

EMPLOYMENT POLICIES AND
REGULATIONS

FOR

Patoka Lake Regional Water & Sewer District

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FOR
PATOKA LAKE REGIONAL WATER AND SEWER DISTRICT

2647 North State Rd.545

DUBOIS, INDIANA 47527-9750

TEL: 812-678-8300

ADOPTED BY THE BOARD OF DIRECTOR'S ON
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Table of Contents:

- 3) Job Classification
- 4) Probationary Period
 - Equal Employment Opportunity
 - Sexual Harassment
- 9) FMLA
- 10) Wages and Hours
- 11) Communication
 - Meal Period
 - Rest Period
 - Time Card
 - Vacations
- 13) Holidays
- 14) Personal Day Benefits
 - Overtime
- 15) Emergency Call-Out Guidelines
- 17) Water Plant Night Shift Premiums
 - Leave-Military and Bereavement
- 18) Jury Duty
 - Personal Information Changes
 - Performance Appraisal,
- 19) Salary and Salary Increases
 - Paycheck
 - Deductions
 - Sick Benefits
- 20) On the Job Accidents And / Or Injury
 - Indiana Workers Compensation Act
- 21) Gratuities
 - Uniforms for Employees
 - Safety Regulations
- 22) Employee Expenses
 - Employee Training Expenses
 - Vehicles Owned by the District
- 23) Equipment and Tools
 - Resignation
 - Dismissal
- 24) Compensation If Retiring at Age 65
 - Right of Separation
 - Final Day
- 25) Employee Acknowledgement

PATOKA LAKE REGIONAL WATER AND SEWER DISTRICT

2647 North State Rd. 545

DUBOIS, INDIANA 47527-9750

YOUR JOB CLASSIFICATION:

Our utility has a formal administration program for the classification of all positions. The objectives for the program are to assure that all individual salaries are in proper relation to one another and to what other utilities in the community pay for similar work.

All positions in the utility are grouped into grades or levels of responsibility. Your job falls into one of these grades which will be explained to you by your supervisor. The basis of your benefits will be determined by the category in which you are employed.

You will be either a:

- (1) SALARIED employee who is paid on the basis of a weekly salary, or
- (2) HOURLY employee who is paid by the hour.

As one of the above, you will be considered either a:

- (1) FULL-TIME employee working forty (40) hours per week, or
- (2) PART-TIME employee who is paid by the hour working less than forty (40) hours per week.

According to your position, you will also be considered either a:

- (1) REGULAR employee whose work is expected to last twelve (12) months or more, or a
- (2) TEMPORARY employee whose work is not expected to last twelve (12) months.

High school students working part-time during their school years and other persons hired as vacation reliefs are also included in the category of Temporary employees. Temporary employees are not eligible for fringe benefits.

PROBATIONARY PERIOD:

A probationary period for all employees shall be the first twelve months of employment. During this period you will be thoroughly oriented to our utility procedures and policies by your supervisor, as well as evaluated in your performance capabilities required by your position. From the employee's point of view, the probationary period is to be used to assist in determining your personal satisfaction with the job.

During the probationary period, the utility retains the right to terminate an employee at any time without notice or without pay in lieu of notice if his services or conduct are not satisfactory.

EQUAL EMPLOYMENT OPPORTUNITY

Patoka Lake Regional Water and Sewer District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Patoka Lake Regional Water and Sewer District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Patoka Lake Regional Water and Sewer District expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Patoka Lake Regional Water and Sewer District employees to perform their expected job duties is absolutely not tolerated.

SEXUAL HARRASMENT

Objective

The objective of Patoka Lake Regional Water and Sewer District in implementing and enforcing this policy is to define workplace sexual harassment, prohibit it in all forms, carry out appropriate disciplinary measures in the case of violations, and provide procedures for lodging complaints about conduct that violates this policy and investigating sexual harassment claims.

Scope

This policy applies to all employees of The District and those working for the company at all locations. All workers, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of sexual harassment they commit.

