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Taney County Regional Sewer District

EMPLOYEE POLICY MANUAL

Introduction

Welcome to Taney County Regional Sewer District, we are pleased that you have chosen our organization as your employer. We hope to create an environment that is conducive to productivity and to your personal job satisfaction.

The Taney County Regional Sewer District was established by a vote of the citizens of Taney County in 1983 and formed under Chapter 204, Revised Statutes of the State of Missouri. The District is governed by a five member board of trustees who, once appointed, serve a term of five years. The Board of Trustees directs the actions of the District Administrator who in turn directs the activities of the District’s employees, consultants, and contractors.

The Taney County Regional Sewer District is empowered by law to establish rules and regulations and has all of the powers necessary and convenient to provide for the construction, operation, and maintenance of its collection and treatment facilities and the administration, regulation, and enforcement of its pretreatment program as specified in Chapter 204 RSMo.

This manual briefly describes our policies, benefits, and work rules and is intended to serve as a written employment guideline and expectation of our employees. The Taney County Regional Sewer District may update, amend or discontinue any part or parts of the policies in this manual as deemed appropriate in its sole and absolute discretion. Any such action shall apply to existing as well as future employees. Any questions should be immediately directed to your supervisor, another member of management, or the human resources department. These policies are available to you through your own personal copy of the employee policy manual, supervisor, another member of management, or the human resources department.

_This manual is not a contract guaranteeing employment for any specific duration._ Either you or the District may terminate this relationship at any time.

We wish you the best of luck and success in your position, and we hope your employment relationship with the Taney County Regional Sewer District will be a rewarding experience.
Purpose of the Manual

The Taney County Regional Sewer District desires that all employees be fully informed of their personnel and employment status.

This manual contains statements of policy and procedures that have been developed for the Taney County Regional Sewer District. It is designed as a guide to provide general information to all employees regarding how the District operates, what the company provides to its employees, and what is expected in return. While broad in scope, it is not expected that it will completely cover every employment situation that could arise. These procedures will be reviewed and revised as required on a regular basis. All revisions will be given to employees at the time of implementation.

The procedures and practices in this manual are subject to modifications and further development in the light of experience, legal requirements, and changing business conditions. To meet those challenges, the District reserves the right with or without notice to change, add to, or delete any of the policies and procedures, terms, conditions, and language presented in this manual.

Employment Selection Process

Candidates for job openings will be selected on the basis of competence, experience and satisfactory character and employment references.

In no event shall the hiring of an individual be considered as creating a contractual relationship between the employee and the District; and, unless otherwise defined in writing, such relationship shall be defined, as "employment at will", where either party is free at any time to dissolve the relationship.

Applicants will be screened and subject to thorough background checks upon being extended an offer of employment. Items, which may be reviewed during the screening process, include:

- The employment application form
- Education and work experience
- Prior work history
- References
- Applicant's proof of ability to lawfully work in the United States

Applicants will be subjected to:

- Verification of Driving License/Driving Record
- Pre-employment drug testing
- Workers Compensation Records Check
Equal Employment Opportunity Policy

It is the policy of the Taney County Regional Sewer District that employment decisions shall be based on merit, qualifications, and competence. Employment practices shall not be influenced or unlawfully affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, disability, pregnancy, military status, or any other characteristic protected by law.

This policy governs all aspects of recruitment, employment, training, promotion, transfer, demotion, compensation, assignment, discharge, and other terms and conditions of employment.

The Taney County Regional Sewer District complies with applicable state and federal laws in reference to opportunity requirements.

The Taney County Regional Sewer District has a non-tolerance of discrimination in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, military including veteran status, or any other characteristic protected by law. The District will make reasonable accommodations for qualified individuals with perceived disabilities unless doing so would result in undue hardship to the District. Our company strictly prohibits unlawful discrimination and harassment by its employees, agents, and non-employees, including visitors who have contact with the Taney County Regional Sewer District employees during work hours.

General Employment Policies

Dress Standards

The professional atmosphere of the Taney County Regional Sewer District is maintained, in part, by the image that employees present to customers, clients, and visitors. Employees should therefore utilize good judgment in determining their dress and appearance. Employees are expected to come to work dressed conservatively in clean, neat attire appropriate to their position and their job activities. Employees supplied footwear allowances are expected to wear the supplied footwear during working hours. Therefore, employees should avoid wearing clothing that is distracting or might make our visitors, clients or customers feel uncomfortable or offended. Such examples of inappropriate dress standards are:

- Facial Piercings
- Exposure of excessive tattoos
- Flip Flop / Casual Sandals
- Shorts & Skirts above the mid-thigh
- Low cut shirts or shirts exposing midriff (i.e. tummy or low back)
- Shirts with inappropriate graphics, logos, or suggestive cartoons

Employees who are provided company attire should not make alterations, or sizing without prior
approval (i.e. cutting sleeves off, bleaching dark colors, cutting holes, etc.). Should this occur the employee will be responsible for the costs to alter or replace the District uniform.

Employees who are inappropriately dressed will be sent home without pay and directed to return to work in proper attire.

**Immigration Law Compliance**

Federal Law requires all employers maintain a completed Immigration and Naturalization Service (INS) eligibility verification statement (form I-9) for every employee. This form confirms that the individual being hired is legally eligible to work in the United States and is the same person whose name appears on the papers of documentation.

The Taney County Regional Sewer District is committed to employing only United States citizens and aliens who are authorized to work in the United States and complies with the Immigration Reform and Control Act of 1986.

As a condition precedent of employment, each new employee must present identification as indicated by INS, properly complete, sign and date the first section of the Immigration and Naturalization service form I-9. Failure to do so will prevent the employee from working until the documentation is completed.

**Employment of Relatives**

The Taney County Regional Sewer District is committed to hiring and retaining highly qualified individuals and recognizes that, despite their qualifications, hiring and retaining close relatives of present employees might raise serious questions regarding objectivity, and fairness of performance evaluations. Our employment policies are based on balancing these concerns.

Employment of relatives (example: cousins, in-laws, aunts, uncles, brother, sister, etc.) will be at the sole discretion of the Administrator. It is the responsibility of the Administrator to ensure that complete objectivity is maintained with relation to hiring, promotions, transfers, performance evaluations, of said employees. In all cases, the authority of individual managers/supervisors to evaluate employees shall not be compromised. **All employment of relatives must be in compliance with the Missouri State Constitution concerning nepotism.**

**Orientation Period**

Orientation periods are utilized as an extension of the selection process. The Orientation period provides new employees as well as the District the opportunity to examine each other’s compatibility and suitability. The orientation period is ninety-days (90) from the date of hire.

**Failure To Qualify During Orientation Period** -- In the event that, during the orientation period, an employee fails to demonstrate the required ability to perform the job duties, the Administrator may terminate the new employee at any time.
**Extension of Orientation Period** -- In situations where there is concern regarding the employee who is still in their orientation period regarding their suitability to perform the job and the inability to establish within the orientation period due to reasons beyond the control of the immediate supervisor; the Administrator may extend the orientation period. The supervisor shall communicate to the employee the reasons for their decision to extend the orientation period.

**Performance Reviews**

The performance of employees is evaluated on an ongoing basis. Supervisors and employees are strongly encouraged to discuss job performance on an informal day-to-day basis. In addition, written performance reviews will generally be conducted at the end of the ninety (90) day introductory/orientation period and each year annually thereafter. Performance Reviews provide an opportunity to discuss job performance, identify and correct weaknesses, and provide your supervisor with an opportunity to recognize and encourage your strengths.

