



# Forest Lakes Domestic Water Improvement District

## Management Policies & Procedures

### General:

#### **1. SAFETY PROGRAM**

Forest Lakes Domestic Water Improvement District (FLDWID) is committed to providing safe working conditions and an on-going safety program to guard the health and welfare of our employees. We consider adherence to good safety procedures a requirement on the part of each individual and an obligation for continued employment.

#### **2. DRUG/ALCOHOL FREE WORKPLACE POLICY**

Forest Lakes Domestic Water Improvement District (FLDWID) is committed to maintaining a safe, productive work environment at all facilities and work sites, and to safeguarding all property of the District. The use of alcohol and/or drugs can undermine employee productivity, the quality of service provided by District employees, and the image of the District. Please see FLDWID Drug/Alcohol Free Workplace Policy, which is hereby incorporated by reference in these Policies and Procedures.

#### **3. DRIVING EQUIPMENT/VEHICLES**

Anyone operating equipment and/or a FLDWID vehicle MUST notify the office of any accident or "fender Bender" at the time of the incident so that the appropriate law enforcement agency can be contacted. A police officer must be notified no matter how little damage has occurred. Insurance information and the names of the parties involved must also be exchanged.

**IN CASE OF ACCIDENT – CALL THE OFFICE IMMEDIATELY – NO EXCEPTIONS.**

Such incidents, if due to an employee's negligence, will be written up and kept as a permanent part of the employee's file.

Drivers of FLDWID vehicles are responsible for the cleanliness of the vehicle. If vehicles are not kept clean, the privilege may be revoked.

#### **4. SUGGESTION PROGRAM**

Suggestions for improvement in any area are always welcome. If an employee has a better way or a new idea to improve systems, service, sales or other FLDWID efforts, the suggestions may be submitted in written form to the supervisor or the office. Suggestions need not be signed. Each suggestion will be reviewed for reward and recognition.

#### **Personnel:**

1. District employees shall have the proper licensing as required by the FLDWID Board of Directors, State of Arizona, Coconino County and/or Arizona Department of Environmental Quality. The Operations Manager shall be required to have a Water Distribution, Grade 2, and Water Treatment, Grade 2 Operator licenses. The Operations Specialist shall be required to have Water Distribution, Grade 1, and Water Treatment, Grade 1 Operator, licenses. A reasonable time, not to exceed two years, will be allowed to secure the appropriate licenses.
2. FLDWID employees are expected to be familiar with the operation and function of all equipment required to perform their duties. They shall keep this equipment in good working condition. If repair of equipment is considered outside the knowledge of an employee, an authorized service company shall be contacted for repair or service.
3. Employees shall always be familiar with OSHA safety rules and regulations and adhere to them. If required safety equipment is not available, the employee shall notify the FLDWID management.
4. FLDWID Employees shall keep daily records of activities and other records as required by the FLDWID Operation Specialist, the Arizona State Health Department, and the Arizona Department of Environmental Quality.
5. The FLDWID Board of Directors shall establish a salary range for each position with the Forest Lakes Domestic Water Improvement District.
6. Operations Manager can terminate for cause. The employee shall have the right to appear before the Board to express his/her views for the cause of dismissal. The request for a hearing of the appeal must be made in writing within ten (10) days. This request should be addressed to the Chairman of the Board, stating reasons for the appeal.

Causes for dismissal shall include but not be limited to: a) ANY unlawful act, b) incompetence, c) inefficiency, d) neglect of duty, e) insubordination or any willful disobedience, f) dishonesty or any breach of integrity, g) unexcused absence without leave, h) disrespectful behavior toward a supervisor and/or supervisor directive, i) drinking or drunkenness on duty, j) substance use or abuse, k) discourteous treatment of public and/or customers or other employees, l) misuse of FLDWID property.

7. The Operations Manager or designee are to be available 24 hours per day in case of emergency. Normal daily work hours are as established by the FLDWID. Anything other than minimal will earn over time pay. The on-call designee must be within two hours of FLDWID.

