or Human Resources. Violations of the Workplace Violence policy may result in disciplinary action and/or legal action. Refer to the District's Workplace Violence Policy for additional information.

D. BULLYING

It is the policy of the District that all employees should be able to work in an environment free bullying. Workplace bullying, including cyber-bullying, is unacceptable and will not be tolerated. Workplace bullying is behavior that harms, intimidates, offends, degrades, or humiliates a co-worker, possibly in front of other employees, customers, vendors, or members of the public. Examples of bullying include, but are not limited to, profane or disrespectful language; hostile and rude behavior and speech directed at a co-worker; derogatory or sarcastic remarks and comments about a co-worker's appearance or job performance, angry outbursts or yelling; name calling; throwing anything at or toward a co-worker; comments that undermine a coworker's trust and confidence; and retaliation against any person who has reported disruptive behavior. Cyber-bullying is the use of cell phones, instant messaging, email, chat rooms, or social networking sites to harass, threaten, or intimidate a coworker. Bullying is not an isolated incident of inappropriate behavior or a supervisor holding an employee accountable for performance. Bullying is distinguished from unlawful harassment in that it is not illegal or directed at someone's membership in a protected classification. All employees are encouraged

to report workplace bullying. Any reports will be treated seriously; managers and supervisors must take reasonable measures to prevent workplace bullying and respond promptly. Disciplinary action up to and including termination will be taken against anyone who bullies a co-worker or retaliates against an employee who reported workplace bullying.

E. ALCOHOL-DRUG FREE WORKPLACE

In recognition of the District's responsibility to maintain a safe work environment, the District will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. Substance abuse includes the use or possession of illegal drugs, alcohol, or abuse of prescription drugs, which could impair work performance and/or ability to perform the job safely. Employees must not: (1) be at work, drive a vehicle on District business, or operate the District's equipment with any amount of alcohol or illegal drugs which would result in a confirmed positive test; (2) use alcohol, possess open containers of alcohol, or use or possess illegal drugs while on duty; or, (3) manufacture, distribute, dispense, sell or provide illegal drugs to any person while on duty. If the use of a prescription drug combined with the duties of the job creates an unsafe working condition, this must be reported to the supervisor prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations. Employees may be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules above. Employees who violate this policy may be subject to discipline up to and including termination.

F. SAFETY

To achieve the goal of a safe and healthful work environment. The District furnishes a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees. The District provides safe working areas, equipment, tools, and other work devices. All District personal protective equipment (PPE) required for specific positions will be issued to appropriate employees. Proper maintenance of the PPE is the responsibility of the employee. Safety rules and regulations are fully contained in the District Safety Manual. Noncompliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard may result in discipline up to and including termination.

G. FITNESS-FOR-DUTY

If the District has reason to question the ability of an employee to perform the essential job functions, a Fitness-for-Duty evaluation may be requested. Results of the evaluation will be maintained confidentially and separate from the employee's personnel record. If a Fitness-for-Duty evaluation is necessary, the employee will be required to be examined by a treating, personal physician or specialist selected by the District. Failure to attend a Fitness-for-Duty evaluation may result in disciplinary action up to and including termination.

SECTION IV - GENERAL WORKING CONDITIONS

A. ORIENTATION AND TRAINING

New employees are given an Employee Handbook to familiarize themselves with the rules and regulations of the District for employment. The employee's supervisor will discuss formal and informal practices to further inform the employee. Required training will be provided.

B. PROBATIONARY PERIOD

The first six months of employment with the District is the probationary period. During the introductory period, an employee may be released without cause and without right of appeal, grievance, or hearing. Approximately three (3) months after employment, an introductory performance appraisal will be conducted by the supervisor. At the end of the six-month probationary period, the supervisor will conduct a final introductory performance appraisal. If the introductory employee has been satisfactorily performing the job functions and meets all other conditions of continued employment, the supervisor will recommend the employee be granted status as a regular employee. If the introductory employee's performance fails to meet the standards of the District, employment may be terminated. The Termination Procedures in Section XII do not apply to introductory employees who have not been granted regular status.