*Note: Performance reviews are not tied with merit increases.*

**Personnel Record**

When you were selected for employment by the Taney County Regional Sewer District, a personnel file was established for you. The date your employment began (hire date) is your official anniversary date. Information regarding your taxes and other important matters should be kept up to date to avoid discrepancies. For your protection, we ask that you notify your supervisor and/or the Human Resources immediately of any changes in your address, telephone number, the person to be notified in case of accident or illness, marital status, and dependent status.

Only appointed company officials of the Taney County Regional Sewer District who have a legitimate reason to review information in a personnel file are allowed to do so. With notice, an employee may review material in his or her file, but only in the employer’s offices and in the presence of the individual(s) appointed by the employer to maintain the file.

**Rehire Policy**

The Taney County Regional Sewer District encourages previous employees who have resigned in good-standing and followed the company’s Separation from Employment Policy (see below) to re-apply for employment. The final approval concerning the hiring of a former employee will be left to the sole discretion of the Administrator. Once hired, the former employee is considered a new hire, (regardless of length of absence from employment) and the eligibility requirements for company benefits starts all over. There is no carryover of years of seniority from previous employment with the company.
Separation from Employment

Employment is for no definite period of time and may be terminated by either party at any time. If you should decide that you want to terminate your employment, we ask that you inform your supervisor and present a minimum two (2) weeks written notice. In addition the District may withhold a portion of the employee’s final paycheck in accordance to state or federal law for the cost of any District owned items not returned, or returned damaged.

The Administrator for the Taney County Regional Sewer District has sole responsibility in the hiring and termination of employees.

Early Retirement Policy

The District frequently reviews budget, staffing, and economic trends that may cause the need for individuals with a specific tenure “years of service” to be offered early retirement. Those selected will be offered a certain buyout in order to be fair and equitable in their current pay and benefit status. The District takes this action very seriously, therefore adhering to all state and federal laws to ensure non-discriminatory action is implied. The early retirement offer is “voluntary” and should a candidate for this program be offered and decline no coercion or retaliation shall follow. Inquiries can be directed to Human Resources.

Job Elimination (Lay Off)

If the District must reduce employment because of adverse economic or other conditions, layoffs and recall from layoffs generally will be conducted in a manner that is consistent with District requirements and in accordance with the procedures described below.

1. In the event that a layoff is expected, the District will attempt to communicate information about an impending layoff as soon as possible. However, management reserves the right to alter the layoff procedure and withhold information about the layoff as permitted by law in order to protect the District’s interests.

2. Layoffs that are expected to be temporary generally will be handled according to the provisions of this policy. Selections for layoffs that are known to be permanent will be made according to this policy and then handled according to District termination of employment practices.

3. Evaluation of the foregoing criteria shall be within the sole discretion of the District: employees will be selected for layoff based on the following criteria:

   • Promotion potential and transferability of skills to other positions within the department/unit.
   • Demonstrated current and past performance.
   • The needs of the District and specific projects.
   • Length of service with the District.
4. An employee’s length of service is measured from the original date of employment with the District, as long as there has not been a break in service greater than 30 days. During a layoff, employees with breaks in service greater than 30 days, but less than one year per break, are credited only for their time actually worked, i.e., the break time does not get counted unless required by law. Employees with a break in service greater than one year receive credit for service only from their most recent date of hire with the District.

5. Employees selected for layoff will be given as much notice as required by law or as much considered reasonable under the circumstances.

6. Employees who are laid off will be maintained on a recall list for six months or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the HR department if they become unavailable for recall. Employees who do not keep a current home address on record with the HR department will lose their recall rights.

7. Employees will be recalled according to the needs of the District, their classification and their ability to perform the job. Notice of recall will be sent by registered mail, return receipt requested, to the current home address on record with the HR department. Unless an employee responds to the recall notice within seven days following receipt of the notice or its attempted delivery, the employee’s name will be removed from the recall list and the employee will no longer have any job rights with the District.

8. Credit for seniority will continue to accumulate during any layoff of 30 days or less. Employees laid off for more than 30 days and subsequently recalled within one year from the date of layoff will be credited with the years of service accumulated at the time of layoff.

9. Employees who are laid off will not accrue vacation or sick leave during the layoff.

Employee Conduct and Work Rules

Anti-Violence Policy

Our policy is to strive to maintain a work environment free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, and use of weapons of any kind, or any other act.

“Any other act” is defined by management as management’s opinion of any other act that is inappropriate in the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated.

Employees who feel that they have been subjected to any of the behaviors listed above are requested to immediately report the incident to his/her supervisor, another member of
management, or the Human Resources. All complaints will be investigated. Based upon the results of the investigation, disciplinary action will be taken against the offender, if appropriate.

Employees who observe, or have knowledge of, any violation of this policy should immediately report it to management. The failure to bring a violation to management’s attention may result in discipline.

Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe there is a threat to the safety of others.

Likewise, if an employee is experiencing job stress and feels that violence is an option, the employee is encouraged to discuss the situation with his/her supervisor. Understand that while we are focused on customer service and quality, employees’ are our concern and we are committed to maintaining a safe workplace.

Attendance

The Taney County Regional Sewer District counts on each employee's attendance and expects regular attendance during work hours. Poor attendance and/or tardiness disrupt productivity and are a disturbance to other employees. When an employee is not at work, someone else must perform his/her job. Consequently, employees are expected to keep regular attendance. They are expected to be here on time, to begin work promptly at the beginning of their scheduled shift, and to continue until their scheduled quitting time.

When you do not meet these requirements, you will be subject to disciplinary action, which may include termination.

Absenteeism & Tardiness

Absence is any time an employee is scheduled to work and is unable to report. This does not include approved time off for vacation, holiday, death in the family, jury duty, leave of absence or District-initiated time off. Unapproved absences may not be paid.

On occasions where employees have a valid reason for an unscheduled absence, (for example: due to a personal or dependent illness, or an emergency) employees are expected to contact their supervisor either before or as close to their starting time as possible on the first day and on EACH subsequent day they are out.

When reporting an absence, employees are expected to indicate the reason and probable duration of the absence. Any employee who is on an excused absence for three (3) or more days due to illness or injury may be required to submit a written doctor's release in order to return to work and/or receive paid time off benefits “i.e. PTO/Sick Time”.
If an employee is absent without notifying his/her supervisor or another member of management for one (1) complete work shift, will be considered to have abandoned his/her job and voluntarily terminated employment.

**Tardiness**

Tardiness is any time when an employee arrives late to the office, or the work site. Accordingly, arriving late or leaving early in connection with scheduled work times, or meal periods is not allowed. Excessive tardiness is when an employee is late more than three (3) times within any thirty-day (30) period, although fewer than three absences may be excessive depending on the workload at the time of the absence. Unsatisfactory attendance, reporting late or quitting early will result in disciplinary action, up to and including discharge.

**Break Periods**

Break periods are not required by law and are part of your paid workday; therefore, if you have to work through a break period that time will be forfeited. This means that you will not be allowed to leave early or come in late for your next scheduled shift to make up for a missed break. Should you leave the District premises for greater than 20 minutes, you will be required to clock out for the time absent. Excessive breaks will be subject to disciplinary action up to and including termination of employment.

