

# **RATTLESNAKE RIDGE WATER DISTRICT**

## ***Policy and Procedures Manual***

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## **COMPANY POLICIES AND PROCEDURES**

All successful companies function effectively because of their established policies and procedures. Just as in any company, growth and profitability are unachievable unless all employees from the Board of Directors, to the Supervisors, to the Employees are monitoring and adhering to the established policies and procedures. Those individuals/employees who are unable to abide by these policies and procedures will impact the overall success of the company.

I \_\_\_\_\_ have been given a copy of the Employee Handbook on

Date \_\_\_\_\_.

## ADMINISTRATIVE RESPONSIBILITIES

The District functions under the leadership of the Board of Commissioners of Rattlesnake Ridge Water District. Hereinafter "The Board." By stature, The Board is appointed by the Carter/Elliott County Fiscal Court. The Board is to promulgate to "insure orderly administration of functions of the District."

## EMPLOYEE HANDBOOK

All full-time employees shall receive an employee handbook. Each employee will be required to sign a "Certification of Receipt" indicating that he/she has read and understands the policy and procedures, within three (3) days of receiving his/her copy.

## EMPLOYEE PROBATION (new employee)

1. All persons appointed to permanent positions, shall be on a probationary status for a period of three (3) months.
2. Any employee serving an initial probation may be dismissed at any time without right of appeal.
3. The employee's performance during the probationary period of employment will be evaluated at the end of the period by the department supervisor and /or Board. A determination will be made at that time relevant to continuation of employment with the district.

## ENDING EMPLOYMENT

An employee wishing to resign from the district shall inform his/her supervisor of the intended resignation as soon as possible after decision has been made. The notice shall be in writing, and shall include the effective date of the resignation. Failure to give 2 weeks' notice may be cause for denying future employment with the district.

## LAYOFFS (reduction in force)

1. The district may lay off an employee with the approval of the board because of lack of work and /or funds.
2. Before the effective date of the layoff, The Board shall notify the employee in writing. The notice shall explain the reason(s) for the layoff, and the duration of the layoff, if known.

## Employee Benefits

### Holidays

1. The following days are declared paid holidays at the regular rate of pay for all Full-time employees.... A. New Year's (2 days)

B. Martin Luther King

C. Good Friday (1/2 Day)

D. Memorial Day

E. Independence Day

F. Labor Day (1<sup>st</sup> Monday in September)

G. Veterans Day

H. Thanksgiving (4<sup>th</sup> Thursday & 4<sup>th</sup> Friday in November)

I. Christmas (Two days designated by the Board)

### Vacation

All full-time employees, who have successfully completed one (1) full year of employment, shall be granted vacation leave at full pay of their current rate.

After 1-year (5) days (40) hours granted

After five years (10) days (80) hours

After ten years (15) days (120) hours

After twenty years with district (160) hours of paid vacation granted

All vacation must be used within calendar year.

### Sick/personal Leave

All full-time employees shall receive (1) 8 hour personal/sick leave day per month.

## Special leave

The Board may authorize a special leave of absence without pay for full time employees for a period not to exceed 3 months in any calendar year. No such leave shall be granted without written request, setting forth the reason for the request and length of expected absence.

## **Maternity leave**

Shall be granted to full time employees due to childbirth, miscarriage or adoption for a period not to exceed 6 weeks. The employee may use accrued sick leave, then accrued vacation leave, and the remaining period will be time off without pay.

## **Bereavement leave**

Full time Employees may be granted (5) days leave with pay for immediate family.

Mother/Father, Spouse, Children, Step children, Grandchildren (5 days)

Brother, sister, grandparents, mother/father-in-law, (3 days)

## **Voting leave**

Any person entitled to vote at any election in this state, will be intitled to a period not to exceed 2 hours on the day of the election. Employee must bring in proof of being at the polls.

### Dress Code Policy

#### Shoes and Footwear

- Shoes and Footwear: boots, tennis shoes and sandals are acceptable for Simulated Workplace environments.
- Field men must wear shoes/boots that are required in the manufacturing operation area.

\* All employees must wear shirts with RRWD logo on it.

Jewelry, makeup, perfume, and cologne should be in good taste. Remember, that some co-workers, customers or visitors may be allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

- Body piercing should be limited and, in some instances, removed or covered, in order to compile with safety regulations.
- Tattoos should be limited and, in some instances, covered, especially if they may be offensive to co-workers, costumers or visitors.

### Tobacco Free Workplace Policy

Rattlesnake Ridge Water District Tobacco Free Policy is dedicated to providing a healthy, comfortable, and productive work environment for our employees. All smoking will be outdoors in designated area.

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Signature of Supervisor

Signature of Employee

## Drug Free Workplace Policy

**Rattlesnake Ridge Water District** is committed to providing a safe work environment and to promoting and protecting the health, safety, and wellbeing of our employees. This commitment is jeopardized when any **Rattlesnake Ridge** employee engages in use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and workers' compensation costs. Therefore, Rattlesnake Ridge Water has established the following policy:

- It is a violation of company policy for any employee to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same.
- It is a violation of company policy to use or be under the influence of alcohol anytime during hours of business operation while on or using company property.
- It is a violation of company policy for anyone to use prescription drugs illegally. It is the responsibility of the employee to report the use of prescribed drugs, that **MAY** (per warning labels provided by the pharmacy) affects the employee's judgment, performance, or behavior.
- Violations of this policy are subject to disciplinary action up to and including termination of employment and expulsion from school per your county school board policies.