Defining Sexual Harassment

“Sexual harassment” is unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee’s job performance or create an intimidating, hostile or offensive working environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: a) quid pro quo and 2) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on employer premises and whether or not the incidents occur during working hours.

Examples of prohibited conduct

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employee’s body.

- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job more difficult because of that employee’s sex.
- Sexual or discriminatory displays or publications anywhere in The District’s workplace by The District’s employees.
- Retaliation for sexual harassment complaints.

Responding to Conduct in Violation of Policy

Employees

If an employee believes that he or she has been subject to sexual harassment or any unwelcome sexual attention, he or she may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or manager, or to the human resource (HR) director. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report any and all concerns of sexual harassment or inappropriate sexual conduct to the HR director or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

Managers and supervisors

Managers and supervisors must deal expeditiously and fairly with allegations of sexual harassment within their departments whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor or who is involved.
- Ensure that harassment or inappropriate sexually oriented conduct is immediately reported to HR so that a prompt investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate sexual harassment or retaliation, including the failure to immediately report such misconduct to HR, are in violation of this policy and subject to discipline.

Human resources

The HR director is responsible for:

1. Ensuring that both the individual filing the complaint (hereafter referred to as the “complainant”) and the accused individual (hereafter referred to as the “respondent”) are aware of the seriousness of a sexual harassment complaint.
2. Explaining The District’s sexual harassment policy and investigation procedures to the complainant and the respondent.
3. Exploring informal means of resolving sexual harassment complaints.
4. Notifying the police if criminal activities are alleged.
5. Arranging for an investigation of the alleged harassment and the preparation of a written report.
6. Submitting a written report summarizing the results of the investigation and making recommendations to designated company officials.
7. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

Complaint Resolution Procedures

Individuals should report complaints of conduct believed to violate The District’s sexual harassment policy according to the policy’s complaint

procedures. To initiate a formal investigation into an alleged violation of this policy, employees may be asked to provide a written statement about the alleged misconduct to the HR director. Complaints should be submitted as soon as possible after an incident has occurred. The HR director may assist the complainant in completing the statement.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:

1. The name, department and position of the person or persons allegedly causing the harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
4. The names of other individuals who might have been subject to the same or similar harassment.
5. What, if any, steps the complainant has taken to try to stop the harassment.
6. Any other information the complainant believes to be relevant to the harassment complaint.

Discipline

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Confidentiality

All inquiries, complaints and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is kept as confidential as possible. However, the identity of the complainant is usually revealed to the respondent and witnesses. The HR director takes adequate steps to ensure that the complainant is protected from

retaliation during the period of the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained by the HR director in secure files. The HR director can answer any questions relating to the procedures for handling information related to sexual harassment complaints and investigations to complainants and respondents.

Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.

Administration

This policy will be administered through The District's HR director.

FAMILY AND MEDICAL LEAVE (FMLA)

Patoka Lake Regional Water and Sewer District recognizes that certain conditions, vacations, personal days and sick days are not enough time to remedy family or personal emergencies. Therefore, in compliance with Federal law, the District establishes an unpaid family and medical leave policy providing up to (12) workweeks of unpaid leave during any (12) month period.

The scope of this policy covers all employees who have been employed at least (12) months and worked at least one thousand two hundred fifty (1,250) hours during the previous (12) month period.

Eligible employees are entitled up to (12) weeks unpaid leave for:

- a) The birth of a son or daughter of an employee and in order to care for such son or daughter.
- b) The placement of a child with the employee for adoption or foster care.
- c) To care for the employee's spouse, minor or disabled child under the age of 18, or parent who has a serious health condition.
- d) A serious health condition rendering the employee unable to perform his or her functions of their position.

Employees are to provide notice of (30) days if the FMLA leave is foreseeable and provide certification before the FMLA leave is to begin. If not foreseeable, the employee is expected to give the District notice of the need for FMLA leave no less than (2) days after learning of the need. After the employee requests FMLA leave, the employee will be given DOL Form WH-380 to be completed by his/her health care provider. This form must be returned to the General

Manager in no less than (15) calendar days. The employee will be given by the District concurrently with Form WH-380, Form WH-381 that informs the employee of employee and employer responsibilities and rights under FMLA.