**Computers and Company Equipment**

Computers, computer files, the e-mail system, and software furnished to employees are Taney County Regional Sewer District property intended for business use. Such equipment is a privilege to have access to, any violation of this policy may subject employees and those authorized access to have this privilege suspended. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The Taney County Regional Sewer District strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Taney County Regional Sewer District prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. The Taney County Regional Sewer District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related...
documentation. Unless authorized by the software developer, the Taney County Regional Sewer District does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Taney County Regional Sewer District prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet access to global electronic information resources on the World Wide Web is a privilege. The purpose of such access is for District employees and authorized users to work more efficiently, assist employees and the public, etc. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, personal use may be permitted with prior authorization.

All Internet data that is composed, transmitted, or received, via our computer communications systems is considered to be part of the official records of the Taney County Regional Sewer District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the District. As such, the Taney County Regional Sewer District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted (i.e. this includes forwarding e-mail to other employees, friends, or any other individual/entity in or outside of the District), accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by the District in violation of law or the District policies will result in disciplinary action (including restricted use for up to 90-days), up to and including
termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization’s time and resources for personal gain
- Stealing, using or disclosing someone else’s code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization’s image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander another individual
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization’s electronic communications systems
- Sending or posting messages which disparage another organization’s products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any illegal activities

**Workplace Monitoring**

Workplace monitoring may be conducted by the Taney County Regional Sewer District to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customer’s image of the District as well as their satisfaction with our service.

Computers furnished to employees are the property of the Taney County Regional Sewer District. As such, computer usage and files may be monitored or accessed. The District may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.
Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation. Because the District is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

**Customer/Client Relations & Confidentiality**

The Taney County Regional Sewer District is a public employer. Employees are expected to maintain a professional and courteous attitude with all customers, clients and co-workers.

Taney County Regional Sewer District prohibits staff from discussing proprietary/private District information without prior authorization. District information is confidential to our company and its employees.

Discussion or relaying of business information to outside or unauthorized individuals is cause for termination. If someone questions you, please refer the request to your supervisor or member of management.

All information concerning our employees is kept strictly confidential. Any inquiries from outside parties regarding your employment will be directed to a designated manager, department or Human Resources who have authorized access to your personnel file, and will disclose only the information authorized. All correspondence will be in writing versus over the phone.

Employee’s compensation, (salary and hourly wage) is information shared between the employee and management, and should be held in the strictest of confidence. Salaries and hourly wages shall not be discussed between employees.

**Media / Public Relation’s Inquiries**

The Taney County Regional Sewer District will generally provide a response to media inquiries within the timelines of the statute within three (3) business days of a PSR (Public Service Request) receipt. PSRs are available in the District’s office or online at the District’s website.

In regards to speaking to the media directly, this will typically be performed by a designated member of management or retained counsel “Attorney”.

**Solicitation and Distribution Policy**

This policy applies to all Taney County Regional Sewer District employees as well as non-employee visitors. The Taney County Regional Sewer District limits the solicitation of our employees and distribution of non-work related materials to our employees by non-employees on our premises due to the possible interference with normal operations, reduced efficiency, annoyance to customers and staff and poses a threat to security.
Individuals not employed by the District are prohibited from entering our property and soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except pre-approved, authorized representatives of suppliers who are properly identified), or engaging in any other solicitation, distribution, or similar activity on our property.

Management may consider, on a case by case basis, allowing an isolated solicitation by employees for a charitable purpose or cause (e.g., United Way, etc.). No charitable solicitations or distributions, however, may be made without prior Management written approval.

The following are examples of restrictions that may apply. They include but are not limited to the scenarios below:

- The sale of business or commercial services to be provided by the employee, a member of the employee’s family, or a friend of the employee, is not allowed on District property.
- The solicitation of employees to make contributions, circulate or sign letters and to do other non-work activities during the working time of either the employee making the solicitation or the targeted employee is not allowed.
- Distribution of literature, brochures, materials, hats, buttons, including circulation of petitions/letters, is prohibited during working time and in work areas at all times.
- The sale of merchandise by employees for commercial profit is not allowed on our property. This does not prohibit the sale of items for charitable purposes during non-work hours, so long as it occurs in non-work areas.

This policy does not prohibit one employee from asking another employee to donate money on behalf of a fellow employee or the employee’s family member for an isolated occasion (e.g., flowers upon a death, wedding, or shower gift, etc.).

The District utilizes various systems to communicate District information to employees and to disseminate or post notices required by law. These communication systems (which include but are not limited to bulletin boards, electronic mail, voice mail, facsimile machines, and personal computers, newsletters, etc.) are for business use only.

Except as otherwise permitted by our written policies, they may not be used for solicitation or distribution of materials that are not related to work. If employees are receiving materials through our communication systems, whether through e-mail, faxes, or otherwise, they should notify Management to seek assistance in ending the non-work related solicitations.

**General Provisions**

**Use of Social Media**

The Taney County Regional Sewer District takes no position on your decision to start or maintain a blog, text, or social media account. However, it is the right and duty of the Taney

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County Regional Sewer District to protect itself from unauthorized disclosure of information. The District’s policy on such material includes rules and guidelines for company-authorized social media and personal communication and applies to all employees including, but not limited to department heads, representatives of the District, and all employees.

Unless specifically authorized by the District to do so as part of employee’s position, employees are not permitted to use social media or technology on the Internet, phone or other communication devices that conflict with an employee’s work. Social media or other forms of technology includes, but are not limited to, video or wiki postings, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the Taney County Regional Sewer District.

The personal use of social media must not interfere with an employee’s work.

District approval is required for authors who use social media to create public messages for the District. Any messages that might act as the “voice” or position of the District must be approved by the District.

Any identification of the author, including usernames, pictures/logos, or “profile” web pages, should not use logos, trademarks, or other intellectual property of the District, without approval of the District.

If he or she is not providing an official message from the District, an employee who comments on any aspect of the District’s business must include a disclaimer in his or her “profile” or “bio” that the views are his or her own and not those of the District. Message should not disclose any confidential or proprietary information of the District. Written messages are, or can become, public.

Employees are expected to protect the privacy of the District, its employees, and customers and are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to customer information, trade secrets, financial information and strategic business plans. Any violation of the policy will be subject to disciplinary action up to and including termination.

**Disciplinary Procedures**

To ensure orderly operations, the best possible work environment, and the highest standard of customer care and services, the Taney County Regional Sewer District expects its employees to maintain certain standards of conduct.

Employees are expected to use their best efforts while at work, and to comply with the policies set forth in this manual and with all other policies, procedures, rules, and guidelines prescribed by the Taney County Regional Sewer District. Employees are expected to treat everyone with whom they come into contact while at work with courtesy and respect and to treat all District property with respect.
Therefore, disciplinary actions are determined by an employee’s supervisor and monitored by management to prevent abuse. Discipline is based on severity of violation. Employees who fail to maintain the required standards of conduct will be subject to discipline. The Taney County Regional Sewer District uses a progressive discipline policy that is designed to encourage growth and improvement, although the severity of an offense may result in suspension or dismissal without any prior warning. Where progressive discipline is utilized, the disciplinary steps generally are: verbal counseling, written notice, demotion, suspension, or final written warning, and termination. In addition, progressive discipline can be accelerated at any state, depending on the circumstances of the violation or misconduct, and the employee can be terminated from employment at any time.

Employees may be suspended, with or without pay, or transferred, pending investigation of an alleged offense. If an employee receives more than one written notice and/or suspension during employment regardless of the amount of time that lapses between each, the employee may be subject to termination.

**Discharge**

The Taney County Regional Sewer District may skip any and all steps of the disciplinary process as mentioned above at its discretion. This type of discharge is due to the infraction/misconduct being so severe that one incident of “misconduct” will result in immediate dismissal without prior use of progressive discipline.