C. PERFORMANCE APPRAISALS

Performance appraisals are an important developmental tool for both the District and the employees. Employees will receive periodic written appraisals about their job performance, including a review of the District's Harassment Policy. After the employee's introductory period, reviews will be conducted annually on the anniversary of the hire date, unless otherwise indicated. The appraisal is conducted by the employee's immediate supervisor. The employee is requested to sign the appraisal form indicating that the employee has read the appraisal. If an employee refuses to sign the appraisal, the supervisor will note the refusal on the form. The employee may make written comments on the form and/or attach them to the appraisal for inclusion in the personnel file. A copy of the appraisal is given to the employee and the original placed in the personnel file. An employee who fails to meet job expectations may be placed on a performance improvement work plan. Failure to improve performance may result in disciplinary action, up to and including termination.

D. WORK SCHEDULES AND ATTENDANCE

Employees who work full-time are assigned to a definite work schedule of at least 40 hours per week. Employees who are not able to report to work at the scheduled time must notify their supervisor at least one hour prior to the beginning of the work day. Excessive absenteeism or tardiness, taking more than the specified time allowed for meals or rest periods, and failing to get permission to leave early or come in late, may be grounds for discipline. The Administration Building is open to the public Monday through Friday, except holidays, from 8:00 a.m. to 4:00 p.m. Employees who work in the Administration Building receive a one 30-minute lunch period and two (2) 15-minute break periods as designated by the supervisor. These periods are staggered to provide continuous service to the public. Lunch periods may occasionally be

modified with supervisor approval. Field Operations employees work Monday through Friday, except holidays, from 8:00 a.m. to 4:00 p.m. A 30-minute lunch period and two (2) 15-minute break periods are designated by the supervisor. Employees may be required to work overtime in case of an emergency and work duty shifts as necessary.

E. PAY PERIODS/PAYDAY

Employees are paid on a bi-weekly basis with 80 hours excluding a lunch period constituting a biweekly pay period. The pay period consists of two (2) work weeks. The regular work week covers a seven (7) day period that begins 12:01am Sunday and ends the following Saturday 12:00pm. Employees are accrue 3.69 hours each pay period for time worked (vacation, or sick pay) in addition to any duty pay and overtime accrued for the pay period.

F. TIME SHEETS/LEAVE PAY RECORDS

Nonexempt employees are subject to overtime and complete bi-weekly time sheets that are reviewed and signed by their supervisor. Exempt employees are salaried and complete bi weekly leave pay records that report any full days of absence.

G. EMPLOYEE INFORMATION CHANGES

Employees should inform their supervisor as soon as possible of any changes to resident or mailing address, telephone number, emergency contact, and dependent and marital status.

H. ACCESS TO PERSONNEL RECORDS

Employee files are confidential with access limited to the employee and other District employees only if they have a "need to know" such as, Human Resources staff in the course of their normal business; management considering an employee for promotion or transfer; and others only as specifically authorized by the General Manager. Nonemployees may not, except with specific authorization, have access to the files. Generally, such access will be granted only upon advice of counsel. Employees may inspect their own personnel file by completing a request form and viewing the file in the presence of Human Resources staff.

I. PRIVACY OF PROTECTED HEALTH INFORMATION

As required by the Health Insurance Portability and Accountability Act (HIPAA), designated staff with access to certain medical information, including plan selection, receive specific training on health information confidentiality. In addition, medical information is required to be maintained in secure locations and accessible only to employees trained in HIPAA. If a breach occurs or is suspected, all employees must be notified. Refer to the Notice of Privacy Practices of Protected Health Information for additional information.

SECTION V - COMPENSATION AND CLASSIFICATION

A. JOB DESCRIPTIONS

A job (or class) description is a generalized, but not specifically detailed, description of work performed by one or more employees. Job descriptions are in writing and contain the definition or purpose of a job, essential functions, qualifications, physical demands and working conditions. Not every task an employee is expected to perform is included in a job description. Job descriptions are used for numerous purposes such as recruiting, performance evaluations, and salary surveys. Job descriptions are established for all authorized positions. The Board may increase or decrease the number of positions through the annual budget process.

B. SALARY SCHEDULE

All job classifications except General Manager have established pay ranges comprised of steps beginning with entry level through experience/longevity levels. The classification/pay schedule and salary range/step schedule are included in the District's annual budget. The entry level is step A, experience steps B through G, and longevity steps H and I. Each step represents a five percent (5%) salary increase. Salary ranges are determined in consideration of the duties, responsibilities, skills, education, and training required for the classification. The General Manager will establish and alter the compensation of employees within the limits set by the Board. Periodic compensation studies will be conducted to maintain market competitiveness for similar classifications in comparable organizations. New employees are hired at the entry level step A unless the General Manager adjusts the entry step based on their experience and qualifications. The General Manager must receive Board approval to start a new employee above step C. Salaries of individual employees are reviewed by the supervisor and the General Manager, not less than annually, as part of the annual performance evaluation process. Increases will primarily reflect experience increases; however, they may also include longevity, merit, and cost-of-living increases.