The employee must use any applicable accrued sick days, vacation days, and personal days to cover any FMLA leave until paid leave is exhausted.

The District requires medical certification that the leave is needed due to the employee's own serious health condition or that of a family member. The District may also, at its expense, require a second medical opinion. If the first and second opinions differ, the District may request a third opinion, at its expense, which is then binding.

Existing health, vision, basic life, short and long-term disability insurance benefits, and certain other benefits, will remain in force during the employee's FMLA leave period as long as required contributions, if applicable, are made by the employee during this period. Required contributions must be made by the first of each month or as otherwise agreed to in writing between the District and the Employee.

While on FMLA there is no accrual of District benefits. An employee's use of leave will not result in the loss of any employment benefits that accrued prior to the start of the employee's leave.

At the conclusion of the FMLA leave period, the employee is entitled to be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

An employee who fraudulently obtains FMLA will not be protected by job restoration or maintenance of insurance benefits provisions.

In accordance with Federal Law, the District meets all reporting requirements regarding FMLA.

WAGES AND WORK HOURS:

The **regular business hours** of the district are from 7:30 am to 4:00 pm Monday thru Friday.

Because of its very nature, our utility must provide services twenty-four (24) hours a day, seven (7) days a week. As a result, your work week may vary according to the position you hold. You may be required to work overtime, or holidays, or both, at the discretion of the supervisor or other authorized authority in the event of an emergency.

The normal work week is forty (40) hours for all employees. As far as is possible, your employment will be on an uninterrupted basis of eight (8) hours, exclusive of your half-hour meal period, which will be on your own time.

COMMUNICATION:

Each regular employee shall, within a reasonable time, (not to exceed three (3) months), have available at his place of residence, a phone, or other acceptable means of communication, which number is on file with the District. He / She must also immediately inform the District of any change of this condition of employment.

MEAL PERIODS:

One-half (1/2) hour will be scheduled as an employee meal period for all employees scheduled to work four (4) or more consecutive hours. Employees shall be scheduled by their supervisor to be away from their assigned duties for a meal period of one-half (1/2) hour. Meal time is not included in the paid hours of employment. Employees scheduled to work less than four (4) hours will not be granted a meal period.

REST PERIOD:

You may be scheduled to take one (1) fifteen (15) minute paid rest period within each four (4) hours worked. You may be scheduled by your supervisor to be away from your assigned duties for a rest period. The rest period, will be included in the paid hours of employment. Rest period time may not be accumulated and/or used to shorten the scheduled work day or added to your lunch time.

TIME CARD/CLOCK:

All hours worked by employees at this utility will be recorded on time sheets. Report any errors and /or omissions immediately to your supervisor. Payroll Direct deposit slips will be prepared from the accumulated hours recorded on your time sheet. All employees will have their own individual time sheet. It is your personal responsibility to record your time, as you begin and end your daily work.

VACATIONS:

Vacation periods are a benefit offered by the utility for the employee's faithful service throughout the year. A vacation should be a period of rest and

relaxation, a time for the employee to be away from work so that he will be refreshed and renewed.

Vacation time is earned as follows for full time employees:

1. After 90 days of continuous employment, an employee earns 5 days (40 hours.)
2. After the first 12 months of continuous employment, an employee earns an additional 5 days (40 hours.)
3. On each January 1st following the initial 12 month period the employee earns 10 days (80 hours).
4. After ten (10) years and up to 15 years of continuous employment, employees will earn three (3) weeks, one hundred and twenty, (120) hours.
5. After fifteen (15) years and up to 20 years, employees will earn three (3) weeks, (120 hrs) vacation and an extra weeks pay.
6. After (20) years and over, employees will receive 3 weeks (120 hrs) vacation, and allowed a choice of a 4th week (40 hrs) or an extra week paid.