Factors that may affect discipline include, but are not limited to, the nature and severity of the offense, whether customer relations is compromised, whether the offense is a violation of the law or subject to the Taney County Regional Sewer District liability, whether the conduct was intentional or negligent, the number of prior infractions, and the current employee status with the District. Outside of misconduct, employees may be disciplined up to and including discharged for any of the following infractions (including, but not limited to):

- Any dishonest act; including entering false information on the employment application or other personnel records
- Refusal to perform the work as directed
- Interfering with another employee's efforts to meet District work standards
- Willful or negligent destruction of District property, customer property, or property belonging to others in the company
- Sleeping during work time
- Falsifying time-cards
- Reporting for work or working under the influence of, or having detectable levels of, alcohol or drugs
- Possession of or selling of drugs, or other intoxicating substance while working for the District
- Striking, fighting or attempting to strike or otherwise injure another employee, vendor, or customer
- Rude, insolent or threatening conduct towards a customer or another employee
• Absenteeism and tardiness abuse
• Theft, willful destruction, inappropriate removal, or unauthorized possession of District property or the property of fellow employees
• Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
• Failure to adhere to safety rules and regulations
• Any threats of violence, terrorism, or abusive behavior and language in the workplace
• Intentional cover-up or misrepresentation of information that could result in litigation and/or monetary loss to the Taney County Regional Sewer District
• Sexual harassment or other unlawful or unwelcome harassment
• Relay of confidential information or technology to outside sources without the express written authorization of management
• Unauthorized disclosure of business "secrets" or confidential information
• Violation of the District’s prohibitions against discrimination and harassment
• Failure to follow traffic regulations while operating a District vehicle, or while operating a private vehicle on District business

Ethics Policy / Reporting Compliance Concerns

The Taney County Regional Sewer District will comply with all applicable laws and regulations and expects its officials, managers, and employees to conduct business in accordance with the letter and spirit of relevant laws and refrain from dishonest or unethical conduct. Employees shall, during both working and nonworking hours, act in a manner which will inspire public trust in their integrity, impartiality and devotion to the best interests of the District, its customers and citizens.

To ensure ethical and impartial business, it is prohibited for Taney County Regional Sewer District employees to:

1. Offer, accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence or the recipient would be influenced by such conduct in the discharge of public duties. The value of a gift must be $50 or less cumulatively within a year. All acceptances must be documented on the Ethical Conduct Disclosure Form within two (2) weeks of receiving the gift. This form should be completed and submitted to Human Resources. Such items to be submitted on the form include, but are not limited to, lunches, gifts, trips, etc. paid for by vendors, contractors, outside agencies currently doing business or proposing to perform business with the District.

2. Use their official position, uniform or badge to secure special advantage in business, personal gain or other benefit derived from such relationship.

3. Use any District-owned facility, building, equipment, materials or vehicle for their personal use or benefit, or for the personal use or benefit of any other individual. No employee shall have unauthorized possession of company property.
4. Invest or hold a financial interest, directly or indirectly, in any business entity, transaction or business endeavor that would create a conflict between the District employee’s duty to uphold the public trust and the individual’s private interest.

In general, the use of good judgment, based on high ethical principles, will be the guide with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter must be disclosed to the Human Resource department. The Human Resource Department will then determine the degree of any real or apparent conflict of interest.

**ANY** employee who becomes aware of a violation of the Ethics Policy must report the violation to Human Resources. Any employee who has a question regarding whether conduct violates a standard in the Ethics Policy should contact Human Resources.

**Workspace (i.e. Desks, File Cabinets, Computers, etc.) Ethics Policy**

Taney County Regional Sewer District employees are expected to act ethically and with respect of other employee’s work areas (i.e. desk, calendar, file cabinet, etc.). Therefore, all personnel shall, during working and nonworking hours, act in a manner which will project common courtesy by not gaining access to another co-worker’s desk, file cabinet, calendar, computer, etc. without permission of the employee. Failure to adhere to this policy may result in disciplinary action up to and including termination of employment.

**Problem Resolution Policy**

The Taney County Regional Sewer District is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response.

The Taney County Regional Sewer District strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint in good faith with the Taney County Regional Sewer District in a reasonable, business-like manner or for using the problem resolution procedure. If a situation occurs when employees believe that a condition of employment, misinterpretation of policy, or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. An employee may discontinue the procedure at any step.

1. The employee presents the problem to his or her immediate supervisor within 10 calendar days after it occurs. If the supervisor is unavailable to address the problem or if the employee believes it would be inappropriate to contact the immediate supervisor, the
employee may present the problem to Human Resources or to any other member of management including the Board Chairman.

2. The supervisor responds to the problem during discussion or within 10 calendar days. Consulting with appropriate management may be necessary. The supervisor must document the discussion.

3. The employee presents the problem to Human Resources within 10 calendar days, if the problem is unresolved.

4. Human Resources or designated member of management will counsel and advise the employee, employee’s manager and assist in documenting the problem in writing.

The above procedure should not be construed, however, as preventing, limiting, or delaying the District from taking disciplinary action against any individual, up to and including termination in circumstances where the District deems disciplinary action appropriate.

Harassment

All employees of the Taney County Regional Sewer District have a right to work in an environment free from harassment based on race, color, sex, religion, national origin, age disability, pregnancy, military status (including veterans) and any other characteristic protected by law. Employees who report harassment claims shall be free of ANY type of retaliation for making a complaint of discrimination or participating in an investigation or complaint proceedings.

Therefore, the Taney County Regional Sewer District is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment.

The above includes any form of sexual harassment that is defined as:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- Submission to such conduct is stated either explicitly or implicitly as a condition of an individual’s employment or career advancement.
- Submission to or rejection of such conduct is used as a basis for employment or promotional decisions affecting an individual or;
- Such conduct has the purpose of or effect of unreasonably interfering with work performance or creating an otherwise offensive working environment.

Sexual harassment may include dirty jokes, inquiries into personal matters, touching, persistent advances, mental or physical intimidation, and explicit sexual contact. Harassment based on membership in a protected class includes:

- Name calling or derogatory comments based upon a person’s status as a member of a
protected class.

- Displaying posters or cartoons which demean or offend a particular protected class.
- Explicitly racist remarks or threatening, abusive or assaultive behavior directed against someone because of his/her protected class.

The Taney County Regional Sewer District will not tolerate harassment. Engaging in any act of harassment may result in discipline up to and including termination. Furthermore, anyone who engages in conduct which is found to constitute harassment in violation of this policy may be held personally liable for any damages, including attorneys’ fees and costs, suffered or incurred by the District as a result of such activities.

**Reporting Claims of Harassment**

If you believe that you or some other employee of the Taney County Regional Sewer District is a victim of illegal harassment, you should discuss the questionable activities with Human Resources. All Claims of harassment will be referred to outside counsel. This includes managers, employees, officials, vendors, etc.

All reports of harassment will be kept in confidence, except as is necessary to investigate the complaint, to take appropriate corrective action, or to respond to any legal and/or administrative proceedings arising out of or relating to the harassment report. All concerns will be addressed as promptly as feasible either by investigation or other means appropriate under the circumstances.

The resolution of a complaint and any disciplinary action to be taken up to and including termination of employment will be determined from the facts and circumstances and on a case-by-case basis.

If a party to a complaint does not agree with its resolution, he/she may file written comments with the person responsible for handling and resolving the complaint. Retaliating against an employee for making a report of harassment is prohibited.

