

HEMPHILL COUNTY UNDERGROUND WATER CONSERVATION DISTRICT



HEMPHILL COUNTY
Underground Water Conservation District
Conserving a Texas Oasis

EMPLOYEE POLICY

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HEMPHILL COUNTY UNDERGROUND
WATER CONSERVATION DISTRICT
EMPLOYEE POLICY

INTRODUCTION

This document will acquaint you with some of the Hemphill County Underground Water Conservation District (“District”) employee policies (“policies”). Since it is impossible to anticipate every situation that may arise, this document will highlight, in general, District policies, practices, and benefits. Other District policies and practices may not appear in this document. If you are not sure about a policy of the District, have questions about any portion of this document, or need further information, please ask the General Manager.

We recognize that our needs may change from time to time and that new governmental regulations may take effect. Therefore, we reserve the right to amend, rescind, or modify any of the District policies, practices, or benefits at any time, with or without prior notice.

EMPLOYMENT AT WILL

NOTHING IN THESE POLICIES SHALL BE CONTRUED TO BE A CONTRACT, AGREEMENT, OR UNDERSTANDING BETWEEN THE DISTRICT AND ANY APPLICANT FOR EMPLOYMENT OR ANY EMPLOYEE, WHICH ALTERS THE EMPLOYMENT-AT-WILL RELATIONSHIP IN ANY WAY. THE DISTRICT SPECIFICALLY RESERVES THE RIGHTS TODISCIPLINE AND DISCHARGE EMPLOYEES AT ANY TIME, FOR ANY REASON OR NO REASON, WITHOUT REGARD TO THESE OR ANY OTHER POLICIES.

We wish to apply District policies consistently and without discrimination so that all similarly situated employees receive uniform treatment. A situation may arise which requires us to deviate from our normal operating procedure. While we attempt to minimize these situations, we must reserve the right to consider each case separately and make any appropriate exceptions we feel necessary.

This document has been created without bias toward the employee, any group of employees, or the employer. It is the District's policy that the employment relationship between the District and its employees is at will, and can be terminated with or without cause at any time, at the option of either the employee or the District. The provisions of this document or any other documents (such as benefit statements or confidentiality agreements) are not intended to create any contractual obligation that conflicts in any way with this at will policy.

If any provision of this document is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being

impaired or invalidated in any way. If any policy in this handbook conflicts with state or federal law, the law controls, and the policy or portion of the policy that conflicts with the law will be considered inapplicable to the employees, to the extent it conflicts with the law.

This document applies to all new and existing employees of the District except where otherwise stated. This document supersedes all previous District policies, practices, and benefits, both written and unwritten.

You have been provided with your own personal copy of the District Employee Policy document. As soon as possible, please take the time to read this document. This policy document requires that you provide written acknowledgment to the District stating that you have read the policy document and agree to comply with the provisions included. After that time, refer to the document whenever you have questions about District policies, practices, or benefits. These policies are effective immediately and you are expected to know and comply with them accordingly. Upon termination or resignation of employment, you may be asked to return this document to the District.

Within 5 days of the first day of employment the employee shall be provided a written copy of this document and any appendices. The employee shall sign and date the document where indicated and shall include a statement that he/she has read the document and agrees to comply with its provisions. The employee shall be provided one copy of the signed document and another copy shall be kept on file in the offices of the District.

If there is any part, article, section or subsection of this document that you as an employee of the District do not understand or have a question about in regard to meaning or implementation, you should immediately contact the General Manager for an explanation prior to signing the “NOTIFICATION OF THE “HEMPHILL COUNTY UNDERGROUND WATER CONSERVATION DISTRICT EMPLOYEE POLICY”.

DEFINITIONS

Unless the context requires otherwise, the following terms and phrases used in this document shall mean the following:

- The term “District” means the Hemphill County Underground Water Conservation District.
- The term “employer” means the Hemphill County Underground Water Conservation District
- The term “Board” means the Board of Directors of the Hemphill County Underground Water Conservation District.
- The term “official or officials” means the directors or General Manager of the District.
- The term “Director or Directors” means a person or persons elected to the Board of Directors of the District.
- The term “employee or employees” means a person or persons employed by the District. The various types of employees of the District are defined as follows:
 - “Full-time employee” is an employee who is regularly scheduled to work between thirty (30) and forty (40) hours in a workweek and may be classified as an “exempt or nonexempt” employee. Full-time status is not a guarantee of any number of work hours in any workweek. In all cases, work hours are dictated by the current prevailing business conditions and employer discretion.
 - “Exempt employee” is a full-time employee who is generally excluded from coverage under the minimum wage and overtime rules of the Fair Labor Standards Act. (Salaried Employee)
 - “Nonexempt employee” is a full-time employee who is generally covered under the minimum wage and overtime rules of the Fair Labor Standards Act. (Hourly Employee)
- “Part-time employee” is an employee who is regularly scheduled to work fewer than thirty (30) hours in a workweek. Part-time status is not a guarantee of any number of work hours in any workweek. In all cases, work hours are dictated by the current prevailing business conditions and employer discretion.
- “Temporary employee” is an employee who is hired as an interim replacement or to temporarily supplement the work force or to help complete a specific project.
- “Trainee” is a full-time employee who has not completed the specified orientation and training period.
- “Intern” is an employee who performs services for personal or professional training and benefit and is generally employed for a specific duration or until the completion of pre-

specified goals.

- The term “Manager or General Manager” means the employee of the District who is in charge of the administrative affairs of the District.
- The term “Assistant Manager” means the employee of the District appointed by the General Manager to provide assistance to the General Manager and carry out certain duties in the absence of the General Manager.
- The term “Financial Secretary” means the employee of the District working under the supervision of the Manager to maintain the financial records of the District. In the event that there is no Employee identified as the Financial Secretary, the financial requirements of this employee will be carried out by the “Administrative Assistant” and in the absence of this employee it will be the General Manager.
- The term “employer” means the Hemphill County Underground Water Conservation District

ARTICLE I CODE OF ETHICS

PURPOSE

This code of ethics is adopted for the following purposes:

- A.** To assure compliance with The Texas Water Code and other state and federal laws affecting the operations of the District,
- B.** To encourage high ethical standards of officials engaged in the operation of the District, and
- C.** To establish guidelines of conduct for those officials.

It is the goal of the District that each employee shall conduct themselves in a manner consistent with sound ethical and business practices; that the public interest shall always be considered in conducting District business; that impropriety or the appearance of impropriety shall be avoided to ensure and maintain public confidence in the District.

STANDARDS OF CONDUCT

Each District official shall comply with the Standards of Conduct as set forth below:

- A.** No employee shall accept or solicit any compensation, gift, favor, or service that might reasonably tend to influence him or her in the discharge of their official duties or that he or she knows or should know is being offered with the intent to influence his or her official conduct.
- B.** No Employee shall accept employment or engage in any business or professional activity which they might reasonably expect would require or induce him or her to disclose confidential information acquired by reason of his or her position as an employee of the District.
- C.** No Employee shall accept other employment or compensation which could reasonably be expected to impair his or her independence of judgment in the performance of their duties as an employee of the District.
- D.** No Employee shall make personal investments which could reasonably be expected to create a substantial conflict between his or her personal interest and the public interest.
- E.** No Employee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her powers or perform his or her duties in favor of one over another.

NEPOTISM

The employees of the District shall comply with Government Code Chapter 573 - Degrees of Relationship; Nepotism Prohibitions, which is set forth in Appendix 4.

USE OF DISTRICT PROPERTY

The facilities, personnel, equipment, machinery and supplies of the District shall not be used by District employees for personal gain. District employees may use the facilities, personnel, equipment, machinery and supplies of the District in connection with civic or church related activities or for personal reasons where no substantial personal or monetary gain is associated, or the same services are afforded to residents of the District. Use is subject to reimbursement or replacement of supplies used and repair or replacement of equipment damaged. Limited personal use of the District vehicles is allowed provided it is in accordance with the following:

USE OF DISTRICT VEHICLES

The District provides vehicles to certain employees for their business use while employed by the District. District vehicles are always the property of the Hemphill County Underground Water Conservation District and must be returned to the District upon termination of employment. In some cases, it is considered to be in the best interest of the District for vehicles assigned to employees to be taken home by the employees.

The following rules apply to District vehicles:

A. District vehicles in some cases may be taken home by employees at night and over the weekend and may be used for limited personal purposes. Employees must maintain a log of all personal miles driven using District vehicles.