C. EXPERIENCE/LONGEVITY INCREASE

Employees are eligible to receive an experience increase of five percent (5%) each year until they reach step G. Experience increases are not automatic and depend on satisfactory performance as documented by the employee's annual performance appraisal. Unless otherwise stated by applicable leave laws, employees who are on an unpaid leave of absence may not be eligible for an experience step. Employees are eligible to receive a longevity increase of five percent (5%) after five consecutive years at steps G and H.

D. MERIT INCREASE

A merit increase is an advance from one step to a higher step within the existing salary range (excluding longevity Steps H and I) and is not a result of an experience step given as part of the annual performance appraisal process. A merit increase can only be granted by the General Manager for an employee's outstanding or exemplary work performance as documented and recommended by the supervisor and department manager. A merit increase does not change the employee's annual review date. Merit increases above 5% require Board authorization.

E. PROMOTION

A promotion is an appointment to a classification with a higher rate of pay. The promoted employee may be assigned to any step within the pay range depending on experience and other qualifications provided it does not result in a loss of pay. A promotion changes the employee's annual review date to the effective date of the promotion including any future step increases.

F. UPGRADE

An upgrade is a change in classification from entry level to journey level within the same job series (ex. I to II). An employee is eligible for an upgrade upon meeting the minimum qualifications for the journey level and recommended by the supervisor for advancement after assessment of the employee's skills and abilities. An upgrade changes the employee's annual review date to the effective date of the upgrade including any future step increases.

G. OUT-OF-CLASS PAY

An employee who is temporarily directed in writing by the General Manager to serve in a higher classification will be compensated accordingly. To qualify for out-of-class pay, the employee must be assuming substantially the full range of duties and responsibilities of the higher-level position. Out-of-class pay is not authorized during the temporary absence of a supervisor, manager, etc.

H. LATERAL TRANSFER

A lateral transfer is an appointment to a different classification with the same pay range. The employee's salary remains the same and the annual review date does not change.

I. DEMOTION

There are two types of demotion, voluntary and involuntary. A voluntary demotion is a transfer to a class with a lower salary range and may result in a decrease in pay. Voluntary demotions usually occur when an employee has a desire to perform a different type of work. An involuntary demotion occurs as the result of a disciplinary action and may result in a loss of pay. A demotion changes the employee's annual review date to the effective date of the demotion including any future step increases.

J. RECLASSIFICATION

A reclassification is a change in job classification due to significant changes in the job duties and responsibilities of a position. The position changes should take into consideration the needs of the District and the best use of available resources. Supervisors should consult with Human Resources before making any significant changes to an employee's position. Requests for reclassification are submitted to Human Resources for review. A position may be reclassified to an existing classification with a higher or lower pay range or to a new position if necessary, as approved by the Board. When the position is reclassified to a class with a higher pay range, the employee will move to the minimum pay for the new pay range or receive a 5% pay increase, whichever is most beneficial to the employee. When a position is reclassified to a classification

with a lower pay range, the employee's pay will be placed at the step nearest to the employee's current pay that does not result in a pay increase. If the employee's current pay exceeds the pay range of the new classification, the employee's pay may be y-rated. A reclassification changes the employee's annual performance review date to the effective date of the reclassification including any future step increases.

K. OVERTIME

The District is subject to the requirements of the Fair Labor Standards Act (FLSA), a Federal law, requiring paid overtime or comp time for all hours worked in excess of the work week (40 hours in a 7-day period). The District provides overtime above and beyond the FLSA's requirements as an additional benefit for non-exempt employees. Exempt employees are not eligible for overtime pay or comp time. Non-exempt employees must get prior approval from their supervisor before working overtime. All overtime must be reported on an employee's timesheet, even if the employee did not have prior approval. Overtime is paid at the rate of one and one-half times the regular hourly rate (time and a half) or two times the regular hourly rate (double time) as specified below. For purposes of calculating overtime, paid time off is considered hours worked within an employee's regular work day or workweek. Paid time off includes compensatory time off, holidays, sick leave, vacation, and recovery time. Including paid time off as hours worked for computing overtime is an additional benefit provided to employees by the District and not required by law. Overtime is defined as time worked in response to a request by the supervisor in excess of the employee's regular work shift, workweek, or any hours worked on a scheduled day off including District recognized holidays (Holidays). Nonexempt employees receive time and a half for overtime hours worked on days other than Sundays and Holidays. Overtime worked on Holidays (the District observed holiday, not the actual holiday) is paid as double time unless part of a regular or modified work shift. Overtime for call outs/call backs is paid for the duration of the emergency or until the employee is released or starts the regular shift, whichever is sooner. Travel time from/to residence is included as overtime, not more than 30 minutes each way.