**Personal Relationships Policy**

An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for or supervise the employee with whom he/she is involved. *Personal relationship* is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

The Taney County Regional Sewer District reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level (higher or lower) in the same line of authority that may affect employment decisions. Supervisors are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.
When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

If such personal relationship is established after employment, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to Human Resources. When a conflict or a potential for conflict arises because of the relationship affecting employment, the individuals concerned will be given the opportunity to decide who is to be transferred to another position or terminated if no position is available. If the decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

**Personal Business/Personal Telephone Calls**

We recognize that employees must sometimes place or receive personal calls on District telephones. However, the District Communication system (i.e. telephone, cell phone, e-mail, internet, etc.) are intended primarily to serve the needs of the business; it is essential that employees limit personal business to emergencies or essential personal business and keep them as brief as possible.

When an employee is scheduled to work, he/she is requested to devote the hours to the District. Should an employee need additional time off, it will need to be approved prior to the time off. Abuse of this policy will subject employees to disciplinary action up to and including termination.

**Cellular Telephones**

District owned cellular phones are provided to certain employees as an essential tool to perform their job duties. The Taney County Regional Sewer District owns the equipment and pays for the airtime for these employees. Any employee who uses the District issued phone EXCESSIVELY for personal business, unauthorized toll calls, excessive directory assistance calls or exceeds the limit of minutes during a billing period shall be subject to paying the unauthorized charges. Upon termination, for whatever reason, employees must immediately turn in their phone. If failure to turn in and/or cease use of the cellular phone they will be subject to all charges incurred for airtime and for the cost of the phone.

**Substance Abuse Policy**

The Taney County Regional Sewer District is committed to a concerted effort to maintain a drug-free and alcohol-free work environment. The use, influence, sale, or possession of an illegal drug, alcohol, or controlled substance while on District property, operating District equipment, or while performing District business is cause for immediate termination. Employees must inform their supervisor within five (5) calendar days if they are charged with or convicted of a drug or alcohol related offense.
Prescriptions are to be carried and used only by the individual for whom they are prescribed. Such drugs must be used only in the manner, combination, and quantity prescribed. Failure to adhere to these policies may result in immediate termination.

**Drug Testing/Job Related Accidents and Injuries**

The District reserves the right to request any employee randomly, or based upon suspicion, or who is involved in a job related accident, to consent to an alcohol and drug test. The post-accident drug test may be required whether or not there was property damage, or whether the accident requires an employee to obtain professional medical treatment. Employees who test positive will be subject to disciplinary action up to and including termination. Employees and their property are subject to search while on District property. Submission to this request is condition of employment.

**Smoking and Tobacco**

In consideration of our employees’ health and for the safety of our work environment, the Taney County Regional Sewer District prohibits the use of smoking, tobacco chewing, or dipping (of any product) outside of designated areas (including District vehicles). We ask employees to be considerate when dealing with customers and not to smoke, chew tobacco, or dip in their presence as this might offend our nonsmoking customers. This policy applies equally to all employees, clients and visitors. Employees who smoke will not be allowed more work breaks or longer work breaks than nonsmoking employees.

**Benefits**

**Bereavement Leave**

In the event of a death in the immediate family of a full-time regular employee who has completed their 90-day orientation period, he or she will be allowed up to three (3) consecutive days paid leave. "Immediate family" includes spouse, parent, child, sibling, grandchild, grandparent, current mother/father-in-law, current sister/brother-in-law, or legal guardian. An employee who is requesting bereavement leave is required to discuss with his/her supervisor; the amount of time off he/she will actually need and date of expected return. An employee may use his/her accrued personal time to attend the funeral of an individual that is not included in the list above.

**Continuation of Coverage (COBRA)**

Under section 376.428 of Missouri Consolidated Omnibus Budget Reconciliation, better known as COBRA, if an employee terminates employment with Taney County Sewer District, the employee is entitled to continue participating in the company’s group health plan (not to necessarily include dental, vision, or prescription care) up to nine (9) months. COBRA coverage
is not extended to employees terminated for gross misconduct. Former employees selecting continuation of benefits under COBRA, must pay the total applicable premium plus a 2% administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or become eligible for Medicare. For detailed information or questions on COBRA, employees are requested to check with Human Resources.

**Holiday Time**

All regular full-time and eligible part-time employees will be paid for observed holidays. Part-time employees without benefits, temporary and contract employees are not eligible for holiday pay. Full-time employees will be paid for up to eight (8) hours at their normal rate of pay. Part-time employees receiving benefits will receive pro-rated pay based on their average hours worked per week divided by five (5) workdays. Holiday pay will not be paid for employees who have an unapproved absence the day before or after the holiday (i.e. calling-in sick, etc.). The following are the holidays in which the District will observe:

1. New Year’s Day (January 1)
2. Memorial Day (last Monday in May)
3. Independence Day (July 4)
4. Labor Day (first Monday in September)
5. Thanksgiving Day (fourth Thursday in November)
6. Friday after Thanksgiving Day
7. Christmas Eve (December 24)
8. Christmas Day (December 25)

A recognized holiday that falls on Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.

**General Conditions**

When a recognized holiday falls during an eligible employee’s paid absence (vacation, sick leave), holiday pay will be provided instead of the paid time off benefit.

**Example:** July 4 falls during your paid vacation leave. You will be paid 8 hours holiday pay for that day, and you will not have used those eight hours of vacation (you will have it to use later).

**Jury Duty**

It is the policy of the District to enable its employees to fulfill their civic obligations. If an employee is called upon to serve on jury duty, the employee is requested to notify his/her supervisor immediately and present their jury duty summons. Full time employees will be paid their full regular salary (normal work schedule) for time spent on jury duty for the maximum duration of one week. Employees are expected to spend time away from the office only as absolutely required.
In addition, an employee who is required by law to appear in court as a witness may take time off for such purpose provided he/she gives reasonable advance notice and copies of the subpoena or jury summons.

A record from the court documenting actual time spent for the jury duty must be provided upon return to work and submitted with the employee’s time sheet in order for payroll to process the leave.

An employee may keep any jury duty pay. Any time off above one week will be considered “Leave of Absence” and subject to the same policies. Employees are eligible for paid jury leave, after completion of the orientation period of 90-days continuous employment.

**Paid Time Off (PTO)**

The District believes that its employees are the key to what makes this a great place to work. While work makes up a large portion of an employee's life, we believe that a balance between work and play is essential in maintaining quality performance and a fun atmosphere in which we work. To help foster this idea, the District has designed a vacation, sick and personal time off policy that incorporates all policies into one, a Paid Time off Plan (PTO). Employees are responsible for managing their own PTO account to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies or other needs that require time off from work. This plan will be applicable to employees who are eligible for time off accrual.

*Note: Up to 40 hours of accrued PTO that is not used during the calendar year, can be transferred to the following year to be used as normal PTO. All remaining PTO will be transferred to an Extended Illness Benefit (EIB)*

*Full-time regular employees who begin employment with the District will begin accruing their PTO based upon hours worked.*

**PTO Accrual Schedule**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual PTO “Maximum” Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year of employment</td>
<td>104 hours (13 days) {4 hrs. per pay period}</td>
</tr>
<tr>
<td>5 years of employment</td>
<td>120 hours (15 days) {4 hrs. 37m per period}</td>
</tr>
<tr>
<td>10 years of employment</td>
<td>160 hours (20 days) {6 hr 9m per period}</td>
</tr>
<tr>
<td>15 years of employment</td>
<td>200 hours (25 days) {7 hr 42m per period}</td>
</tr>
</tbody>
</table>

**Regular Part-Time** “less than 24 hours per week” are not eligible for receiving PTO.
Requesting PTO

The following is a detailed description of the PTO Request and Approval process. All requests shall be submitted in writing to your immediate supervisor. The request will then be reviewed, approved or denied by your supervisor and you will be notified of the approval or denial.