Any employee who is provided with a District vehicle will be required to maintain the vehicle in a reasonably clean and presentable state.

B. Employees who need to use a District vehicle in a manner other than that outlined above shall request the use of and discuss the reason for use of the District vehicle with the General Manager or in the case of the General Manager, one of the Directors prior to that use.

If the request is granted, the employee shall record the number of miles used.

C. The District vehicles shall not be used if such use will result in monetary gain other than that outlined in subsection (a) and (b).

D. All employees who use a District vehicle for personal use during the year shall report, to the Manager, the total number of personal miles used for the preceding calendar year on or before January 15th of each year.

E. Only employees with good driving records will be authorized to drive District vehicles. The employer reserves the right to determine which employees are eligible for the use of District vehicles and that eligibility may be withdrawn at any time for any reason with or without

notice.

F. Motor Vehicle Department reports may be obtained each year on each employee who drives a District vehicle or uses a personal vehicle on District business. Reports showing moving violations, reckless driving, or driving under the influence may result in an immediate loss of driving privileges for that employee and possible termination of employment.

G. Moving violations incurred while driving a District vehicle will be the driver's sole responsibility. Employees with repeated violations may face revocation of District driving privileges and disciplinary action, up to and including termination of employment.

H. Non moving and parking violations incurred while driving a District vehicle may be paid by the District subject to the discretion of the General Manager or Board of Directors.

I. Should an employee's driving record cause the insurance carrier to increase the rates, the employee may be required to pay the additional insurance charges or may be subject to disciplinary action, up to and including revocation of the District vehicle privileges and possible termination of employment.

J. Employees whose business duties regularly involve driving are required to maintain good driving records. Such an employee whose insurance is dropped or whose license is suspended or revoked may face disciplinary action, up to and including termination of employment.

K. Employees must be aware and alert regarding vehicle operation and maintenance. When a District vehicle needs maintenance, the employee is required to have it done in a timely manner.

L. All repair work, including emergency repair work, must be authorized in advance by the General Manager or Assistant Manager, if possible. Receipts for repairs shall be submitted to the Financial Secretary.

M. If you are involved in an accident while on District business, you must immediately notify the General Manager or the Financial Secretary. A police report must be completed before leaving the accident site. Any fines issued to the employee in connection with the accident while on District business are the employee's sole responsibility.

USE OF PERSONAL VEHICLES FOR OFFICIAL BUSINESS

The District recognizes that there may be times when employees may need or prefer to use their personal vehicle while on official business of the District. Reimbursement for use of personal vehicles for official business shall be in accordance with Article II, Reimbursement and Compensation Policy.

If you are asked to use your personal vehicle(s) for District business, not including commuting, you are required to have a current and valid state driver's license and adequate public liability coverage.

The following rules apply to the use of personal vehicles for District business:

- A.** Drivers will log mileage accrued for traveling to and from their designated locations while on District business and must be approved by the General Manager or in the case of the General Manager, the Board of Directors.

- B.** Employees must observe and abide by all traffic laws and drive in a safe manner consistent with traffic conditions.

- C.** Moving violations incurred while driving a personal vehicle for District business will be the driver's sole responsibility.

- D.** Non moving and parking violations incurred while driving a personal vehicle for District business may be paid by the District subject to the discretion of the General Manager or Board of Directors.

- E.** If you are involved in an accident while on District business, you must immediately notify your insurance carrier and the District. A police report must be completed before leaving the accident site. Any fines issued to the employee in connection with the accident while on District business are the employee's sole responsibility.

- F.** You are not authorized to drive on any District business if so restricted due to District insurance considerations.

SMOKING POLICY

Smoking is prohibited in all offices and public areas within the main office building of the Hemphill County Water District in Canadian, Texas. Smoking is permitted outside the main office building. Smoking is not permitted in vehicles owned by the District.

**ARTICLE II
EMPLOYEE TRAVEL REIMBURSEMENT POLICY**

The District hereby establishes policies for reimbursing the employees of the District for necessary and reasonable expenses incurred while conducting business or performing official duties or assignments.

REIMBURSEMENT OF EXPENSES

The District may reimburse employees for expenses incurred while conducting business or performing official duties or assignments as follows:

- A.** Authorized expenses may include cost of meals, lodging, commercial travel, in some cases

personal automobile mileage, and other necessary and reasonable costs incurred while on official business away from home or designated headquarters.

B. Reimbursement for travel expenses are subject to approval of the Manager or in the case of the General Manager, the Board of Directors. The reimbursement request shall include a statement of the business purpose of the travel, date, time, and place, and shall be accompanied by supporting receipts and invoices as required.

C. Reimbursement of expenses shall be made to District employees only.

D. When traveling, lodging shall be reimbursed at the single room rate.

E. Meal receipts may include the meals of other parties, who are employees or Directors of the District or others associated with entities in connection with the official duties of the District.

F. The expenses of spouses, children, and/or other persons not associated with the official business of the district but traveling with the employee shall not be reimbursed.

TRANSPORTATION

Employees who use personal vehicles while on District business may be reimbursed for actual miles driven at the current rate allowed by the Internal Revenue Service. Mileage will be computed by the most direct route. Employees traveling by commercial transportation are entitled to reimbursement of the actual cost of necessary transportation for performing official business.

CALCULATIONS AND REPORTING

The District shall calculate and report the monetary value received by the employees for the use of the District vehicle for personal use and the fees of office directors receive in accordance with Internal Revenue Service Requirements.

CELL PHONES

The District provides certain Employees with cell phones for use while conducting business of the District. The cell phone is provided to the Employee in an effort to save other expenses in regard to travel and providing the other District Employees and residents of the District the ability to communicate with the Employee when they are away from the District office. The employee is allowed to use the cell phone for personal use. However; if the monthly contracted minutes are exceeded, an audit of the minutes used for personal and non personal use will be made. The Employee will be required to repay the District for the personal use of the cell phone if the excess is determined to be due to personal use of the cell phone.

INTERNET AND E-MAIL:

All business equipment and electronic and telephone communication systems are District property and are to be used for conducting District business only. The District may monitor the use of such systems to determine that the equipment is being used properly. Communication systems may also be monitored to verify that the District is serving its constituents efficiently and courteously. Certain communications may be recorded to provide a record of the location of system failures and accidents and to ensure the safe and efficient operation of the District.

- A. All business equipment, electronic and telecommunication systems, computer passwords, etc. are District property.
- B. All communications and information transmitted, stored or received over or in the District's business equipment and electronic and telecommunication systems are District property.
- C. The District business equipment and electronic and telecommunication system are to be used for District business only, except as otherwise provided by this policy.
- D. The District may monitor the use of its business equipment and electronic and telecommunication systems, including e-mail.
- E. Employees may not use passwords, access files or retrieve stored information which they are not authorized to use, access, or retrieve.
- F. Incoming and outgoing telephone calls may be monitored throughout the business day.
- G. Personal calls are not monitored except to the extent necessary to determine that a call is personal in nature.
- H. Employees who violate this policy are subject to discipline, up to and including discharge.
- I. As a condition of employment, employees will be required to sign an acknowledgement of their consent to monitoring set out in this policy.
- J. The General Manager is responsible for the administration of this policy.

ARTICLE III MANAGEMENT POLICY

PURPOSE

The District has adopted policies to ensure better use of management information, including the use of budgets in planning and controlling costs. The District has developed and approved certain programs for the employees of the District. The District provides for the management of the District in accordance with Chapter 36, Texas Water Code.

A. As provided in Chapter 36, Texas Water Code, the Board has employed a General Manager of the District. It is the responsibility of the General Manager to ensure that the programs, policies, and operations of the district are carried out as directed by the Board. All employees are responsible to the General Manager. Employees are not authorized to interpret, or explain the policies, rules, or positions of the District without authorization from the General Manager or the Board. An employee who is unsure of a policy, rule, or position of the District should consult the General Manager, Assistant Manager, or a Director before attempting to interpret or explain a policy, rule, or position of the District.

B. The General Manager has the responsibility to see that all employees have a job description document which outlines their duties and responsibilities and to see that necessary training is provided to the employees as needed to better enable them to perform their job.

C. The General Manager is the representative to and from the Board of Directors in regard to personnel matters. It is the policy of the District that any employee may make a request to appear before the Board to discuss any activity in regard to the District operations, management, or policies. The request should be in writing and presented to the General Manager 10 days prior to the scheduled meeting and the request is to be included on the agenda of the next regular or special meeting of the Board.