L. RECOVERY/RECUPERATION TIME

For safety reasons, all employees of the District are eligible for paid recovery/recuperation time if subject to overtime work as indicated below. Recovery time does not apply to employees assigned to stand-by duty or if there is a scheduled change of regular work hours or shift for scheduled repairs. If, due to unforeseen circumstances other than an emergency as defined under the Emergency Response Plan (i.e. EOC is activated), recovery time may be provided as follows: An employee whose regular scheduled workday ends no later than 4:00 p.m. and is required to work continuously from the beginning of their shift until after 9:00 p.m., or is called back to work and works past 12:00 midnight, may be provided up to ten (10) recovery hours off from the time of release from work before reporting for duty. An employee called back to work after 12:00 midnight may be provided up to eight (8) recovery hours off from the time of release from work before reporting for duty. If the recovery hours fall into the regularly scheduled work day, the employee will be paid, at regular hourly rates, for those overlap hours normally worked and report for work at the end of the recovery period to complete the

regularly scheduled workday. With permission of the supervisor, the employee may use vacation, floating holiday, or compensatory time off to make up the regular workday hours. If the recovery time extends past the end of the regular workday, no additional payments for recovery hours will be made.

M. CELLULAR TELEPHONE ALLOWANCE

Management staff are provided a cellular telephone allowance as authorized by District resolution. All other employees are eligible for the allowance on a case-by-case determination by the manager of the employee's department depending on the nature of the work the employee performs, and the need to maintain contact with the employee during work hours and non-work hours is best accomplished by using a cell phone.

SECTION VI - EMPLOYEE BENEFITS

A. ELIGIBILITY

Group insurance for medical, dental, and vision is provided to benefit eligible employees including introductory and regular employees working full time (scheduled to work at least 40 hours per week). Coverage begins on the first day of the third month following the date of employment unless otherwise indicated. Eligible family members may be enrolled; proof of relationship documents (i.e. birth or marriage certificates) must be provided upon initial enrollment. Employees must notify Human Resources within 30 days of a "life change" in order to make changes to benefits outside of the open enrollment period. Life changes include, but are not limited to: birth or adoption of child, marriage, divorce, or death. Contact Human Resources for more information on eligibility and benefits.

B. MEDICAL INSURANCE

Eligible employees are required to enroll in one of the District's available group medical insurance plans and may elect to enroll eligible family members. Coverage for family members will continue until they are eligible for coverage under any other health care plan or are no longer eligible for coverage under the District's medical plans. The District may continue to provide access to other medical plans if the minimum participation required for each plan is met. If the minimum participation is not met, the District may no longer provide the plan and is not obligated to provide a replacement. Base medical premiums are provided to eligible employees at the discretion of the District as specified in the MOU. The base medical premium is the monthly maximum the District pays. The employee is responsible for any costs above the base medical premium. The District's plan is in accordance with the Internal Revenue Code allowing pre-tax contributions through a payroll salary reduction (deduction). The deductions for medical contributions are taken bi-weekly from an employee's paycheck. When an employee is on a leave of absence without pay, the employee is responsible for making monthly premium payments to the District for their share of the contributions.

C. DENTAL AND VISION INSURANCE

Coverage is provided by the District for full time employees and the employee pays for their eligible family members.

D. WORKERS' COMPENSATION

Employees who are injured while working must report the injury immediately to their supervisor. Reporting promptly helps avoid problems and delays in receiving benefits, including medical care. The District carries Workers' Compensation Insurance coverage as required by law to protect employees who are injured on the job. This insurance authorizes and pays for medical care that is reasonably required to cure or relieve the effects of the injury in addition to partial payment for loss of earnings that result from work related injuries and illnesses. Workers' Compensation payments represent 2/3 of an employee's pay subject to statutory minimum and maximum amounts. Employees may use sick leave or other accumulated leave benefits to supplement the disability payments. The District's Return to Work Program (RTW) is mandatory for employees who are partially disabled from a work-related injury or illness and provides temporary modified work assignments and duties, when reasonable. Refer to the complete policy for more information.