1. **Scheduled “Long-term” PTO** (i.e. vacations, Leave of Absence, etc.) A minimum of 90-days written request is required.

2. **Scheduled “Short-term” PTO** (i.e. appointments, personal events, etc.) (2) two weeks written request.

3. **Unplanned PTO** (i.e. personnel or family illness, emergency, etc.) A minimum of 1 1/2 to 2 hours notification is expected for any unplanned absence prior to your scheduled arrival time. In addition, a written statement of absence should be submitted to your supervisor upon your return.

Extended Illness Benefit (EIB)

Extended Illness Benefit (EIB) is available to regular full-time employees who have completed one year of consecutive employment. EIB is the carryover of unused PTO hours in a year. The maximum accrual for EIB is 240 hours (30-days) with a maximum carry over of 40 hours per year.

EIB may be used for an employee’s own illness or injuries. There is a minimum waiting period of three (3) days before EIB can be accessed. If an employee returns to work and has a relapse within three (3) days after returning, then the waiting period is waved. A reoccurrence after three (3) days will require a new waiting period.

*Note: EIB hours are not paid on termination.*

PTO Payout Upon Voluntary Termination

Upon an employee voluntarily terminating their employment with the District (i.e. retirement, resignation, etc.) they will receive the balance of their accrued PTO at that particular time of voluntary termination. Employees who are involuntarily terminated for misconduct may forfeit their accrued PTO.
Leave of Absence

Unpaid Leave of Absence

Occasionally, for medical, personal, or other reasons, an employee may need to be temporarily released from the duties of their job with the District, but may not wish to submit a resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence. Employees will be required to use accrued paid leave (PTO and/or EIB) prior to any unpaid leave.

Family/Medical Leave of Absence

Family Medical Leave: Employees will be required to use accrued paid leave (EIB first, then PTO) prior to any unpaid leave.

The Taney County Regional Sewer District complies with the provisions of the Federal Medical Leave Act of 1993 to provide up to twelve (12) weeks of unpaid medical leave, on a “rolling” twelve (12) month period measured backward from the date an employee uses any FMLA leave, for the following reasons:

1. The employee has a serious health condition that renders the employee incapable of performing the functions of his or her job for three (3) or more consecutive workdays;

2. The birth of the employee’s child;

3. The adoption of a child by the employee or the foster care placement with the employee;

4. The employee is required to care for a spouse, child, or parent with a serious health condition. The employee’s child must be either under the age of 18, or over 18 and incapable of self-care because of a mental or physical disability.

Employee Eligibility and Request for Leave

Employees who have been employed with the Taney County Regional Sewer District for twelve (12) months prior to the commencement of the leave and have worked 1,250 hours or more during the prior twelve (12) months are eligible for Family and Medical Leave (FML). Once approved, employees requesting leave are allowed to be paid for this leave using first accrued PTO, then EIB. The remainder of the FMLA leave period will be leave without pay.

Employees requesting FML must complete the “REQUEST FOR LEAVE OF ABSENCE application, which can be obtained from the office, and return it to the Administrator for approval at least fifteen (15) days prior to the leave being taken, unless the reason for the leave is an unforeseeable, emergency situation. When the leave is unforeseeable and medically unplanned, the employee must give notice to his or her immediate supervisor as soon as the necessity for the leave arises and make a reasonable effort to schedule the leave to minimize
disruption of the work unit’s operations. Employees requesting leave for the birth or placement of a child must use the leave within twelve (12) months from the date of the birth or placement.

It is the responsibility of the employee to completely and accurately fill out the REQUEST FOR LEAVE OF ABSENCE form and secure the required physician’s medical certification from the appropriate health care provider before the application is submitted.

Employees requesting leave to care for a spouse, child, or parent must have a medical certification completed by their physician prior to taking the leave. This certification must state that the employee is needed to assist in the patient’s care and give an estimate of the amount of time the employee will be needed.

The conditions listed below are all typical reasons for leave of absence:

1. “Serious Health Condition” is defined as an illness, injury, impairment, or physical or mental condition that involves one of the following:
   a. **Hospital Care**
      Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
   b. **Absence Plus Treatment**
      A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment period of incapacity relating to the same condition), that also involves:
      • Treatment two (2) or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or referral by, a health care provider; or
      • Treatment by a health care provider on at least one (1) occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.

2. **Pregnancy**
   Any period of incapacity due to pregnancy or prenatal care.

3. **Chronic Conditions Requiring Treatments**
   A chronic condition which:
   • Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider.
   • Continues over an extended period of time (including recurring episodes of a single underlying condition); and
   • May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
4. Permanent/Long-term Conditions Requiring Supervision
   A period of incapacity, which is permanent or long-term due to a condition for which
treatment may not be effective. The employee or family member must be under the
continuing supervision of, but need not be receiving active treatment by, a health care
provider (e.g. Alzheimer’s disease, severe stroke, and late stages of a terminal disease).

5. Multiple Treatments (Non-Chronic Conditions)
   Any period of absence to receive multiple treatments (including any period of recovery
there) by a health care provider, or by a provider of health care services under orders of
or on referral by a health care provider, either for restorative surgery after an accident or
other injury, or for a condition that would likely result in a period of incapacity of more
than three (3) consecutive calendar days in the absence of medical intervention or
treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical
therapy), and kidney disease (dialysis).

Benefits, Seniority, and Restoration to Employment

During an employee’s use of FML. Employees will retain their health plan coverage under the
same conditions that applied before the leave. The District will continue its contribution at the
same rate and level. It is the employee’s responsibility to pay his/her shares in a timely and
prompt fashion. Failure of an employee to pay his/her portion of the health insurance premium
may result in loss of coverage. When in a leave without pay status, employees are not entitled to
the accrual of any seniority or employment benefits that may have accrued. An employee who
takes FML will not lose any seniority or employment benefits that accrued before leave without
pay began.

An employee must submit a “released and returned to full and regular duties” certification
statement from the appropriate health care provider at least five (5) working days before
returning to work from FML. Employees returning to their full and regular duties will be
restored to their old position or to a position with equivalent pay, benefits, and other terms and
conditions of employment. The District will make an effort to return employees to their original
jobs, when possible and practical, however the District does not guarantee that an employee will
be returned to his or her original job/position. The District will make a determination as to
whether an equivalent position is available, once the employee notifies the District of his/her
intent to return.

Failure to Return From FML

The failure of an employee to return to work upon the expiration of a family or medical leave of
absence may subject the employee to termination unless an extension is granted. An employee
who request an extension of FML due to the continuation, recurrence, or onset of the employee’s
own health condition, his/her spouse, child, parent must submit a request for an extension in
writing along with another physician’s medical certification indicating the continuing health
condition. This written request should be made as soon as the employee realizes that he/she will
not be able to return at the expiration of the leave period. If an employee fails to return to work
after the expiration of the FML due to any reason other than the continued presence of a serious health condition or circumstances beyond the employee’s control, the employee will be required to reimburse the District for payment of all health insurance premiums made by the District during the family or medical leave.