Only regular hours worked, vacation hours taken, and holiday hours taken will accumulate towards vacation benefits.

No more than two (2) weeks vacation may be taken at a time without the approval of your supervisor or the Board of Directors.

Upon receiving at least two (2) weeks of vacation time per year, all employees are required to take at least one (1) full week (40 hrs.) away from work, unless approved by their supervisor.

Vacation request schedules are posted in each department in January of each year. Employees are requested to state their vacation preferences as early as possible. Every effort will be made to grant the time requested, however, the final schedule will be determined by the supervisor or department head.

Employees shall be allowed to accumulate vacation leave and carry over for use until the end of the calendar year after the year in which it is earned. The maximum amount to be carried over shall be limited to the amount earned on the employee's last anniversary date.

If an employee schedules a full vacation day and is absent from work for the entire shift, the employee shall be required to use a full day of vacation time (for whatever duration their scheduled shift was 8, 12hrs. etc.)

Payment for vacations will be made on earned vacation time and then only in accordance with the number of vacation days earned. Payment for vacations will be computed on the basis of the regular rate of pay.

Pay in lieu of vacations is not a regular part of any policy or procedure concerning vacations, however, in unusual circumstances, pay in lieu of vacation time off, may be paid after the approval of the Board of Directors or supervisor.

Time lost as a result of an on-the-job injury, which is subject to Worker's Compensation Insurance benefits will not, according to Indiana law, be deducted from accumulated vacation benefits. Vacation may not be paid in lieu of or in addition to Worker's Compensation.

HOLIDAYS:

The paid holidays which are observed by this utility are equal to more than a full work week of additional time off with pay. The Holidays observed are:

- (1) New Year's Day.
- (2) Good Friday
- (3) Memorial Day (Observed)
- (4) Independence Day (July 4th)
- (5) Labor Day (1st Monday in September)
- (6) Thanksgiving Day (Observed)
- (7) Friday after Thanksgiving
- (8) Christmas Eve
- (9) Christmas Day (December 25th)
- (10) After 11:30, New Year's Eve

Unless otherwise approved, the following guidelines will be followed:
If the holiday falls on Saturday, the previous Friday will be the observed Holiday. If the holiday falls on Sunday, the following Monday will be allowed

as holiday time off or pay. An additional eight hours will be paid, but excluded from overtime, at regular hourly rate to shift employees scheduled to work on holidays. Holidays falling on a shift worker's day off, shall be paid for on a normal holiday basis. Hours paid as holiday pay are not deducted from accumulated hours worked for wage increases. Shift workers will receive the on call premium of 50\$ per day over and above their normal rate for any holiday worked.

PERSONAL DAYS BENEFITS:

Up to three (3) days per calendar year will be granted each employee. You should schedule these in advance, with your supervisor if possible.

No more than one (1) Personal Day may be taken at one time, unless approved by your supervisor.

If an employee schedules a full personal day and is absent from work for the entire shift, the employee shall be required to use a full day of personal time (for whatever duration their scheduled shift was: 8, 12 hrs. etc)

Your personal day pay will be at your regular rate of pay and will not contribute to overtime pay.

Any unused personal days, at the end of the calendar year will be credited to your sick-leave time, and may not be carried over as personal days.

No additional pay will be given, at any time, for unused personal days.

OVERTIME:

All time worked including holidays by hourly paid employees over forty (40) hours in a pay period, one (1) week, will be paid at the rate of time and one-half, which is in accordance with the provisions of the Fair Labor Standards Act Amendments of 1966. For regular hourly workers holiday hours will count toward the 40 hours. Overtime will be paid in multiples of one-fourth hour for each one-fourth of each hour worked overtime.

An on-call salaried employee will be compensated at an overtime rate for all hours worked over 40 while on a call out. An extended business day will not be compensated over and above the normal salary.

Overtime work must be authorized, in writing, on your time sheet, by your supervisor or department head, whenever overtime is incurred. It is the policy of the utility to avoid overtime work whenever possible.