E. LONG-TERM DISABILITY (LTD) INSURANCE

Long-term disability (LTD) insurance is provided at District cost for full time employees. LTD provides for approximately two-thirds (2/3) of salary if an employee is unable to work due to disability. Eligibility for benefits begins after a thirty (30) day waiting period. Benefits are offset by State Disability Insurance and Workers' Compensation Insurance.

F. LIFE/ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Coverage is provided by the District cost for full time employees.

G. FEDERAL SOCIAL SECURITY AND MEDICARE

The Federal Insurance Contribution Act (FICA) is a tax paid by the District and employees for Social Security and Medicare. Social Security is the governmental fund that provides income to retirees, disability, etc. Medicare provides medical insurance coverage to persons over age 65. Employees are responsible for all employee related contributions to FICA.

H. KENTUCKY PUBLIC EMPLOYEES RETIREMENT

Eligible employees will be enrolled in the County Employees Retirement System (CERS) for retirement benefits. CERS retirement is a defined benefit plan that provides a lifetime benefit determined by a set formula: Years of Service Credit x Benefit Factor = Percentage of Final Compensation/Unmodified Allowance.

I. MEETINGS, SEMINARS, AND CONFERENCES

Employees may attend conferences, meetings, seminars, training and other functions for the purpose of furthering the interests of the District. Costs for travel and associated expenses will be paid or reimbursed by the District according to the Meetings, Seminars, and Conferences

Attendance Policy. Employees must obtain departmental approval for attendance. Travel/registration arrangements will be made by the District and should be scheduled as far in advance as possible. All travel should be prudently planned at the most reasonable cost.

Meal Reimbursement Rates will be as follows:

Breakfast: eight (8) dollars

Lunch: ten (10) dollars

Dinner: eighteen (18) dollars

J. CERTIFICATION RENEWALS AND EXAMS

For positions that require specific certifications, the District will reimburse employees for certification renewals and exams upon successful passing of the exam. The District will also reimburse employees for the cost of required Continuing Education Requirements (CEUs) upon successful completion and passing of the course(s). CEUs must be accepted by the applicable agency that issues the certification in order to receive reimbursement by the District. For positions that do not require certifications, the District may reimburse employees for the cost of certification renewals, certification exams, and associated CEU costs for certifications if management determines that it would be beneficial to the District. All employees must obtain approval before registering or taking any CEU courses and certification exams or applying for certification renewals. If prior approval is not obtained, reimbursement will not be made by the District.

K. MEMBERSHIPS

Employees may participate in professional, technical, and business-related associations and organizations. The General Manager may approve payment of the membership depending on applicability to the employee's position and the functions of the District.

L. EMPLOYEE WELLNESS CENTER

As part of the District's Wellness Program, membership to the wellness center with weights and exercise equipment is provided for the benefit of all employees. Employees should check with their personal physician prior to starting an exercise routine.

M. SAFETY FOOTWEAR

Employees who are required to wear safety footwear on the job may request a voucher or reimbursement for one pair of shoes or boots per year up to a maximum of \$150. Employees must have prior approval from their supervisor and the Safety Technician.

SECTION VII - PAID TIME OFF AND LEAVES OF ABSENCE

A. VACATION LEAVE

The District provides paid vacation leave and encourages employees to take vacation each year. Requests for vacation leave should be made in advance and require supervisor approval with due consideration being given to the desires of the employee and operational needs of the department. Vacation cannot be taken before it is earned; however, employees can request to use vacation hours that will accrue during the pay period when they will be on vacation. Full time employees assigned to a definite schedule of 80 hours per pay period accrue vacation leave from the first date of employment according to years of service by fiscal year:

Fiscal Years Annual Accrual Hours per pay period:

0-2	80
11+	120

Full time employees assigned to work a defined schedule of less than 80 hours per pay period (including an approved temporary reduced schedule or an approved leave of absence) and part time employees accrue vacation leave on a prorated basis. The maximum accrual of vacation leave is 240 hours. When an employee has reached the maximum, no further vacation hours are accrued until the employee takes sufficient time off to reduce the accrued vacation hours below the maximum. In the event of separation from employment with the District, employees receive payment for unused vacation leave. Under an unforeseeable hardship or emergency, the General Manager may approve a written request from an employee to allow accumulation of vacation hours in excess of the maximum accrual or payment for earned vacation. To request a vacation payment, the employee must have used at least one week's vacation in the previous two years. Only one request for vacation payment can be made per year.