**Rattlesnake Ridge Water District** values its employees and recognizes the need for a balanced approach to achieving a drug free workplace. Our comprehensive program includes the following components:

**Rattlesnake Ridge Water District** drug free workplace policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

I have read and understand the above policy.

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## Weapon-Free Workplace Policy

The purpose of this policy is to ensure that Rattlesnake Ridge **Water District maintains** a workplace safe and free of violence for all employees, the company prohibits the possession or use of perilous weapons on company property. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination or expulsion from the Simulated Workplace program. All company employees are subject to this provision, including contract and temporary employees, visitors and customers on company property

## CELL PHONE POLICY

The cellular phone policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

### **Cell Phones or Similar Devices at Work**

Rattlesnake Ridge Water District is aware that employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of instruction/hands-on activities, in addition to safety of all employees; all employees are asked to limit their use of cell phones. During breaks or slow times employees may use their phone but not in excess.

Employees who violate this policy will be subject to disciplinary actions, up to and including EMPLOYMENT TERMINATION.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Email Policy for Employees

Email is to be used for Rattlesnake Ridge Water Company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. Employees are not to conduct personal business using the Company email.

Please keep this in mind, when considering, forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered SEXUAL HARASSMENT and will be addressed according to the company's sexual harassment policy.

### **Emails That Discriminate**



Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be addressed according to the company's harassment policy.

These emails are prohibited at Rattlesnake Ridge Water District. Sending or forwarding non-business emails will result in disciplinary action that may lead to EMPLOYMENT TERMINATION.

### **Company Owns Employee Email**

Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Do not consider your electronic communication, storage or access to be private if it is created or stored within the company networking system.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### **Policy Against Workplace Harassment**

**Rattlesnake Ridge Water District** is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Rattlesnake Ridge Water District has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace. Color, gender, religion, sexual orientation, age, national origin, or disability; All will be treated with respect and fairly.

## Attendance Policy

- Defined Absences:
  - “Excused”
    - Planned absence for a doctor appointment with an accompanying doctor note upon return. Planned time off with prior authorization. Unexpected issue that has been called in to manager.
  - “Unexcused”
    - Unplanned absences/failure to report for any reason not accompanied by doctor note.
- **ALL** unplanned absences (sick days) will require the employee to call and/or email the manager and give notification and reason for an unplanned absence. Even if a doctor note will be presented upon return.

## Safety Policies and Procedures

\*Safety training shall be provided to employee during probationary period.

Workplace safety is about preventing injury and illness to employees in the workplace. Therefore, it's about protecting the company's most valuable asset: its *employees*. By protecting the employees' well-being, the company shall reduce the amount of money paid out in health insurance benefits, workers' compensation benefits and the cost of wages for temporary help.

To make the workplace safer, the company has to acknowledge which potential health and safety hazards are present. Or determine *where* and *what* and *how* a worker is likely to become injured or ill. It starts with analyzing individual workstations and program areas for hazards — the potential for harm — be it a frayed electrical cord, repetitive motion, toxic chemicals, mold, lead paint or lifting heavy objects.

OSHA describes a job hazard analysis as a technique that focuses on job tasks to identify hazards before they occur. The Simulated Workplace describes this analysis as ways to strengthen the entire Simulated Workplace experience. From either view, the analysis examines the relationship between the employee the task, the tools and the work environment.

Depending on the nature of the program's projects, managers may have to assist safety team members with the management of specific hazards associated with their tasks:

- chemical (toxic, flammable, corrosive, explosive)
- electrical (shock/short circuit, fire, static, loss of power)
- ergonomics (strain, human error)
- excavation (collapse)
- fire/heat (burns to skin and other organs)

- mechanical (vibration, chaffing, material fatigue, failure, body part exposed to damage)
- noise (hearing damage, inability to communicate, stress)
- struck by (falling objects and projectiles injure body)
- struck against (injury to body part when action causes contact with a surface, as when screwdriver slips)
- temperature extreme (heat stress, exhaustion, hypothermia)
- visibility (lack of lighting or obstructed vision that results in error or injury)
- weather phenomena (snow, rain, wind, ice that increases or creates a hazard)

Rattlesnake Ridge water district will meet monthly. The agenda for these meetings will include: reviewing all accidents, accident investigation reports, inspection reports, training and other safety issues.

### Jury Duty/Court Leave

1. when an employee is required by law to serve on a jury, he /she shall be compensated at the normal rate of pay while serving on jury duty. If not selected from a panel of jurors to serve on a jury, an employee is required to report the remainder of the scheduled work day.

### INSURANCE

1. Health insurance – The district pays 100% of the individuals rate for coverage of health insurance provided through a major medical insurance provider. The district pays for family plans if employed prior to new policy adapted in 2021, which states that any new employee hired will only have coverage paid on themselves no couple or family plan.

### Retirement

The District provides a "simplified employee plan" ...All full time employees will contribute at least 3%, while the District will contribute 7% per month (of gross income)

### Outside Employment

District employees owe their primary allegiance and energies to their District jobs. Employees may have outside employment as long as such additional employment does NOT conflict with the employees responsibilities to the District .

## MISCELLANEOUS

### SEVERABILITY

If any or part of these policies and procedures, classification plan, or compensation plan, or any provisions of their subsequent application are held invalid, such invalidation does not affect the remainder of this ordinance or its application.

### DISCLAIMER

1. Information included in these personnel policies and procedures, classification plan, and compensation plan is not intended to represent a contract, and may be changed by the Board without notice.
2. The number of positions may be changed by the Board without notice, and the employee(s) occupying the position(s) may be affected by such changes.

### REPEALER

Any prior personnel policies are explicitly repealed.