D. The General Manager may request an Employee(s) to be present during the Board's consideration of the particular agenda item to answer questions from the Board or further explain an issue. The presence of an employee may also be requested at a Board Meeting if the General Manager feels their assistance is needed to conduct portions of the meeting or hearing.

E. The General Manager shall obtain from the Board of Directors approval for the creation of any new position to the district. The Board will approve the job description and range of salary. The General Manager shall receive applications, conduct preliminary interviews and make the final decision regarding hiring.

E. The Board of Directors shall conduct an annual review for the General Manager to discuss performance, goals and to review compensation. All other personnel shall receive an annual performance appraisal as submitted by the General Manager on the approved Performance Appraisal form.

ARTICLE IV EMPLOYEE POLICIES

AT WILL EMPLOYMENT POLICY

It is important that you understand the terms of your employment. You and the Hemphill County Underground Water Conservation District have an employment at will relationship. The employment relationship is for an unspecified time period. Either you or the District may terminate employment at any time, with or without reason or notice. An employment contract for a specified duration may be entered into only in writing, signed by you and the General Manager and approved by the Board. While we hope that our relationship is a mutually

satisfying one, we can make no assurances, either expressed or implied, concerning the duration of your employment with us or of the reason or reasons for termination of employment.

This statement of policy contains all terms relative to termination of employment, and no representations may be made contrary to the foregoing, either expressed or implied, unless in a document signed by you and the General Manager and approved by the Board. Nothing in this document or in any other documents (such as benefits statements, performance evaluations, or any other written or verbal communications) should be construed to create an employment agreement for a specified time period.

The at will employment policy is not subject to change except by a written employment agreement, signed by the employee and the General Manager and approved by the Board.

During initial employment with the district, the first ninety day (90-day) period will be used for evaluation of the employee. The employee will be classified as a trainee during this period. After this evaluation period, employment with the District may be terminated if it is determined that the employee is not suitable for the job.

EMPLOYEE FILE POLICY

The District maintains confidential employment records for each employee. These records may include all application materials, performance and conduct records, records of attendance and punctuality, promotions, transfers, disciplinary action, warning notices, and other information relative to your employment. The Board of Directors shall review all warning notices and disciplinary action statements placed in personnel files. The District strives to protect the confidentiality of these records by storing them in a safe and secure place. Only authorized individuals will be permitted to view confidential employment records. Authorized individuals include the Manager, and management executives in the employee's direct chain of command. In the event of litigation or a federal or state investigation, we may be required to provide the contents of your employment file or payroll information to a court of law or to a governmental agency. You will be notified of any such investigation, if appropriate.

Each employee has a limited right to review his or her own employment file, at reasonable times, upon request.

To better protect the confidentiality of your file, you may review the file only in the presence of the Manager or a Director. All employment files are the District's property and will not be removed from District premises.

Each employee is responsible for reporting to the Manager any change of information which could affect payroll, personnel, emergency, or benefit information, including name, address, telephone number, dependents, beneficiaries, withholding status, deductions, or other such changes necessary to update a W-4. Changes must be made in writing and submitted within ten days of the date the change becomes effective.

OUTSIDE EMPLOYMENT POLICY

Your first work priority as a full time employee is to the Hemphill County Underground Water Conservation District.

If you choose to work outside this employment, you may do so, as long as it does not interfere with your work schedule or performance for the District. Outside employment that affects your attendance, work performance, productivity, or conduct, either directly or indirectly, or that creates a conflict of interest of any kind, is strictly prohibited. If you find it necessary to seek outside employment, you must discuss your plans with the General Manager before engaging in such outside employment.

Schedules will not be adjusted and special considerations will not be made for full time employees who have outside employment.

Prohibited outside employment for full time employees shall include:

A. Performing services for or acting as an agent, officer, employee, director, consultant, partner, or share holder for any entity which could reasonably be considered a conflict of interest between the employee and their duties as a District official.

B. Receiving personal income or material gain from outside individuals or companies for producing materials or rendering services during working hours, on District premises, using District property, or at any time while performing services on the District's behalf.

C. Promoting a personal business at any time during working hours, while using District property, while on District premises, or at any time while representing the District.

D. Using the District name as part of any outside promotional campaign or other business endeavor without express knowledge and approval of the General Manager.

If you must accept outside employment, please submit to the General Manager a completed "Outside Employment" form located in the Appendix. In some cases, an employee may have to choose between employment with the District and other outside employment.

GENERAL CONDUCT POLICY

To assure orderly operations and provide a safe and productive work environment for all, establishing certain rules of general conduct for all District employees is important. The following list will help you understand some of the District's rules of unacceptable conduct. Providing an exhaustive list would be impossible; therefore, the list represents only examples of unacceptable conduct. These examples were not selected or listed because of or according to their severity. Other forms of unacceptable conduct, which are equally or more severe in their nature, are not listed in this document. If you are not sure about a mode of conduct, please ask the General Manager before proceeding. In all cases, the District reserves the right to handle each situation individually. While the District does not utilize a formal progressive discipline

policy, the employer may decide to use warnings and other disciplinary actions as the employer may consider appropriate. However, as this document discusses elsewhere, the employment relationship is at will and may be terminated by the employee or the District at any time, with or without reason or notice.

Unacceptable conduct may result in disciplinary action, up to and including termination.

Examples of unacceptable conduct include:

- Substantiated complaints by coworkers, supervisors, or customers concerning the employee's misconduct or performance.
- Abuse or inconsiderate treatment of employees or customers, or inability to cooperate with coworkers or supervisors.
- Intoxication during work hours or while on District premises.
- Unlawful possession, use, sale, purchase, distribution, or offer to hold, sell, or distribute drugs or alcohol on work premises or at any time during working hours.
- Possession of firearms or other dangerous weapons either on one's person, in the work area, or in the surrounding areas.
- Sleeping on the job.
- Possession, removal, lending, or selling of District property or the property of fellow employees; mistreatment of District property; or use of any District vehicle, equipment, or machinery not in accordance with District Policy.
- Falsification or omission of records, including but not limited to time records, accounts payable, accounts receivable, pricing, inventory, etc.
- Dishonesty or failure to report dishonest acts, whether knowledge of such acts are obtained directly or indirectly.
- Failure to adhere to work schedules, or absence without permission, loafing, unauthorized use of time, or excessive use of work time for personal business such as personal use of telephone and/or internet service or excessive visitation with persons not relevant to District business.
- Excessive absenteeism and/or tardiness.
- Violations of federal, state or local laws (including traffic violations) while in District vehicles, on District premises, or at any time while on duty.
- Insufficient work or careless work performance, neglect of duties, substandard work performance, or frequent errors.
- Violation of the District harassment policy or harassment of another individual.
- Repeatedly reporting to work wearing inappropriate attire.
- Excessive accidents or failure to report accidents.
- Violation of safety standards or risking the safety of oneself or another.
- Use of profane, abusive, or threatening language to fellow workers, supervisors, district officials, or customers.
- Refusal to perform work as assigned.
- Inability or unwillingness to cooperate with coworkers.
- Distracting coworkers; interfering with other workers' performance; disrupting the workplace with unnecessary noise or actions; or causing false alarm or panic in the workplace.
- Causing or contributing to unsanitary work conditions.
- Unauthorized posting of materials on the bulletin board; defacement or alteration of any

- posting on District bulletin boards.
- Deliberate delaying or restricting productivity, or inciting others to delay or restrict productivity.
- Horseplay or malicious mischief such as damaging or hiding property of another employee or of the District.
- Fighting or the use of hostile physical force against any person.
- Failure to comply with District rules.
- Personal use of District tools, supplies, and equipment, including such items as vehicles, telephones, postage machines, copiers, as well as job site work-related tools and equipment not in accordance with District Policy.

ABSENCE AND LATENESS POLICY

Excessive absenteeism and late attendance places a burden on other employees and on the District. Each employee is expected to be prompt and regular in attendance. Personal appointments should be scheduled during the lunch hour or after work hours, whenever possible. If scheduling a personal appointment during working hours is absolutely necessary, the approval of the General Manager or Assistant Manager is required.

As soon as you know that you will be absent or late to work, you must, within half an hour of your scheduled starting time, notify the General Manager or Assistant Manager or an employee who will report your absence or lateness to the General Manager. Failure to promptly report your absence may result in an unexcused absence. Unexcused or excessive absences or lateness will result in disciplinary action, up to and including termination.