B. HOLIDAYS

The District provides employees with paid time off for the holidays listed below. If a holiday falls on Saturday or Sunday, the preceding Friday or following Monday is observed. When the observed holiday falls on an employee's regular work day off, an alternate day off may be taken within the same pay period (unless the employee is assigned to a definite schedule of less than 80 hours per pay period). Floating holiday hours may be taken in increments of less than a full day; floating holiday hours not taken by the end of the fiscal year are forfeited and do not carry-over to the next fiscal year. Full time employees assigned to a definite schedule of 80 hours per pay period receive holiday pay of eight (8) hours on the observed holiday or their alternate day off. Full time employees assigned to work a defined schedule of less than 80 hours per pay period (including an approved temporary reduced schedule or approved leave of absence) and part time employees receive holiday pay hours on a prorated basis, not to exceed the number of hours in their regular scheduled work day that falls on an observed holiday.

Holidays observed by the District are as follows:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Good Friday
- Primary Election
- Memorial Day
- Independence Day
- Labor Day
- Sorghum Festival
- Election Day
- Veterans Day
- Thanksgiving Holiday (Thursday & Friday)
- Christmas Eve
- Christmas Day
- New Year's Eve

C. SICK LEAVE

Paid sick leave is provided by the District to all employees and may be used for the employee's actual sickness, disability, or medical appointment; if a victim of domestic violence, sexual assault, or stalking; or to attend to the illness of a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, or parent of the employee's spouse or registered domestic partner. Sick leave taken for other than the employee's own use is limited to a maximum of 48 hours per year unless otherwise permitted by law. In order to receive sick leave pay, an employee must notify the supervisor prior to or within one hour after the start of the work shift. The employee may be required to provide a doctor's note. If absent for more than two days, the employee should contact the supervisor daily unless hospitalized, absent due to prolonged illness, or placed on Family and Medical Leave. The number of sick leave days credited is not intended to establish a guideline for acceptable attendance. Examples of sick leave abuse include but are not limited to: failure to notify supervisor within established time limits, frequent absences on Friday and/or Monday, maintaining low or zero sick leave balances, frequent absences prior to or following a holiday, or any pattern of absences that can be identified by a review of sick leave usage. Misrepresenting reasons when requesting leave may be grounds for discipline.

Employees may share sick leave with another employee. The request must be made by filling out the proper sick leave form. Please ask your supervisor for the request form.

D. BEREAVEMENT LEAVE

With prior approval, and at the discretion of the General Manager, full-time employees are eligible to take up to three (3) working days per year paid bereavement leave in the event of the death of a member of the employees' immediate family. For the purposes of this benefit,

immediate family includes: employee's spouse, child, registered domestic partner, stepchild, parent, stepparent, legal guardian, grandparent, grandchild, brother, sister, stepbrother, stepsister, and the mother/father of spouse or registered domestic partner. An employee may be allowed to use sick leave, compensatory time off, or vacation time for the purpose of supplementing bereavement leave.

E. LEAVE WITHOUT PAY

Leave without pay for other than medical reasons may be granted by the General Manager for a period not to exceed 20 work days, or by the Board in excess of 20 work days.

F. MEDICAL LEAVE WITHOUT PAY

An employee requiring leave due to a disability resulting from illness or other physical condition, including pregnancy, miscarriage, and childbirth, may request medical leave without pay. The request must be in writing and requires approval by the supervisor and General Manager. The District is very concerned about employee health and well-being and will make every attempt to fulfill requests. All accrued benefits including sick leave, vacation, comp time, and holidays must be exhausted before medical leave without pay will be considered. Medical leave without pay is a maximum four-month period which can be used after sick leave and vacation have expired to preserve regular job status. Health insurance will be paid by the District during unpaid medical leave, one (1) month for every year of service to a maximum of four (4) monthly premium payments. Thereafter, the employee is responsible for making premium payments to the District. Salary payment and service credit do not accrue during medical leave or any other time when salary is not being received. Regular employment status may be extended during a period of temporary total disability resulting from an accepted industrial accident workers' compensation claim. If unable to return to work at the end of medical leave without pay, the employee will be considered on inactive status until no longer disabled, with a maximum inactive status period of year for year of service. Continuation of medical coverage will be made available through the District and insurance carrier. The District will make every effort to re-employ persons who have been on inactive status. Re-employment to a suitable vacant position for which the employee qualifies will depend upon the physical ability to perform the essential function of the job, provided management recommends reemployment. Employees rehired after a disability may use previous service for earning vacation.