EMERGENCY CALL-OUT GUIDELINES

To insure adequate personnel are available to provide prompt emergency service during non-working hours, define the responsibilities of on-call duty, establish employee compensation in compliance with the Fair Labor Standards Act regarding overtime, the Patoka Lake Regional Water and Sewer District adopts this policy:

As a condition of employment, all operational hourly employees, are required to work on-call as described in his or her job description. The Operations Manager shall publish an on-call schedule periodically for a reasonable length in time so employees may know in advance the date and time they will be assigned on-call. The District will provide a cell phone or pager to employees who are expected to work on-call.

During the time an employee is expected to be available for on-call work:

- The employee shall not be required to remain at his or her primary residence. However, the employee must remain in the range of the cell phone or pager.
- The employee shall respond within 45 minutes after receiving a trouble call.

Employees who are called out and use their personal vehicle will be compensated for mileage. The current rate is \$0.54 per mile. Employees may be allowed to take company vehicles home while on-call. It is understood that the employee may use the company vehicle for regular daily activities while on-call. The employee is responsible for informing his or her supervisor if the vehicle will be taken out of the district.

If an employee cannot work on-call on his or her assigned times; it shall be his or her responsibility to obtain a satisfactory replacement from other employees on the on-call list and to inform the foreman and the other employee(s) of the on-call crew.

On-call pay shall be equal to \$100 per on-call week. Employees who respond to an on-call emergency shall be compensated at the overtime rate of one and a half times the normal hourly wage. An emergency call that requires working during the hours of 11:00pm to 7:30am Sunday night through Thursday morning will result in the following:

- For every emergency hour worked between 11:00 p.m. and 7:30 a.m., the employee will be compensated at the rate of double the employee's regular hourly wage.
- For every emergency hour worked between 11:00 p.m. and 7:30 a.m., the employee will report to work late that same day the equal number

of hours worked during the previous period (11:00 p.m.-7:30 a.m.,) unless otherwise directed by the Operations Manager. If the on-call emergency time continues up to normal starting time, the Operations Manager shall have the option of dismissing the employee earlier than normal quitting time, up to the same number of hours worked, or having the employee work some or all of the remainder of the normal working day.

Employees not on the on-call list who are called in for emergencies will receive regular overtime pay plus \$50.00. On weekends and holidays employees not on the on-call list who are called in for emergencies will receive double time pay plus \$50.00. In no way does this apply to normal extended work days, such as staying late or arriving early.

All on-call pay is subject to the approval of the department supervisor.

Employees on the on-call list may trade with or allow another employee eligible to work on-call to fulfill their responsibilities of being on-call. However, such trading of on-call duties shall not result in additional total compensation by the District to all employees affected by the trade. The employee initiating the trade, and not the District, shall be responsible for securing the trade and insuring on-call duties are being performed in a manner satisfactory to the District.

NIGHT SHIFT PREMIUMS

Water Plant Personnel will be paid an additional \$1.00 per hour for any hours worked outside of regular business hours.

MILITARY LEAVE:

Military leave, without pay, will be granted to any employee called into the military service of our Country, whether it is for active duty or reserve training in compliance with federal regulations set forth in the Military Selective Service Act. Prior to the approval of a military leave, a copy of your military orders must be presented to the personnel department or your supervisor.

Any employee who enlists, is drafted, or called into reserve service, is entitled to all benefits pertaining to seniority rights, pay, etc., as provided in the law, providing the employee applies for his reinstatement within ninety (90) days after his Honorable Discharge.

PAID LEAVE FOR ABSENCE:

Bereavement leave with pay for an employees spouse or child will be, three (3) work days. Should a death occur in the employees immediate family, (mother-in-law, father-in-law, brother, sister, father, mother) a bereavement leave of two (2) days with pay will be given to the employee. In the event of the death of an employee's grandparent, brother-in-law or sister-in-law, one (1) day leave with pay may be allowed by your supervisor; in the event of the death of an employee's aunt or uncle (does not include uncle-in-law or aunt-in-law), 4 hours leave with pay may be allowed by your supervisor. An appropriate notation will be made on your time sheet by your supervisor.