Nonexempt employees will not be paid for time not worked, except when required by law. Therefore, arriving to work late, leaving work early, or any absence that is not taken as vacation, sick, or holiday time will be without pay. Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective at 5:00 p.m. on the third day of unreported absence. However, the District reserves the right to make allowances, based on its sole discretion, for what it considers emergency or extraordinary circumstances.

DRESS POLICY

To our customers, you ARE the District. Therefore, we want you to look your best at all times while on duty. All employees are expected to be clean, neat, and well groomed at all times while on duty. Excessively faddish, gaudy, or immodest clothing is considered inappropriate attire and should not be worn. For safety reasons, shoes must be worn at all times when in the office or while on duty.

Violation of the dress code will result in disciplinary action, up to and including being sent

home for the day, possibly without pay.

SAFETY POLICY

Your safety is our primary concern. This statement of policy is intended to reaffirm the District's concern for your safety and our support for safe work practices. All District employees must observe and abide by safety standards and be safety conscious at all times. Any unsafe condition or practice an employee observes must be reported to the General Manager immediately. A first aid kit is located in the lab. Fire extinguishers are located in the lab. Employees must learn the location of all fire extinguishers and first aid kits as soon as possible after beginning employment with the District.

Safety Standards are as follows:

A. Each new employee will receive a description of the District's work activities. All known potential job hazards will be discussed in detail. Job safety activities will be explained, as well as any required provisions to prevent harm or injury to the employee.

B. A semi-annual inspection of the work site will be conducted to detect actual and potential safety hazards. All employees must inspect their immediate work areas daily to detect safety hazards. Any actual or potential safety hazards shall be reported to the General Manager immediately.

C. When a hazardous situation is identified, all reasonable steps will be taken to correct the hazard as soon as possible. If correcting the hazard is not immediately possible, sufficient modifications will be made to eliminate any risk to employees or others.

D. The District will take all reasonable steps to ensure workplace health and safety and to minimize the potential for workplace hazards. The Employer will train new and existing employees on general safety and healthy work practices, as well as safety practices for a specific job, if applicable.

E. The District will provide necessary safety tools, equipment and clothing for the employees. If clothing is provided to the employee, it is the employee's responsibility to clean and care for the clothing issued and return the clothing to the District when it needs to be replaced and/or upon separation from District employment.

F. Employees are responsible for immediately reporting all accidents and injuries to the General Manager or Safety Officer, regardless of how minor the occurrences may seem at the time. Failure to report such incidents may result in disciplinary action, up to and including termination of employment.

G. Accidents, spills, or any problem associated with the laboratory chemicals or equipment is to be reported to the Laboratory Manager, Safety Officer or General Manager. An unauthorized or untrained employee should never attempt to wipe up spills or correct a malfunction of laboratory equipment.

H. Reprisal shall not be permitted against any employee who reports a workplace hazard or injury.

Fire Prevention

Fires and injuries associated with fires can be avoided if proper steps are taken and care is given. Fires and injuries due to fires usually occur because of poor housekeeping, inadequate protection, poor or faulty heat control sources, inadequate quantity and type of fire fighting equipment, improper storage and handling of combustibles, improperly trained employees and faulty electrical insulation. All employees must take every precaution to prevent work-related fires and fire related injuries.

Each employee must be aware and alert regarding the following:

A. Inspect work areas daily for potential fire hazards.

B. Know the telephone number and location of the nearest public and private fire protection services.

C. Know the location and use of job site fire extinguishers. All fire extinguishers will regularly be fully charged, maintained, and inspected.

D. Know the location of all exits.

E. Observe safe housekeeping procedures.

Violating safety standards or risking the safety of oneself or others will result in disciplinary action, up to and including termination.

SECURITY POLICY

Each person is responsible for making the workplace a secure environment for everyone.

The following security guidelines apply to all employees:

A. District keys given to employees may not be duplicated or loaned to anyone. Lost keys must be reported to the General Manager immediately. Security codes are not to be disclosed to any unauthorized individual.

B. Each person is responsible for turning off the lights and equipment, such as fans, heaters, radios, and computers, in his or her individual office at the end of each workday.

C. The last person to leave the office for the day must ensure that all lights, fans, and equipment, including coffee pots and copiers, are turned off; and all doors are locked.

D. During working hours, purses and wallets should not be left out in the open where they are

easily seen or accessible. The District will not be responsible for any personal items lost or stolen.

E. Any employee who notices any unusual condition upon entering the building or office must report this condition to the Manager as soon as possible.

F. Guests are to be escorted through the office and not allowed to walk through unattended.

G. Guests are not permitted on work premises during non-work hours unless accompanied by an employee.

H. Former employees who visit the office should be treated as any other non-employee for security purposes and should be escorted in and out of the office.

INSPECTION POLICY

The District provides offices, desks, computers, and other District property to employees for their use while employed by the District. These items are the property of the District. The District can make no assurances about the security or privacy of any office, desk, file cabinet, computer, or other District facility and discourages the storage of valuables, perishables, and other personal items in them. Additionally, the District reserves the right to open and inspect any office, desk, computer and files, file cabinet, or District property and its contents, at any time, with or without reason, notice, or consent.

Employees must not place personal locks on any District office door, desk, or file cabinet. Employees may identify and designate a limited amount of office space, storage space, desk or file cabinet drawers as a “personal space”. The employer will provide locks for all employees who wish to lock something in their “personal space”. These locks are the property of the District, and the management may remove them at any time, with or without reason, notice, or consent.

Messages left on District electronic equipment (such as voice mail, electronic mail, and computer and network files), even when a personal password is required, are subject to inspection by the General Manager or the Board of Directors. Your password is designed to protect your files and messages from access by other personnel. However, District officials retain the ability to access any electronic file when necessary.

When using District electronic equipment, please be aware of the following rules:

- Foul, inappropriate, offensive, or harassing messages are forbidden.
- Use of the equipment for non-business related communications not in accordance with District policy is forbidden.
- Use of unauthorized codes or passwords to gain access to the files of others is forbidden. Only the Manager will be permitted to search an employee's office, desk, computer and files, or file cabinet. No other person will be allowed to do so unless required by a court order.

EQUAL OPPORTUNITY EMPLOYMENT

The District is committed to a policy of equal employment opportunity for all individuals and will make every effort to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, mental or physical disability, veteran status, or any other classification protected by federal, state, or local law. Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

Our goal is to establish and maintain a work environment free from discrimination, coercion, and harassment. While the District will not hire or promote any person who is not qualified for a job, we wish for our District to be known as one that welcomes men, women, minority, disabled, and a veteran applicant at all job levels and encourage their hire and promotion.

The following practices are strictly prohibited by the District's Equal Employment Opportunity Policy:

- A.** The identification of one or more protected classifications during the pre-employment phase.
- B.** Employment discrimination based on one or more protected classifications in hiring promotion; transfer; training; benefits; compensation; termination; and all terms, conditions and privileges of employment.

Any discrimination in the workplace based upon membership in any protected classification is illegal and violates District policy. If you feel you have been the subject of discrimination or if you are aware of any violation of this policy, you should report it to the General Manager or a member of the Board. Any infraction of this policy is a serious violation and will result in disciplinary action, up to and including termination.

HANDICAP

No qualified handicapped person shall, solely on the basis of handicap, be subject to discrimination in employment in any of the Districts operations if any part of its programs or activities receives federal financial assistance. 29 U.S.C. 794

"Handicapped person" shall mean anyone who has a record of, is regarded as having, or has a physical or mental impairment that substantially limits one or more of life's major activities. A "qualified handicapped person" is a handicapped person who, with reasonable accommodations can perform the essential functions of the job in question. 34 C.F.R. 104.3

EXCEPTIONS TO HANDICAP POLICY

- A.** An employee whose current use of alcohol or drugs prevents him or her from performing

duties of the job or constitutes a direct threat to the property or safety of others is not included in the definition of handicapped person. 29 U.S.C, 706(8)(B).

B. An employee who has a currently contagious disease or infection and who, by reasons of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who by reason of currently contagious disease or infection is unable to perform the duties of the job is not included in the definition of handicapped person. 29 U.S.C. 706(8)(C) .

ANTI-HARASSMENT POLICY

The District is committed to establishing and maintaining a work environment free from discrimination, coercion, or harassment. The District strictly prohibits unlawful harassment based upon race, color, religion, sex, national origin, age, disability, or veteran status. Any infraction of this policy will be a serious violation and will result in disciplinary action, up to and including termination.