**Military Leave**

The Taney County Regional Sewer District complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Therefore, military leave of absence will be granted to employees who are absent from work due to service in the United States uniformed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive the difference between their normal base compensation and the pay received while on military duty up to two (2) weeks, and upon presentation of the satisfactory military pay verification documentation.

For military leaves in excess of two (2) weeks, employees may use their accumulated personal/sick and/or vacation time for their military leaves of absence. If accumulated time is unavailable, the leave will be unpaid.

Subject to certain restrictions permitted by USERRA and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, continuation of health insurance benefits is available to employees on military leave of absences. Vacation and holiday benefits will be suspended during a military leave of absence.

Employees on “active” military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave “not to exceed five (5) years” must apply for reinstatement in accordance with USERRA and all applicable state laws.

In addition, subject to certain exceptions permitted by USERRA, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or in the position which the employee was employed on the date of commencement of the service, or in a comparable position, depending upon the length of military service and other factors allowed under USERRA. Such employees will be treated as though they were continuously employed for purposes of determining seniority and benefits based upon length of service.

**Unemployment Insurance**

Unemployment compensation is for the benefit of persons who become unemployed through no fault of their own and provides economic security for displaced employees in the event of layoff becomes necessary due to the lack of work. As a legitimate employer, Unemployment Insurance Tax is paid as directed by Federal and State laws.
Voting

The Taney County Regional Sewer District believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections. All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three (3) hours, during the work day to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

Worker’s Compensation Insurance

All employees are covered by workers’ compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor and Human Resources so that the necessary paperwork may be completed.

Safety

Work-Related Accidents

The District is vitally interested in your safety. We expect all employees to work safely at all times and to comply with all safety rules. Employees must report all accidents or injuries immediately (the same day) to the appropriate supervisor or Human Resources. Employees should report any dangerous work practices immediately to the appropriate supervisor within the same day of occurrence. Employees should also report any defects or problems with District equipment immediately to the appropriate supervisor.

Note: An employee may not be disciplined or terminated for reporting a work-related injury/illness. However, failing to report may result in disciplinary action and/or reduction in entitlement to workers’ compensation benefits.

To maximize safety in the office or work site areas, employees should keep all work areas neat, clean and orderly. For safety concerns, radios must be kept at a volume level, which can be heard by the individual only.
If an incident occurs, report the injury or illness to management and complete an Employee Incident Report.

If medical care is required, go to the designated emergency room or medical facility designated by Taney County Regional Sewer District.

Note: Post Accident Drug Screens are performed upon incurring a work-related accident, injury or illness. It will be the responsibility of the employee to report ALL work related
accidents/illness to his/her supervisor who will in turn collect all the information and submit to Human Resources.

Failure to report such an infraction may result in employee disciplinary action, including termination in addition to loss of certain benefits such as Workers’ Compensation.

Non-Work Related Accidents

Employees, who are involved in a non-work related accident and are required to take time off from work, must notify their supervisor immediately following the treatment of injuries sustained from the accident. A written disability note, and release to return to work note must be obtained from the attending physician and provided to the employee’s supervisor prior to returning to work. If a doctor's release is not provided, the employee will not be allowed to return to work.

Illness/Hospitalization

In order for the District to prevent employees from taking time off of work under a false pretense of an illness or injury, any employee missing three (3) days or more of work due to illness or injury may be required to provide a written doctors release before returning to work. Without a written release, the employee may not be allowed to return to work.

Should an employee need to be hospitalized, we ask that the employee inform his/her direct supervisor or if unavailable another member of management as to the length of estimated stay in the hospital and/or period of required recuperation from the illness. (A verbal statement will be permitted as long as the written physician statement is provided upon return to work).

Temporary Transitional Duty Policy

Any employee, who sustains a work related injury, may be required to return to work in temporary transitional duty under the direction of our District physician. The District’s physician will determine the employee’s physical restrictions that result from a work related injury and notify the designated District’s personnel of those physical restrictions.

The District will meet the needs of those physical restrictions and place the employee in a temporary position that is within the physical restrictions set by the physician. This temporary position may be outside the employee’s regular duties and may also include work donated to charitable organizations.

The temporary position may also be at a lower wage than the employee’s regular wage. If the transitional duty wage is lower than the employee’s regular wage, the employee will then be eligible for Temporary Partial Disability (TPD) benefits from workers’ compensation insurance.

An employee who refuses to return to a transitional duty position will not be entitle to any lost wages. All positions and job duties in the District’s transitional duty program are temporary in
nature and may be changed or terminated at the District’s discretion. These positions are not permanent accommodations as defined by the Americans with Disabilities Act.

If you have any questions or need further explanation of this policy you should consult your supervisor or call the Missouri Division of Workers’ Compensation at 1-800-775-2667. This toll-free number will connect you with an Information Specialist provided by the Missouri Division of Workers’ compensation.

Driver Record/ Safety

The purpose of this policy is to ensure the safety of those individuals who drive District vehicles and to provide guidance on the proper use of District vehicles. Vehicle accidents are costly to the District, but more importantly, they may result in injury to you or others.

It is the driver’s responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the District endorses all applicable state motor vehicle regulations relating to driver responsibility.

Employees who drive on the job must maintain a driving record satisfactory to both the District and our insurance carrier.

In addition, employees must obey the driving laws of the state in which they are traveling in. Driving records are checked prior to hiring for those employees assigned or required to drive while on District business. At any point in your subsequent employment if you lose points on your license for violations, you can be discharged.

The Taney County Regional Sewer District or our insurance carrier may request an employee’s driving record from the State Bureau of Motor Vehicles at any time. District vehicles may only be used for District business, not for personal use.

Criteria that may indicate an unacceptable record includes, but is not limited to:

1. Three (3) or more moving violations in a year.

2. Three (3) or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc.

   Note: Contributing factors, such as weather or mechanical problems, will be taken into consideration.

3. Any combination of accidents and/or moving violations. Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed satisfactory by management.

Any employee who has a driver’s license revoked or suspended shall immediately notify their manager and/or human resources, and immediately discontinue operation of the District
vehicle. Failure to do so may result in disciplinary action, including termination of employment. All accidents in District vehicles, regardless of severity, must be reported to the police and to management. Accidents are to be reported immediately (from the scene, during the same day, or as soon as possible if immediate or same day reporting is not possible).

District vehicles are for District use only, unless prior management approval has been given to take home on occasion, such as when “on-call.” Any accidents or damage to a District vehicle (for personal use) will be at the expense of the employee.

Accidents in personal vehicles while on District business must follow these same accident procedures. Accidents involving the employee’s personal injury must be reported to management for Worker’s Compensation purposes.

Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment. Motor Vehicle Records will be obtained on all employees who drive for District business and during business hours prior to employment and no less than every year.

A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy by management, will result in a loss of the privilege of driving a District vehicle.

**District business** is defined as driving at the direction, or for the benefit, of the District. It does not include normal commuting to and from work.

**Driver Safety Rules**

1. The use of a District vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) also including the use of tobacco products is forbidden and is sufficient cause for discipline, up to and including termination of employment.

2. Cell phone use is prohibited while driving. Employees need to be aware that their use of a cell phone while driving is creating a distraction from safe driving; therefore it is required to pull off the road to accept a call and finish a conversation.

3. No driver shall operate a District vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.

4. All drivers and passengers operating or riding in a District vehicle **must** wear seat belts.

5. No unauthorized personnel are permitted to ride in District vehicles.

6. Drivers are responsible for the security of District vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
7. Head lights shall be used two (2) hours before sunset and until two (2) hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.