JURY DUTY:

After you have completed your probationary period, if you are called for jury duty, you will receive payment of your salary. The gross pay received for service in the court shall be paid to the District.

PERSONAL INFORMATION CHANGES:

It is important that you keep us informed of any changes that occur in your personal status. Listed below are examples of items necessary to keep your personnel records and payroll information up to date.

- (1) Change of address or telephone number.
- (2) Change of marital status.
- (3) Change in number of dependents for both withholding and insurance purposes.
- (4) Change in beneficiary for life insurance.
- (5) Change in miscellaneous deductions requested from your paycheck.
- (6) Plans to leave the employment of the District.

YOUR PERFORMANCE APPRAISAL:

A formal performance appraisal system has been established to assist your supervisor with the evaluation of your work. The purpose of the performance appraisal is to recognize the level of achievement of the employee and indicate the ways where further improvement is possible.

Your first performance appraisal will come on or about your 30th day of employment. During the first year of employment other performance

appraisals will be made on your 60-90 days, six (6) month and twelve (12) month periods. Thereafter, as with all employees, there will be an annual appraisal of your job performance.

YOUR SALARY AND SALARY INCREASES:

Questions regarding your salary should be discussed with your supervisor.

YOUR PAYCHECK:

Payroll direct deposit slips are issued every Friday. Your direct deposit slip will not be given to anyone other than you. If you are unable to pick up your deposit slip in person, leave a self addressed envelope in the office and it will be mailed to you.

Earnings for the week period ending the Sunday of the previous week will be included in your direct deposit. Keep the Payroll direct deposit slip for your personal records. It will show the amount of your earnings for the pay period, the authorized deductions which were made, and other important information.

Any questions regarding your direct deposit pay should be referred to your supervisor.

DEDUCTIONS FROM YOUR PAY:

Withholding tax and social security tax deductions are required by the Federal Government, as is the Indiana Gross Income Tax, County Tax, Uniforms (if required), and P.E.R.F., if required.

SICK BENEFITS:

All employees will accumulate four (4) hours sick leave benefit of each month worked, exclusive of overtime. Unused sick-leave may be accumulated. You must be absent for health reasons to receive these benefits, and you may be requested to submit a physician's statement if you are absent for three (3) days or more.

Your sick pay will be at your regular rate of pay and will not contribute to overtime pay. Payment will begin on your first day of illness or hospitalization, unless it is an on-the-job injury, which is subject to Worker's Compensation Insurance.

If an employee is absent for medical reasons for one complete shift, the employee shall be required to use a full day of sick time (for whatever duration their scheduled shift was).

The sick time allowance is not accrued from prior service to re-employment.

Upon early retirement, an employee may use their accumulated sick leave for the Retiree Health Insurance Program; as detailed in Amendment 5 of the Employee Benefit Trust, and administered by the Board of Directors, or as detailed under the section (Compensation If Retiring at Age 65).

Time lost as a result of on-the-job- injury, which is subject to Worker's Compensation benefits, will not be deducted from accumulated sick leave benefits, except for the first five (5) work days. Sick leave may not be paid in lieu of or in addition to Workers Comp. or disability, beyond the seventh work day.

Any accumulated sick days may be transferred to another employee, who is experiencing a long-term illness. Your approval must be written, approved by your supervisor, and submitted to the office for record. These will then be deducted from your accrued sick leave days.

ON THE JOB ACCIDENTS AND/OR INJURY:

If you should have an accident or are injured while working, you are required to report it to your supervisor, immediately, and assist in the preparation of a Report on Accidents and Injuries. This form is available from the Safety Director. A written report must be completed as soon as possible, by you and your supervisor. Worker's Compensation claims must also be completed in the office. Any injury must be reported, whether it requires a doctor's care or not.