Sexual harassment in the workplace is prohibited, it is illegal, and is against District policy. Sexual harassment is harassment directed solely at members of one sex and includes, but is not limited to, making unwanted sexual advances; unwanted verbal, physical, or visual conduct of a sexual nature; and requests for favors where either, explicitly or implicitly:

- Submission to such conduct is made a condition of employment; or
- Submission to or rejection of such conduct by an individual influences employment decisions affecting such individual; or
- Such conduct intentionally and substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

This policy prohibits any type of sexual harassment, verbal, physical or visual by coworkers, supervisors, customers, vendors, or District officials.

Defining sexual harassment precisely is difficult, but conduct that may create sexual harassment includes:

- Unwelcome requests for sexual favors; lewd or derogatory comments or jokes; comments regarding sexual behavior or the body of another employee; sexual innuendo and other vocal activity such as cat calls or whistles; or leering and making gestures.
- Obscene letters, notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- Continuing to express sexual interest after being informed that the interest is unwelcome.

- Retaliating or threatening retribution against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to the General Manager, a member of the Board or a government agency.
- Offering or providing factors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, or similar employee decisions, in exchange for sexual favors.
- Any unwanted physical touching or assault, or blocking or impeding of movements.

Employees are responsible for respecting the rights of coworkers. Supervisors and managers are responsible for establishing a workplace environment free from all discrimination, coercion, or harassment.

The District provides the following guidelines for handling a harassment complaint:

A. All harassment complaints must be reported as soon as possible. You have the right to report a harassment claim to the General Manager or a member of the Board.

B. All harassment complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible. The investigation will be objective and complete; all those with pertinent information on the subject will be interviewed.

C. No employee will suffer reprisals for reporting sexual harassment or any other unlawful conduct, or for initiating or assisting in any action or proceeding regarding unlawful harassment or discrimination. Any incidents of further harassment should be reported immediately to the General Manager or a member of the Board.

The General Manager shall provide the following information if available:

- 1) Specific nature of complaint**
- 2) Names and titles of parties involved**
- 3) Date and time General Manager was notified of the alleged conduct and the Date(s) the alleged incident(s) occurred.**

D. When the investigation ends, a determination will be made and the results will be communicated to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.

E. If sexual harassment is proven, prompt and effective remedial action will result. This action includes the following:

- (a) the harasser will be disciplined and the complainant notified;
- (b) steps will be taken to prevent any further harassment, and
- (c) other appropriate remedial action will be taken, possibly termination of employment.

F. Any harassment complaint found to be frivolous, malicious, or based upon false information will be a serious violation and may result in disciplinary action, up to and including termination of employment.

G. The Hemphill County Underground Water District has zero tolerance for all forms of sexual

harassment.

For more information about eliminating sexual harassment in the workplace, please contact the General Manager.

DRUG AND ALCOHOL POLICY

This statement of policy prohibits the unlawful manufacture, use, influence, possession, sale, purchase, distribution, or offer to manufacture, sell, purchase, hold, or distribute alcohol, controlled substances, or drugs by any employee during work hours or at any time while on District premises. For all employees, if prescription drugs must be taken, they must not affect the employee's ability to perform his or her work. If you are required to take medication your physician prescribes and it may affect your ability to perform your job or present a safety risk to you or your coworkers, you are asked to notify the General Manager before beginning work.

Any employee who takes the initiative to advise the General Manager or a Director of a personal medical problem with alcohol or drugs, who has not engaged in misconduct or repeated poor performance at work, and who has demonstrated a commitment to take the necessary remedial action, will be provided an unpaid medical leave of absence to enter a treatment program.

Drug and Alcohol Testing

If a workplace accident occurs, or if reasonable suspicion exists of drug or alcohol use, the employee may be subject to a post employment drug and alcohol test. Upon such event, the employee will be immediately escorted from the work premises and requested to submit to a drug and alcohol screening test. Failure to submit to the test or positive test results will result in disciplinary action, up to and including termination from employment.

Observation of any one or more of the following may constitute reasonable suspicion: slurred speech, loss of balance, the odor of drugs or alcohol, the presence of alcohol or drug-related paraphernalia, observation of the use of drugs or alcohol, red eyes, irregular work pace, decline in productivity, mood swings, frequent absences, excessive time away from the workplace, trembling, disorientation, aggressive behavior, drowsiness, restlessness, or hyperactivity.

The possession of drugs, controlled substances, or alcohol during work hours or on District premises is strictly prohibited. Therefore, drugs, alcohol, or paraphernalia possibly used in connection with illicit drugs found on the employee's person or at or near the employee's work area will also constitute reasonable suspicion. The employer reserves the right to inspect employee work areas in connection with the inspections policy. Any employee who is found to be in possession of drugs, controlled substances, or alcohol at District offices and/or job sites or while operating District vehicles, tools, or equipment, or at any time during working hours, will be in violation of the stated policy and will be subject to disciplinary action, up to and including termination.

Each employee is responsible for notifying the employer of any convictions involving criminal drug violations within five days of the conviction. As a condition of employment, each employee agrees to adhere strictly to the stated policy.

Violations

Refusal to take a drug test is considered a positive test result. Violation of any portion of this policy may result in disciplinary action, up to and including termination. The employer reserves the right to require the employee to satisfactorily complete an employee assistance program or rehabilitation program in lieu of initiating disciplinary action.

Your health and safety are our primary concern. Help us to keep your workplace drug and alcohol free. If an employee has a positive alcohol/drug test result the General Manager shall make every effort to ensure that the employee does not drive home. General Manager should attempt to contact (employee's relative or friend) to provide the employee with a ride home from work. If employee refuses assistance, local law enforcement shall be immediately notified of the situation.

(This notice complies with notice requirements imposed by the federal Drug-free Workplace Act [20 U.S.C. 3471, 1221e_3(a)(1) and 34 CFR 85.6301].)

POLITICAL ACTIVITIES BY EMPLOYEES

- A.** District employees shall not be directly or indirectly coerced to participate or refrain from participating in political affairs in community, state, or nation.
- B.** District employees engaging in political activity shall make it clear that their utterances and actions are theirs as individuals and they, in no manner; represent the views of the District.
- C.** District employees shall not engage in political activity on the District's premises during business hours.

DISCIPLINARY ACTION DESCRIPTION

Since employment is at will, termination may occur at any time, with or without reason or notice. The District does not utilize a formal progressive disciplinary procedure and does not implement disciplinary action in any particular order. We will review each disciplinary case individually and issue disciplinary action as we deem necessary and appropriate.

Disciplinary action may include any one or more of the following:

- **Verbal Warning.** Date and reason for Verbal warnings will be documented and placed in the employee's personnel file.
- **Written Warning.** Written warnings to the employee and any written response from the employee shall be signed by the General Manager and the employee. A copy of the written warning shall be placed in the employee's personnel file and the original document given to the employee. Original responses to the written warning from the employee shall be placed

in the employee's personnel file and a copy given to the employee.

- **Probation.** Probation is a period during which an employee will be expected to achieve certain goals or meet certain performance expectations.
- **Demotion.** Demotion is the placement of an employee into a lower-level position, usually with a lower level of pay.
- **Suspension.** Suspension is time away from work without pay, for a specified duration, not to exceed five working days.
- **Termination.** Termination is a permanent removal from the job and may occur at any time with or without reason and with or without advance notice.

PAY PERIOD

Each pay period for the District will be the 15th of the month and the last day of the month for work performed the previous pay period. All pay checks will include a statement of earnings showing gross wages paid, overtime paid, vacation and or sick leave used, itemized deductions, additions, net pay and other information deemed necessary in regard to payroll.

Nonexempt employees shall turn in a time sheet to the Financial Secretary in accordance with the pay roll schedule set by the General Manager. The pay checks shall be issued based on the amount of regular time, any overtime or comp-time earned and comp-time, vacation or sick leave used during that pay period. Any overtime or comp-time earned after the time sheets are turned in shall be accounted for and carried forward to the next pay period.

All employees shall document their annual and or sick leave used during a pay period, and provides such documentation to the Financial Secretary in accordance with the pay roll schedule.

When a pay day falls on a non-workday, pay checks will generally be available on the last working day proceeding the pay day. Employees who are absent or on leave may make arrangements to have their pay check picked up or mailed to them if such arrangements are made in writing and in advance.