8. An employee leaving the employ of the FLDWID is expected to provide at least two weeks notice of departure. When an employee leaves or quits voluntarily, the final paycheck will be issued on the appropriate, normal pay day. When an employee is terminated by FLDWID for cause, the final paycheck will be issued the same day.

9. Pay days for the FLDWID shall be as scheduled by the FLDWID Board of Directors, but in no case shall be less than 26 times per year.

### Travel Reimbursement

Reimbursement for reasonable and necessary expenses associated with travel on FLDWID related business is authorized in accordance with the following:

a. Reimbursement for Meals and Incidental Expenses (M&IE) shall be based on the "Maximum Federal Per Diem Rates" as published by the Internal Revenue Service in Publication 1542, Table 2, and US General Services Administration.

b. Lodging

1) Actual lodging expenses, include applicable taxes, will be reimbursed. The original receipt issued by the lodging establishment must be attached to the Travel Claim for reimbursement. A Credit card receipt alone is not acceptable. Government or commercial room rates will be requested at all lodging establishments, when applicable.

c. Transportation

- 1) Authorized transportation expenses include necessary charges for private vehicle mileage allowances, parking fees, common carrier fares and other essential charges for travel while in travel status. Travel expense will be paid from point of departure inside the state of Arizona.
- 2) When use of a privately owned vehicle is authorized for travel, the individual may claim mileage costs and will be reimbursed at a mileage rate not to exceed the current mileage rate authorized by the Internal Revenue Service and US General Services Administration.

d. Convention/Meeting Registration Fees

Registration fees for attendance at conventions, seminars or meetings of associations shall be paid by FLDWID. When possible, these fees will be paid in advance by a check issued by FLDWID. When necessary, receipts for registration fees not paid in advance shall be attached to the claim for reimbursement. If the registration fee includes charges for meals or lodging, claims for reimbursement will not duplicate these costs.

e. Other Expenses

Additional expenses incurred before or after the convention will be considered for reimbursement only if the incurred expenses were the result of securing lower cost transportation expenses or which result in an overall lower reimbursement for the entire trip.

f. Travel Advances

When an individual is authorized to attend a convention, seminar or meeting, a travel advance may be obtained for the total cost of the travel expenses necessary to attend the event.

## Benefits:

The benefits detailed below shall be provided to all qualified full-time employees. For the purposes of this document "full-time" shall mean any employee NOT classified as seasonal or temporary help.

All qualified full-time employees will be enrolled in Arizona State Retirement System effective after 90-day probation.

### 1. Arizona State Retirement System

Arizona State Retirement System (ASRS) was approved June 2016 and went into effect January 2017. All qualified full-time employees will pay current percentage rate to ASRS of their gross pay with Forest Lakes DWID matching the contribution.

(ASRS has provided retirement security to Arizona's public servants, teachers, municipal workers, and other government employees. ASRS proudly serves more than a half-million members, including more than 100,000 retired members.)

more than 50 years, the Arizona State Retirement System has provided retirement security to Arizona's public servants, including teachers, municipal workers, and other government employees. The ASRS proudly serves more than a half-million members, including more than 100,000 retired members.

### 2. Health Insurance

Full-time employees, after working 90-days, shall be eligible for health benefits along with their immediate family members. The District will pay the premiums not to exceed the Affordable Care Act Silver Plan. FLDWID will cover Full-time employees at 40 hours a week. Employees shall be eligible for Dental and Vision coverage excluding family members.

### 3. Vacation

After one year of employment, full-time employees of the FLDWID shall be granted vacation on the following graduated schedule based on hire date.

#### Term of Employment

After 1 Year

2 Years – 5 Years

6 Years – 10 Years

#### Vacation Days

5 days

10 days

10 days plus 1 additional day for each year of employment after 5 years to a maximum of 15 days

It is requested that all vacation be taken during "non-peak" periods unless prior arrangements have been made for satisfactory backup coverage and prior approval has been received. Additionally, should peak period vacations be approved, the request must be made at least two weeks in advance.

Earned vacation days may be carried forward from year to year and accumulated to twice annual vacation days. In order to be paid for vacation days, the employee must take vacation. The only circumstances under which vacation days will be paid for are retirement, termination, or voluntary separation.