INDIANA WORKERS COMPENSATION ACT:

Coverage: Every employer is required to provide Worker's Compensation Insurance for every employee, and every employee is required to accept compensation for death or injury resulting from (1) an accident or, (2) an occupational disease, either of which must arise out of and in the course of employment.

When compensation is denied: Generally, no compensation shall be allowed for any injury, disease or death when due to:

- (1) Intentional self-infliction
- (2) Intoxication
- (3) Commission of a felony or misdemeanor
- (4) Failure or refusal to obey a written or printed rule.

- (5) Failure or refusal to use a safety appliance
- (6) Willful failure or refusal to perform a statutory duty

Definition: Temporary Total Disability is a disability which prevents an employee from performing his job
Compensation begins with the eighth (8) day of disability. The first day of disability is the day following the accident that the employee is unable to work. Beginning July 1, 1974, compensation is payable at the rate of 66 2/3% of the employee's average weekly wage.

The employee is paid for the first seven (7) days of disability only after the period of disability lasts longer than twenty-one (21) days.

When the attending physician furnishes a release to the employer indicating that on a certain date the employee can return to work, this is the date on which compensation payment for total disability ceases.

GRATUITIES:

Any gift to an employee from a customer or vendor that is valued over \$100.00 dollars shall be reported to the employee's supervisor and / or the Board of Directors.

UNIFORMS FOR EMPLOYEES:

All employees are required to wear either prescribed uniforms or appropriate clothing with permanent company identification on it while on duty. Determination of appropriate clothing will be made by supervisor and / or Board of Directors. The cost of uniforms will be paid by the District, and non-uniformed personnel will be granted an allowance determined by the Board of Directors. Uniforms are not to be worn while working for anyone except the District.

SAFETY REGULATIONS:

Upon employment you will be provided a copy of the Employees Safety Manual. Employees must obey all safety regulations as contained in the manual, directed by your Supervisor, Safety Director, or the District Superintendent, but no orders shall conflict with the Safety Manual or OSHA regulations. Employees must adhere to District Drug and Alcohol policies as directed by the District Board of Directors

Employee's children are not to be allowed to remain with them during working hours at any of the District facilities. Reason being, that liability, risk, and the efficiency of operation would be involved.

EMPLOYEE EXPENSES:

Expenses incurred during travel, conducting business, or attending meetings deemed beneficial to the District, by the Board of Directors or Superintendent:

- (1) Mileage – In using a personal vehicle for the District, an employee shall be reimbursed at the rate set by the Board of Directors.
- (2) If lodging and meals are necessary, the employee will be reimbursed actual costs, if paid by the employee. (Receipt required).
- (3) Employees may request an advance to cover anticipated costs.
- (4) Proof of expenditures shall be presented when making claims for reimbursement with the list of name's in your party on the back of receipt.
- (5) Hotel expenses: If you charge meals to your room, you must provide receipt from restaurant.
- (6) You may charge one phone call per day to check in with family.
- (7) Hotel expenses do not include bar bills.
- (8) Meals per day are not to exceed \$ 40.00.

EMPLOYEE TRAINING EXPENSES:

Expenses incurred by employees for training:

- (1) Employee must present a request in advance and receive permission from Supervisor & General Manager.
- (2) Training must be related and beneficial to the work presently being done for the District.
- (3) No pay will be allowed for travel, attending schools or study.
- (4) Mileage will be allowed if personal vehicle is used for travel to and from required classes, and approved by their supervisor.

VEHICLES OWNED BY THE DISTRICT:

Operation:

- (1) Vehicles are to be used for District business only, unless authorized by the Board of Directors.

- (2) Employee shall not exceed the maximum speed limit regardless of the emergency and must not operate a vehicle above the safe operating speed permitted by road conditions. Drive defensively at all times!
- (3) Seatbelts are required to be worn in all company vehicles.
- (4) No Smoking in company vehicles.
- (5) Employees shall not operate any vehicle, machine, or equipment to which he is not assigned by his supervisor.
- (6) Each vehicle is to carry and keep an up to date service log book, with mileage indicated to be inspected regularly by the Superintendent.
- (7) Each vehicle will carry First Aid Kit, CPR Shield, Fire Extinguisher, and small shovel.
- (8) Employees shall abide by the District's Cell Phone Policy.