8. All State and Local laws must be obeyed.

**Right to Know**

As an employee, you have the right to know about any hazardous substances you might use or encounter on the job. We maintain Material Safety Data Sheets (MSDS), which can be found in each facility for each potentially hazardous chemical used in our workplace. Should you be unable to locate the MSDS for a particular substance, please contact your supervisor or the safety officer for further information.

**Security**

It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified by the Taney County Regional Sewer District for use in a particular area or with a customer/client.

Although most safety regulations are consistent throughout each department and program, it is the responsibility of the employee to identify and familiarize himself with the Emergency Plan for his working area.

Each facility shall have posted an Emergency Plan detailing procedures in dealing with emergencies such as (Fire, Weather, Medical emergency, etc.).

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. For safety reasons, unofficial visitors are not permitted at District job sites at any time.

Failure to follow Taney County Regional Sewer District safety and health guidelines or conduct which places the employee, volunteer, customer/client or agency property at risk can lead to employee disciplinary action up to and including termination.

**Wage and Salary**

The Taney County Regional Sewer District maintains a progressive wage and salary plan to attract, retain and motivate competent employees. The Taney County Regional Sewer District compensates employees based on:

- Relative value of their jobs within the company
• The level of individual performance
• To sustain competitiveness within the market

Deductions

Certain deductions required by law will be made from each employee's wage. These include:

• Federal/State Income Taxes
• Social Security & Medicare Taxes (FICA)
• Any other required deductions mandated by federal and state laws
• Optional Disability Insurance (Voluntary deduction)
• Dependent Medical / Dental Insurance (Voluntary deduction)

The amount withheld will vary according to how much an employee earns, his/her marital status, and the number of exemptions claimed.

Employment Categories

In order to determine eligibility for various benefits, the following categories have been established:

1. **Orientation Employee**
   
   Each newly hired employee begins on a trial basis as called “Orientation Period.” The Orientation Period is for a period of 90-days for the purpose of assessing the newly hired employee’s ability to perform assigned tasks. Such employment may be terminated at any time and for any reasons during the 90-day period if the employee or the District deems such action appropriate. In addition, the Administrator may extend the orientation period if deemed necessary due to poor performance, attendance, or conduct.

2. **Regular Employee**
   
   Employees who successfully complete their orientation period are called "regular" employees. Such employees are hired for an indefinite and unspecified duration. At the mutual consent of the employee and the company, employment can be terminated "at will" by the employee or the District.

3. **Non-Exempt Employee (hourly)**
   
   Non-exempt employees include all employees who are covered by the overtime provision of the Federal Fair Labor Standards Act (FLSA) or any applicable state law. Employees in this category are entitled to overtime pay for work in excess of 40 hours in a workweek. Travel time to and from the work is not considered work time except as noted.

4. **Exempt Employees (Salaried)**
   
   This category includes all employees who are classified by the company as exempt, from the overtime provisions of the Federal Fair Labor Standards Act (FLSA) and any
applicable state laws. Such employees include employees who qualify as exempt, executives, administrative, professional employees, outside salespersons, or any other categories covered by the Federal Fair Labor Standards Act (FLSA).

Garnishments

The Taney County Regional Sewer District is required by law to recognize certain court orders, liens and wage garnishments. When the District receives a notice of a pending garnishment or wage assignment the employee will be notified by the Human Resources that deductions will be made from the employee’s paycheck in accordance with the garnishment notice and forwarded to the proper authorities.

Overtime

Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as exempt within the definition of state/federal wage and hour laws are exempt from overtime pay. Typically non-exempt (hourly) employees’ qualify for overtime pay. Overtime pay is calculated at 1 1/2 times the non-exempt (hourly) employee's regular rate for all hours over 40 hours in one workweek. Hours paid that are not worked such as travel time, sick days, and vacations do not count as hours for overtime purposes. An employee’s supervisor must approve all overtime, in advance.

Pay Adjustments

The District strives to maintain competitive wage scales and appropriate internal salary relationships for all employees. Your salary will be reviewed upon status change, job change, and ability to meet and exceed performance standards.

Time Keeping (Time Cards / Sheets)

Employees are required to complete a daily/weekly time sheet to record the actual hours worked. Employees are expected to be physically present at work at the assigned times depending upon their assigned duties. Employees who fail to document their daily/weekly time accurately will be subject to disciplinary action, up to and including termination.

Travel Expenses

All expenses incurred in the course of employment or while carrying out official duties (including attendance at professional conferences, training, etc.) will be reimbursed by the District. All expenses must be approved by management and expense reports must be submitted for reimbursement within 60-days of incurring.

Note: Receipts for all individual expenses must accompany reports.
Tax Exemption Letter

As a governmental body, the Taney County Regional Sewer District is exempt from paying most sales tax. When you travel, please take a copy of our “tax exemption letter” with you to present to hotels and motels. If you have made advance reservations, a copy may have already been sent, but having a copy with you is a good idea. A copy of the tax exemption letter may be obtained from Human Resources. Misuse of a tax exemption letter is a violation of law, and may subject you to personal prosecution.

Reimbursable Expenses

You are expected to keep travel expenses to a minimum, and limit expenditures to a reasonable amount. The following expenses for approved travel will be reimbursed provided that you can document them with a receipt or other appropriate documentation:

- Direct travel including air, bus, taxi, and train fares.
- Direct travel by personal vehicle at the established governmental rate per mile.
- Overnight lodging when travel extends beyond 125 miles from the District. This provision does not apply when the purpose of the travel lasts more than one day, and your supervisor approves the overnight stay.
- Meals and tips. (excluding alcoholic beverages)
- Other reasonable and related expenses.

Non-Reimbursable Expenses

- Cost incurred by a spouse or other relative accompanying an employee.
- Personal expenditures such as personal phone calls, movie rentals, valet service, laundry and cleaning, intoxicating beverages, entertainment, or side trips.

Personal Travel

A family member or friend may accompany employees on official District travel to conferences, training, etc., (not every day on the job) when the presence of a companion will not interfere with the successful completion of business objectives or increase the expense to the District.
Concluding Remarks

This manual is not intended to be definitive. Various changes in policy may take place, and additional clarifications and memoranda may be issued from time to time. Should new directives be issued, they will be distributed in writing to all employees so that employees may retain an updated copy of all policy matters affecting them and the Taney County Regional Sewer District.

As we value all of our employee’s opinions and suggestions, we encourage you to inform us with your ideas and comments. You may do this in writing or make an appointment to meet with your immediate supervisor, another member of management, or Human Resources. All suggestions will be reviewed and considered.

All forms referenced in this document may be obtained from the Human Resources department.
Acknowledgment by Employee

I understand that the employment application, the employee policy manual, or any other related material is not to be considered as a binding contract in any way between the employer and the employee. Accordingly, either I or the Taney County Regional Sewer District can terminate the relationship at any time. In addition, the Taney County Regional Sewer District reserves the right to terminate an employee “with or without cause, for lack of work, or for any other reason at any time.”

Unless provided for elsewhere, this manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the Taney County Regional Sewer District. By distributing this manual, the District expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

By signing below, I hereby state, "I have received, read/or it has been read to me, and understand” the Taney County Regional Sewer District Employee Policy Manual. I understand that it is my responsibility to comply with the policies contained in this manual and any revisions made to it.

________________________________________  ________________________
Employee Signature     Date

________________________________________
Employee Printed Name

* Page to be signed and returned to Human Resources for placement in personnel file.