POLICY ON ADVANCES

The District's general policy is not to grant payroll advances or extend credit to employees.

OVER-TIME AND COMP-TIME

A. Employees are eligible for "Over-Time pay" and/or "Comp-Time". Both of these will be calculated in accordance with the Fair Labor Standards Act.

B. Overtime pay will be on an approved basis.

The Manager shall determine when the employee is approved to work over-time and to be eligible to receive over-time pay and/or comp-time. Although comp-time may be carried over from one pay period to the next, every effort should be made by the employee to use the comp-time during the same pay period it is earned. An employee may not accumulate more than 40 hours of comp-time.

C. Time sheets will be used to adjust salary each payroll period when over-time and/or comp-time are earned and to account for accumulated comp-time.

FINAL PAY POLICY

If discharged, you will be paid your final wages at the time of termination. If you resign from employment, you will be paid your final wages not later than the next regular payday following the resignation. Your final wages will include any accrued vacation and sick leave time and will be reduced by any wage or expense advances made but not yet earned, or other funds owed by the employee to the District.

UNEMPLOYMENT BENEFITS POLICY

Terminated employees may be eligible for unemployment benefits administered by the state and funded with a tax paid by the District. The poster, "Your Unemployment Benefits," further explains unemployment benefits.

To help determine whether an unemployed worker should receive unemployment benefits, the state will request that the District explain the circumstances surrounding the termination. Employees who voluntarily quit without good cause or who are discharged for misconduct is generally ineligible for unemployment benefits. The state may also treat other termination types as ineligible for benefits.

Because increasing unemployment taxes reduce the funds the District has available to pay employees and other expenses, the District intend to challenge unemployment claims it considers unmerited.

JURY DUTY POLICY

If you are called to serve on a jury or as a witness, you may be granted a leave of absence to perform that service. The District will continue to pay your wages for a period not to exceed 40 hours in a calendar year. Jury service beyond the 40 hours will be without pay unless

permission is granted by the Board. An employee may use any vacation as compensation during a jury duty leave of absence. Voluntary service will not be compensated unless permission is granted by the Board.

The District must be notified of your request for jury duty leave of absence as soon as you receive notice to serve.

The time allowed for jury duty shall be only as long as necessary to carry out that service. You are expected to report to work when not serving jury duty.

The District will continue to pay health insurance premiums for an employee who is taking an approved jury duty leave of absence. Vacation benefits shall continue to accrue while on jury duty leave. Holiday pay, however, shall not be paid for any employee on jury duty leave.

EMPLOYEE BENEFITS

The District provides a health insurance plan and has an annual leave and sick leave policy, holiday policy, and disability leave policy for the full-time employees of the District. **Part-time, temporary and intern employees are not eligible for employee benefits.** Questions in regard to the details of the plans may be answered by the Manager or a representative of the company administering the plan. All employee benefit plans shall be presented to the Board for approval or change.

ANNUAL LEAVE

Annual Leave is a benefit provided to eligible Employees of the District. Annual Leave may be used by a full-time employee at any time the employee needs to be away from his or her job for personal business and the employee's duties are covered by co-workers. Regular part-time employees are not eligible for annual leave.

A. Each full-time employee of the district shall be entitled to annual leave of twelve (12) working days per year. Annual leave is earned at the rate of 4 hours per pay period of employment during a fiscal year. Accrual begins immediately upon employment as a regular employee.

B. Full time employees are eligible to take accrued annual leave after completing three months of employment. Use of annual leave prior to the completion of the probationary period will require the approval of the General Manager. Annual leave may not be used in advance of accrual.

C. A request for annual leave must be submitted in advance. All annual leave requests are subject to the approval of the General Manager.

D. The General Manager is responsible for ensuring that the Employee's job functions are maintained when the Employee is taking annual leave.

- E.** An employee may carry over annual leave from one fiscal year to the next; however, they may not accumulate more than twenty-four (24) working days for any one fiscal year.

- D.** An employee who has not used his or her annual leave and has carried over annual leave from one fiscal year to the next and has in excess of twenty-four (24) working days annual leave at the end of the fiscal year shall be adjusted back to twenty-four (24) working days annual leave and shall be paid for the days in excess of the twenty-four (24) working days annual leave at his or her current rate of pay.

- E.** An employee who leaves the employment of the District shall be paid for the annual leave they have accumulated at his or her current rate of pay.

- F.** Upon the death of an employee, the District shall pay the employee's estate for all accrued annual leave.

- G.** Exceptions will be addressed on a case by case basis.

SICK LEAVE

Sick Leave may be used by the full-time employee if; he or she is sick, his or her spouse or dependents are sick, or have a doctor's appointment. Sick leave may be used by the employee to attend a funeral of a relative or close friend.

- A.** Each full-time employee of the district shall be entitled to sick leave of twelve (12) working days per year. Sick leave is earned at the rate of 4 hours per pay period of employment during a fiscal year.

- B.** An employee may carry over sick leave from one fiscal year to the next; however, they may not accumulate more than twenty-four (24) working days for any one fiscal year.

- C.** An employee who has in excess of twenty-four (24) working days at the end of a fiscal year shall be adjusted back to twenty-four (24) working days sick leave and shall be paid for the days in excess of the twenty-four (24) working days at his or her current rate of pay.

- D.** An employee who leaves the employment of the District shall be paid for the sick leave they have accumulated at his or her current rate of pay.

ANNUAL LEAVE AND SICK LEAVE ACCOUNTING

- A.** An account of the days of Annual Leave and Sick Leave shall be kept for each employee entitled to Annual or Sick Leave.

- B.** The adjustments made in each employees accounting of annual and sick leave shall be made

at the end of each fiscal year and shall become a part of the Board Minutes.

C. It is recognized that this policy does not cover all cases in which an employee needs to be absent from work. Therefore it shall be at the discretion of the General Managers as to the type leave an employee shall be charged.

D. It is recognized that there are times an employee needs to be away from the office or his or her duties for personal business which may require a short amount of time. It shall be up to the Manager to decide if the employee shall be charged for the time off.

E. It is recognized that emergencies arise and in these cases exceptions to this policy may be worked out by the employee and the Manager.

F. Exceptions will be addressed on a case by case basis.

HOLIDAY POLICY

At the beginning of each year, the District will publish a list of the holidays to be observed that year. The District generally recognizes the following paid holidays each year:

New Year's Eve, New Year's Day , Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving (2 days Thursday and Friday), Christmas Eve and Christmas Day. Employees receive Christmas day and one additional day and New Year's Day and one additional day if the holidays are not on weekends.

They may use the additional days at any time between the week of Christmas and the week before New Year's. The District may alter this schedule to fit the workload and personal preferences of the employees during the Christmas - New Year's holiday season.

If a recognized holiday falls on a non-workday, you will be notified of an alternative holiday, if any is provided.

To earn eligibility for paid holiday benefits, the employee must have approval of the General Manager. Occasionally, an employee may be asked to work on a holiday. In this situation, the employee will be granted overtime pay (if applicable) or a paid "floating" holiday to be taken within six months of the holiday on which the employee worked. Unused "floating" holidays are not paid upon termination.

Employees must work the regularly scheduled hours on the workday preceding and the workday following the holiday to qualify for holiday pay. Employees wishing to extend one of the recognized holidays may, with prior approval of the General Manager, use their vacation time to do so.

If a recognized holiday falls during an employee's scheduled vacation, that day will be treated as a holiday, not as a vacation day. If a holiday falls during an employee's leave of absence, of any

kind, that day shall not be treated as a holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

The District will not close for any of the other nationally celebrated holidays unless otherwise posted.

EXAMPLE OF OVERTIME PAY, HOLIDAY AND WEEKEND PAY CALCULATION

- A.** A nonexempt employee earning \$10.00 per hour. During the work week, works 50 hours. The employees pay for the work week will be \$550 [(4- X \$10.00)] + [(50-40) x \$10.00 x 1.5].
- B.** A non exempt employee earning \$10.00 an hour. During the workweek that includes a holiday on Monday (which was not worked), works 40 hours the remainder of the workweek. The employee's pay for the workweek will be \$480 [(40 x \$10.00)] + [(48-40) x \$10.00 x 1]. The 8 hours for the holiday is not counted for calculating over-time pay because the Employee did not work on the holiday.
- C.** Exempt Employee works on holiday: Employee will be given comp-time for the holiday.