G. FAMILY AND MEDICAL LEAVE

State and federal family and medical leave laws provide up to 12 work weeks of unpaid family/medical leave within a designated 12-month period for certain medical and family issues. Federal law also provides up to 26 work weeks of unpaid leave for qualifying care of a servicemember. Refer to the Family and Medical Leave Policy for more information.

H. JURY DUTY OR WITNESS LEAVE

Employees will receive full pay for jury duty or witness leave, provided their jury duty or witness pay is turned over to the District. The District may request that employees apply to the

Court for a postponement of jury duty if their absence would be detrimental to the District. Employees must notify their supervisor immediately when a jury duty notice or subpoena is received. Employees will continue to receive their regular District paycheck for the duration of such service but must maintain the time card provided by the Court and any pay received must be turned over to the District. If employees are excused for any part of a day, they must contact their supervisor.

I. MILITARY LEAVE

Employees who participate in military service or military reserve organizations are eligible for benefits under state or federal laws or regulations applicable to public agencies. If an employee is involuntarily called to active duty, in addition to legal requirements, the District will supplement military pay up to the difference between military pay and the employee's regular gross biweekly pay without overtime for up to one year. The District will also continue health, dental, and vision insurance for the employee and dependents; continue life and long-term disability insurance for the employee; pay equivalent retirement contributions; and continue retirement service credit and leave accruals for up to one year. If the involuntary active duty extends past one year, the Board will review the extension of pay and benefits on a case-by-case basis

SECTION VIII – DISCIPLINE

Employee discipline is intended to be corrective in nature with the objective of obtaining compliance with rules, orders, procedures, standards of conduct, and competent job performance.

A. TYPES OF DISCIPLINE

Disciplinary procedures may include, but are not limited to, oral reprimand, written reprimand, suspension from duty without pay up to a maximum period of two weeks, reduction of pay, demotion, or termination. Supervisors may issue oral or written reprimands. All other forms of disciplinary actions are reserved for decision by the General Manager. Disciplinary action is normally based upon, but not limited to, violations of District policies and the Standards of Conduct. In some situations, Supervisors may utilize counseling and guidance of employees, prior to resorting to disciplinary action. Oral reprimands and written reprimands are subject to review under grievance procedures. Suspension from duty without pay, reduction in pay, and demotion imposed by written notice to the employee stating the reason(s) are subject to review under procedures for reconsideration by the General Manager (Termination Procedure, paragraphs two through five). The General Manager's decision on reconsideration is final (see Judicial Review). Termination for cause is subject to review under Termination Procedures.

B. CORRECTIVE ACTIONS

It is not always necessary that the corrective action process commence with an oral reprimand or include every step. The above options are not to be seen as a process in which one step always follows another. Some actions, particularly those that are intentional or serious, warrant

more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, the intent and action of the individual, and the environment in which the offense took place. Management has the right to use any of the corrective steps it feels, in its own judgment, properly respond to the situation.

SECTION IX - GRIEVANCE PROCEDURES

The formal grievance procedure provides employees with a means by which a complaint, decision, or problem is formally reviewed and an answer or decision is given at progressively higher management levels. The formal grievance procedure is designed to supplement, not replace, routine methods of responding and settling employee problems. No supervisor will discourage employees from the use of the formal grievance procedure. All regular employees may use the formal grievance procedure. The employee may choose a representative to assist in presenting the grievance.

The grievance must be in writing and should include:

- A statement of the District's policy, rules, or practices involved.
- A statement of the facts and events involved in the matter.
- An explanation of how the employee has been adversely affected.
- A statement of the corrective action requested and the reason the action is appropriate.

When warranted by unusual circumstances (illness, extended absences, etc.), the General Manager may extend the time limits indicated in the steps below.