EQUIPMENT AND TOOLS:

Equipment and tools issued for use in your work should be treated with care. If equipment and tools are in need of repair, report it to your supervisor, so arrangements can be made for repair or replacement. Well maintained tools and equipment assure efficient use of your time and safety for you and your fellow workers.

RESIGNATION:

If circumstances arise whereby you find it necessary to resign your position, you are required to give at least two (2) weeks written notice to your supervisor prior to the date of termination.

Failure to comply with these requests without adequate explanation may cause a delay or forfeiture of your accumulated benefits and notation will be made on your terminal evaluation record.

DISMISSAL:

If it is necessary to suspend or dismiss an employee, it is essential that certain regulations be established for the guidance of all. The following are considered sufficient causes for dismissal:

- (1) Abusive or inconsiderate treatment of customers or visitors.
- (2) Dishonesty or falsification of records.
- (3) Disorderly conduct.
- (4) Gambling in any form.
- (5) Immoral behavior.
- (6) Insubordination.
- (7) Intoxication or the use of intoxicants while working.
- (8) Personal use of narcotics or similar drugs without written orders from your doctor.
- (9) Unauthorized absences, repeated absence with or without cause, or repeated tardiness with or without cause
- (10) Violation of safety rules and regulations.
- (11) Violation of confidential information.
- (12) Willful destruction, misuse or theft of utility property.
- (13) Failure to report all and any injuries.
- (14) Any conduct not in the best interest of the District.

If an infraction of the above named regulations is determined to be cause for immediate dismissal, it may be without notice and without pay in lieu of notice. Any dismissal recommended by the employee's supervisor and the general manager, must be approved by the board.

If you are subject for termination for any other reason, you will be given two (2) weeks notice. Under these circumstances, termination will be made only after a conference has been held with you and your supervisor.

COMPENSATION IF RETIRING AT AGE 65:

- To be eligible, employee must retire when reaching the age 65.
- Employee will be paid for accumulated sick hours and unused personal hours at his / her current hourly rate of pay.
- There will be a cap on the amount to be paid, which will be set by the District Board of Directors.
- Plan start date set at the July 1st, 2009.

RIGHT OF SEPARATION:

In the event your employment is discontinued, most benefits will terminate on the last day of employment.

Your options on retirement and insurance coverage will be explained to you prior to separation.

FINAL DAY:

If you leave the District's employment, you may pick up your direct deposit slip at the next regular payday, or request it to be mailed to you. If you have been employed for one (1) year or more and resign under circumstances satisfactory to the District, you may be paid for unused accumulated vacation time to which you are entitled.

Prior to receiving your final pay, the Districts' keys, tools, etc., must be returned to your supervisor.

Patoka Lake Regional Water & Sewer District

Employee Policy Handbook February 24, 2016

I acknowledge that I have received my copy of the Employee Policy Handbook.

Date: _____
Mo / Day / Year

Print Name: _____

Signed: _____

Department: _____

Policy Changes in this revision:

10/12/2015

On call stipend was changed from \$50 to \$100. \$50 for being on call and not being called out, and time and a half for hours when on call and called out.

Added Equal Employment Opportunity policy
Added Sexual Harassment Policy

11/9/2015

Water plant night premium was raised from \$0.75 to \$1.00
Added water plant holiday pay of 50\$ per day worked.
Removed the 40 hour cap on night shift premium.

Eliminated overtime for salaried employees except for call outs.

12/30/2015

Changed vacation policy by adding 5 days to 1st year of employment, 10 days 2nd year of employment.

Moved all vacation to calendar year for accounting purposes.

1/26/2016

Added FMLA policy, eliminated unpaid leave policy.

2/24/2016

Revised Vacation Policy

5/4/2017

Updated Board Members