DISABILITY LEAVE POLICY

The Family and Medical Leave Act does not Apply to the Hemphill County Underground Water Conservation District due to the number of employees. In certain circumstances full-time employees may be provided up to 12 weeks of unpaid leave.

You may be eligible for unpaid disability leave provided you meet all of the following conditions:

1. You have been a Company employee for at least twelve months.
2. You are regularly scheduled to work 30 or more hours a week.
3. The disability is the result of an injury, illness, or physical or mental condition that renders you unable to perform your essential job duties for more than five consecutive workdays.
4. If the disability is caused by a work-related injury or illness, you immediately reported to General Manager or Assistant Manager or the Financial Secretary the injury or illness when it occurred and completed a written Injury Report.
5. You request disability leave within three workdays after you become disabled and will be unable to perform your essential job duties for at least five consecutive workdays.
6. You provide a doctor's statement certifying your inability to perform your essential job duties due to a physical or mental disability and the expected duration of the disability.
The District reserves the right to require recertification of your disability.

7. You state your intention to return to work once the disability is resolved. By law, pregnancy is considered to be a disability.

During a disability leave:

1. Your insurance benefits will remain in tact if the Employee continues to pay their share of the insurance premiums, if any.
2. You will not accrue vacation, personal, or sick leave, or receive holiday pay.
3. You must notify the District as soon as possible regarding your return to work date, but in all cases, you must notify the District in writing at least one week before your return date.
4. The District may request at any time a physician's statement to verify the continued need for recuperation, but no more frequently than every 30 days.

If your disability is work related, you may be eligible for workers' compensation benefits in accordance with the District's workers compensation insurance plan. It is your responsibility to inquire about and apply for any state benefits for which you may be eligible. Where allowed by law, short-term disability pay will be reduced by any amount you receive from workers' compensation insurance.

Upon returning to work, you must provide a doctor's certification that you are fit to perform your essential job duties, with or without reasonable accommodation. You will be considered "returned to work" after you have performed your job duties for 30 calendar days. If you have a recurrence of the original disabling conditions disability within the 30 calendar days, the five-day waiting period is waived, but you are only eligible to receive any unused disability leave weeks remaining from your original leave period.

The employer will make every effort, but no guarantee, that the employee will be reinstated into the same or a substantially similar position. If business circumstances prevent the employer from offering the same or similar position upon the employee's return to work, the employer will offer an alternative position if one is available that is suitable to the employee's skill and experience level. Failure to accept the offered position will constitute a voluntary termination of employment, effective immediately.

Failure to return to work within three days of the end of your disability will be considered a voluntary termination. Termination will also occur if your disability renders you unable to return to work within three days after the end of your disability leave period and you have available no other leave, including vacation, sick leave, or personal leave. In both instances, elections may be available to extend your medical benefits.

Employees terminated under this policy may apply for reemployment. Such former employees will be considered for employment on the same basis as other applicants.

Where applicable, you are required to apply paid disability leave against your entitlement to 12 weeks of unpaid leave during the fiscal year.

APPENDIX
Table of Contents

- 1. Example: Notification of Hemphill County Underground Water Conservation District Employee Policy document.**
- 2. Outside Employment Form**
- 3. Government Code Chapter 573 - Degrees of Relationship; Nepotism Prohibitions**
- 4. Job Descriptions**

**NOTIFICATION OF
HEMPHILL COUNTY UNDERGROUND
WATER CONSERVATION DISTRICT
EMPLOYEE POLICY**

I, _____, have received a copy of the “Hemphill County Underground Water Conservation District Director and Employee Policy”. I have read and understand this document and agree to comply with its provisions.

Dated this the _____ day of _____, 20_____

Employee Name

OUTSIDE EMPLOYMENT

Employee Name: _____

Job title or position with District: _____

Name of outside employer: _____

Address: _____, City, _____, State

Phone No. _____

Description of job duty for outside employment: _____

Proposed schedule of hours to be on duty at outside employment: _____

Date outside employment will begin: _____

Date outside employment will end: _____

(Employee Signature)

Date

Approved by: _____
(Name)

(Title)

(Signature of Approving official)

Date

GOVERNMENT CODE

CHAPTER 573. DEGREES OF RELATIONSHIP; NEPOTISM PROHIBITIONS

SUBCHAPTER A. GENERAL PROVISIONS

§ 573.001. DEFINITIONS. In this chapter:

- (1) "Candidate" has the meaning assigned by Section 251.001, Election Code.
- (2) "Position" includes an office, clerkship, employment, or duty.
- (3) "Public official" means:
 - (A) an officer of this state or of a district, county, municipality, precinct, school district, or other political subdivision of this state;
 - (B) an officer or member of a board of this state or of a district, county, municipality, school district, or other political subdivision of this state; or
 - (C) a judge of a court created by or under a statute of this state.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.002. DEGREES OF RELATIONSHIP. Except as provided by Section 573.043, this chapter applies to relationships within the third degree by consanguinity or within the second degree by affinity.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

SUBCHAPTER B. RELATIONSHIPS BY CONSANGUINITY OR BY AFFINITY

§ 573.021. METHOD OF COMPUTING DEGREE OF RELATIONSHIP. The degree of a relationship is computed by the civil law method.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.022. DETERMINATION OF CONSANGUINITY. (a) Two individuals are related to each other by consanguinity if:

- (1) one is a descendant of the other; or
- (2) they share a common ancestor.

(b) An adopted child is considered to be a child of the adoptive parent for this purpose.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.023. COMPUTATION OF DEGREE OF CONSANGUINITY.

(a) The degree of relationship by consanguinity between an individual and the individual's descendant is determined by the number of generations that separate them. A parent and child are related in the first degree, a grandparent and grandchild in the second degree, a great-grandparent and great-grandchild in the third degree and so on.

(b) If an individual and the individual's relative are related by consanguinity, but neither is descended from the other, the degree of relationship is determined by adding:

(1) the number of generations between the individual and the nearest common ancestor of the individual and the individual's relative; and

(2) the number of generations between the relative and the nearest common ancestor.

(c) An individual's relatives within the third degree by consanguinity are the individual's:

(1) parent or child (relatives in the first degree);

(2) brother, sister, grandparent, or grandchild (relatives in the second degree); and

(3) great-grandparent, great-grandchild, aunt who is a sister of a parent of the individual, uncle who is a brother of a parent of the individual, nephew who is a child of a brother or sister of the individual, or niece who is a child of a brother or sister of the individual (relatives in the third degree).

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.024. DETERMINATION OF AFFINITY. (a) Two individuals are related to each other by affinity if:

(1) they are married to each other; or

(2) the spouse of one of the individuals is related by consanguinity to the other individual.

(b) The ending of a marriage by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives.

(c) Subsection (b) applies to a member of the board of trustees of or an officer of a school district only until the youngest child of the marriage reaches the age of 21 years.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

Amended by Acts 1995, 74th Leg., ch. 260, § 32, eff. May 30, 1995.

§ 573.025. COMPUTATION OF DEGREE OF AFFINITY. (a) A husband and wife are related to each other in the first degree by affinity. For other relationships by affinity, the degree of relationship is the same as the degree of the underlying relationship by consanguinity. For example: if two individuals are related to each other in the second degree by consanguinity, the spouse of one of the individuals is related to the other individual

in the second degree by affinity.

(b) An individual's relatives within the third degree by affinity are:

(1) anyone related by consanguinity to the individual's spouse in one of the ways named in Section 573.023(c); and

(2) the spouse of anyone related to the individual by consanguinity in one of the ways named in Section 573.023(c).

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

SUBCHAPTER C. NEPOTISM PROHIBITIONS

§ 573.041. PROHIBITION APPLICABLE TO PUBLIC OFFICIAL. A public official may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if:

(1) the individual is related to the public official within a degree described by Section 573.002; or

(2) the public official holds the appointment or confirmation authority as a member of a state or local board, the legislature, or a court and the individual is related to another member of that board, legislature, or court within a degree described by Section 573.002.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.042. PROHIBITION APPLICABLE TO CANDIDATE. (a) A candidate may not take an affirmative action to influence the following individuals regarding the appointment, reappointment, confirmation of the appointment or reappointment, employment, reemployment, change in status, compensation, or dismissal of another individual related to the candidate within a degree described by Section 573.002:

(1) an employee of the office to which the candidate seeks election; or

(2) an employee or another officer of the governmental body to which the candidate seeks election, if the office the candidate seeks is one office of a multimember governmental body.