Step 1

The employee will present the written grievance to the immediate supervisor within five (5) work days of the day on which the grievance arises or becomes known to the employee. The supervisor will respond in writing within seven (7) work days and include the employee the reason for the decision. In this step, the supervisor will give the employee a full opportunity to explain the grievance and review all aspects of it. The supervisor will make all efforts to give a prompt answer; however, if more information is necessary or if the grievance involves a matter beyond the supervisor's authority, the supervisor will ensure that the problem is brought to the attention of the person with the responsibility to make such a decision. The supervisor will ensure the employee is aware of the right to proceed to Step 2.

Step 2

If the employee is not satisfied with the supervisor's reply in Step 1 and chooses to proceed to Step 2, the employee must present the written grievance to the Department Head within five (5) work days of receipt of the response. The Department Head will respond in writing within seven (7) work days.

Step 3

If the employee is not satisfied with the departmental reply in Step 2 and chooses to proceed to

Step 3, the employee must present the written grievance to the General Manager or designee within five (5) work days. The General Manager will review the previous decisions and respond in writing within ten (10) work days. The decision of the General Manager is final.

SECTION X - TERMINATION PROCEDURES

The availability of and the access to the termination procedure does not alter the at-will employment status of District employees. Except in an emergency, the following procedure will be followed:

A. WRITTEN NOTICE AND SEVERANCE PAY

The employee will be provided a written notice with the effective date of termination and the provisions of Judicial Review. The reasons for the termination may be stated in the termination notice provided that the reason(s) have been documented in the disciplinary termination filed in the employee's personnel file. Except for disciplinary termination, regular employees, at the discretion of the General Manager, may be provided severance pay as follows: Up to two weeks of severance pay for two through five years of service; and, up to one month of severance pay for over five years of service. Acceptance of severance pay is a waiver of the right to request reconsideration of the termination.

B. EMPLOYEE'S REQUEST FOR RECONSIDERATION

An employee, other than an introductory employee, may request that the General Manager reconsider the decision to terminate the employee. The request for reconsideration must be submitted in writing within fourteen (14) days after the notice of termination has been mailed to the employee or personally delivered to the employee. In the event the request is not received within this period of time, the opportunity to request reconsideration will be waived. A request for reconsideration must be in writing and must contain the following:

- The reason that reconsideration is requested.
- A summary of the factual information supporting the reasons for the request including written statements of other people and any documents to be considered. The General Manager will determine if a hearing is appropriate and notify the employee.

C. CONDUCT OF THE HEARING

The General Manager will conduct the hearing in closed session, unless determined otherwise. The employee will be entitled to have representation to assist in the presentation of the request for reconsideration. The General Manager may designate a person to present the District's position with respect to the termination. The employee has the burden of proving that the initial decision to terminate the employee should be reversed and the employee should be retained by the District. The hearing will be conducted in an informal manner; the General Manager will make the appropriate rulings with respect to procedure and the admission of evidence or information for consideration. The District and the employee will have the right to produce evidence and witnesses and to cross-examine witnesses. The hearing may be recorded and transcribed. The District will pay for the initial costs incurred for Court Reporter's services

and the preparation of the record. If the employee desires a copy of the transcript, the employee must pay for that copy.

D. WAIVER OF RECONSIDERATION

A failure to request reconsideration in the manner set forth in paragraph two above, acceptance of severance pay (in the case of a non-disciplinary termination), or failure of the employee to appear at the time and place of the hearing will be deemed a waiver by the employee of reconsideration by the General Manager and acceptance of the termination.

E. NOTICE OF DECISION

The General Manager will notify the employee of the decision in writing. The time limit for judicial review of the final decision of the General Manager pursuant to the Code of Civil Procedure #1094.6 and District Judicial Review runs from the date the notice is deposited in the mail.

F. PETITION TO THE DISTRICT BOARD OF DIRECTORS

An employee has thirty (30) days from the date the General Manager's decision is deposited in the mail to petition the District Board of Directors for review of the General Manager's decision. In the event the Board of Directors determines that a review is appropriate, the examination will be based on the record of the General Manager's action. In the event the Board of Directors denies the petition or determines after review to sustain the General Manager's decision, the time limit for judicial review of the Board's decision pursuant to Code of Civil Procedure #1094.6 and District Judicial Review runs from the date the notice is deposited in the mail. The Board will notify the employee in writing of the Board's decision.

MCWD EMPLOYEE HANDBOOK

I have had all of the above policy statements explained to me and I understand the policies completely. This will become part of my employee file.

Date

Employee Signature