#### 4. Sick Leave

Full-time employees for the FLDWID, after **90 days** of employment, shall be eligible for sick leave pro-rated from eligible date to December 31<sup>st</sup>, and 10 days per calendar year. Unused yearly sick leave may be paid to the employee on the first pay day in December of each year or it may be carried forward and accumulate up to twice your annual sick time. Accrued sick leave will be paid at retirement, termination, or voluntary separation.

If an eligible employee is absent 3 working days or more, a doctor's certification may be required prior to the employee returning to work.

Sick leave may not be advanced to an employee. An employee who exhausts or anticipates exhausting his or her accrued sick leave may be eligible to apply for leave under the provisions of the Family and Medical Leave Act (FMLA) of 1993. Eligibility and application for FMLA leave is available from the Office Manager. An employee may donate their sick leave to another employee in need.

Full-time employees may also be granted sick leave for the illness of a family member. Physician's verification of illness may be required.

#### 5. Bereavement Leave

Bereavement leave of three (3) days will be granted to full-time employees in the case of the death of a member of the immediate family; that is, mother, father, spouse, child, foster child, sibling, spouse's mother and father, grandparents, and grandchildren. Additional days requested may be taken as vacation or approved unpaid leave.

## 6. Holidays

The following will be designated holidays for the full-time employees of the FLDWID.

New Year's Day  
Memorial Day  
Independence Day

Labor Day  
Thanksgiving Day  
Christmas Day

Plus, two "floating" holidays to be chosen by the Forest Lakes DWID Operations Manager.

If a full-time employee is required to work during a holiday and specifically authorized by the Operations Manager, the employee shall be paid holiday pay plus the following pay for hours worked:

- a. For employees employed on an hourly basis – one and one-half (1 ½) times the regular rate of pay at which such a person is employed
- b. For salaried employees, one and one-half (1 ½) hours of compensatory time off for each hour worked.

## 7. Witness and Jury Duty

Every employee has an obligation as a citizen to serve when selected for jury duty. If an employee is selected for service, regular salary shall continue to be paid for two weeks. If the employee's services are required for more than two weeks, special arrangements may be made with the Operations Manager. However, fees paid for jury services or serving as a witness must be remitted to the District. Any time an employee is not required to remain on jury duty or serve as a witness during the normal working hours, the employee is expected to report to work. Vacation time may be used for providing expert testimony.

## 8. Military Leave

The District will comply with all state and federal laws concerning the employment rights of employees who seek leaves of absences for serving in the military.

#### 9. Worker's Compensation

Workers' compensation benefits covering accidental injury, disability, disease, or death which occurs because of employment and is job-related are provided for District employees.

Arizona Statutes require all employees to report all industrial injuries/illnesses to their employer immediately. Failure to do so is a violation of state law. An injured employee must notify the Operations Manager immediately and in no event later than twelve (12) hours after the injury or accident. If necessary, the employee should be sent for medical care. The employee will be compensated for the full day on the day of injury, when seen by a physician for job-related injury.

Workers' compensation is paid to an employee beginning seven (7) days after the job-related injury. Employees off work due to a work injury will continue to receive regular pay during the seven (7) day waiting period only if all necessary medical documentation has been provided to complete the workers' compensation report. Otherwise, the employee may use accrued sick or vacation time or request unpaid leave.

The District will comply with all laws concerning workers' compensation. Please see the Operations Manager's Office for further details.

#### 10. Tuition and Training

From time to time the Forest Lakes Domestic Water Improvement District may send a staff member to seminars which the District feels will be beneficial in expanding the knowledge of that employee. Per diem rates for out-of-town seminars are as detailed in these Management Policies and Procedures.

Tuition and/or fees will be reimbursed for pre-approved job-related classes and/or pre-approved job-related programs after six months of employment. Requests for such classes should be made to the Operations Manager prior to enrollment.

11. The FLDWID will pay a service award for 5 years a \$100.00, 10 years a \$250.00, 15 years a \$500.00, 20 years a \$750.00, and 25 years a \$1000.00.



FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS

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Chairman

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Vice-Chairman

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Secretary

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Treasurer

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Member at Large

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Date Revised