(b) The prohibition imposed by this section does not apply to a candidate's actions taken regarding a bona fide class or category of employees or prospective employees.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.043. PROHIBITION APPLICABLE TO DISTRICT JUDGE. A district judge may not appoint as official stenographer of the judge's district an individual related to the judge or to the district attorney of the district within the third degree.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.044. PROHIBITION APPLICABLE TO TRADING. A public official may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position in which the individual's services are under the public official's direction or control and that is to be compensated directly or indirectly from public funds or fees of office if:

- (1) the individual is related to another public official within a degree described by Section 573.002; and
- (2) the appointment, confirmation of the appointment, or vote for appointment or confirmation of the appointment would be carried out in whole or partial consideration for the other public official appointing, confirming the appointment, or voting for the appointment or confirmation of the appointment of an individual who is related to the first public official within a degree described by Section 573.002.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

SUBCHAPTER D. EXCEPTIONS

§ 573.061. GENERAL EXCEPTIONS. Section 573.041 does not apply to:

- (1) an appointment to the office of a notary public or to the confirmation of that appointment;
- (2) an appointment of a page, secretary, attendant, or other employee by the legislature for attendance on any member of the legislature who, because of physical infirmities, is required to have a personal attendant;
- (3) a confirmation of the appointment of an appointee appointed to a first term on a date when no individual related to the appointee within a degree described by Section 573.002 was a member of or a candidate for the legislature, or confirmation on reappointment of the appointee to any subsequent consecutive term;
- (4) an appointment or employment of a bus driver by a school district if:
 - (A) the district is located wholly in a county with a population of less than 35,000; or
 - (B) the district is located in more than one county and the county in which the largest part of the district is located has a population of less than 35,000;
- (5) an appointment or employment of a personal attendant by an officer of the state or a political subdivision of the state for attendance on the officer who, because of physical infirmities, is required to have a personal attendant;
- (6) an appointment or employment of a substitute teacher by a school district; or
- (7) an appointment or employment of a person by a municipality that has a population of less than 200.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.
Amended by Acts 1995, 74th Leg., ch. 76, § 5.07(a), eff. Sept. 1,

1995; Acts 1995, 74th Leg., ch. 260, § 33, eff. May 30, 1995;
Acts 1997, 75th Leg., ch. 165, § 31.01(48), eff. Sept. 1, 1997;
Acts 1999, 76th Leg., ch. 1026, § 1, eff. June 18, 1999.

§ 573.062. CONTINUOUS EMPLOYMENT. (a) A nepotism prohibition prescribed by Section 573.041 or by a municipal charter or ordinance does not apply to an appointment, confirmation of an appointment, or vote for an appointment or confirmation of an appointment of an individual to a position if:

(1) the individual is employed in the position immediately before the election or appointment of the public official to whom the individual is related in a prohibited degree; and

(2) that prior employment of the individual is continuous for at least:

(A) 30 days, if the public official is appointed;

(B) six months, if the public official is elected at an election other than the general election for state and county officers; or

(C) one year, if the public official is elected at the general election for state and county officers.

(b) If, under Subsection (a), an individual continues in a position, the public official to whom the individual is related in a prohibited degree may not participate in any deliberation or voting on the appointment, reappointment, confirmation of the appointment or reappointment, employment, reemployment, change in status, compensation, or dismissal of the individual if that action applies only to the individual and is not taken regarding a bona fide class or category of employees.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

SUBCHAPTER E. ENFORCEMENT

§ 573.081. REMOVAL IN GENERAL. (a) An individual who violates Subchapter C or Section 573.062(b) shall be removed from the individual's position. The removal must be made in accordance with the removal provisions in the constitution of this state, if applicable. If a provision of the constitution does not govern the removal, the removal must be by a quo warranto proceeding.

(b) A removal from a position shall be made immediately and summarily by the original appointing authority if a criminal conviction against the appointee for a violation of Subchapter C or Section 573.062(b) becomes final. If the removal is not made within 30 days after the date the conviction becomes final, the individual holding the position may be removed under Subsection (a).

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.082. REMOVAL BY QUO WARRANTO PROCEEDING. (a) A quo warranto proceeding under this chapter must be brought by the attorney general in a district court in Travis County or in a

district court of the county in which the defendant resides.

(b) The district or county attorney of the county in which a suit is filed under this section shall assist the attorney general at the attorney general's discretion.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.083. WITHHOLDING PAYMENT OF COMPENSATION. A public official may not approve an account or draw or authorize the drawing of a warrant or order to pay the compensation of an ineligible individual if the official knows the individual is ineligible.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

§ 573.084. CRIMINAL PENALTY. (a) An individual commits an offense involving official misconduct if the individual violates Subchapter C or Section 573.062(b) or 573.083.

(b) An offense under this section is a misdemeanor punishable by a fine not less than \$100 or more than \$1,000.

Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

POSITION TITLE: GENERAL MANAGER

IMMEDIATE SUPERVISOR: BOARD OF DIRECTORS

JOB IDENTIFICATION:

This position is responsible for planning, organizing, scheduling and directing programs necessary to carry out groundwater and related hydro geologic activities, including the measurement of water levels, performance of aquifer tests, determination of groundwater withdrawal and recharge, and collection of water quality samples; supervising and directing subordinate professional and technical personnel in executing various geologic activities and hydro geologic investigations; supervising, monitoring and inventorying of potential hazards such as abandoned wells, sink holes, residential and commercial development, water well construction and other potential hazardous activities; working closely with the staff of the Texas Commission on Environmental Quality, Texas Water Development Board, the State Health Department, the City Water Board, the Soil Conservation Service, and elected and appointed public officials; monitoring development of the District region; interfacing with a wide variety of public and private organizations; water quality testing, data collection and special water resources investigation programs and analysis; developing recommendations to the Board for guidelines on the protection of ground water and assuring the enforcement of rules and regulations regarding protection of ground water; working with outside contract consultants on special projects; working with private water well drilling companies; preparing and monitoring the District's annual budget; interacting with all appraisal districts on issues dealing with tax valuations and other various county offices which are covered by the District; monitoring water level measurements on assigned wells; constructing water depletion maps; assigning declines for the water depletion program; work directly with area farmers through efficiency testing and flow testing equipment; providing information to schools, organizations, cities, and agencies working throughout the state and nation; publishing news articles and distributing news releases; holding Director's elections; figuring tax rates; keeping record of the amount of taxes collected; keeping record of expenses of operating the District; filing all State and Federal forms having to do with the operation of the District; attending local, state, and national water meetings as necessary; serving on appropriate water association assignments; preparing for District Board meetings; and performing other duties as requested by the Board of Directors.

REQUIREMENTS:

This position requires a Bachelor's degree in business, public administration or a related field, or five years relevant experience involving local government finance and administration; financial management skills including budget coordination and monitoring tax collection, depository bank contract supervision and liaison; supervision of accounting with automated system, forecasting, and cash management; two years supervisory experience; strong oral, written and organizational skills; supervision of personnel and benefits administration, purchasing, and facilities management; basic knowledge of chemistry; basic knowledge of computer; a valid driver's license; ability to work with tools and equipment; and ability to exercise initiative, independent judgment and responsibility.

POSITION TITLE:

ADMINISTRATIVE ASSISTANT

IMMEDIATE SUPERVISOR: DISTRICT MANAGER

JOB IDENTIFICATION:

The administrative assistant can be an exempt or non-exempt employee who reports to the District Manager, and under that person's general direction primarily works independently to perform routine secretarial duties, as well as specialized planning, organizing, scheduling and tracking duties. In addition, this position provides administrative support to the Board of Directors, ensuring coordination of Board elections, accurate transcription of Board meeting minutes, proper filing and organization of Board actions, orders, etc. This position is a highly responsible one for sensitive matters such as payroll and budgeting. In addition, this position requires good interpersonal, communication, and public relations skills. **The employee will be required to become completely knowledgeable of the Rules of the District and of their application to all affected parties.**

JOB SUMMARY:

As the District has only a small staff, this position has responsibility for a wide variety of activities and functions, which include: clerical, budget planning assistance, word processing, scheduling and tracking, payroll, bookkeeping, data entry, authoring and editing, receptionist, incoming and outgoing mail, ordering and purchasing office supplies, inventory, permits and registrations, correspondence, newsletter, preparing water level and water quality letters.

REQUIREMENTS:

- High school graduate, plus business courses (typing, accounting, bookkeeping, word processing, computer, etc.)
- At least 2 years bookkeeping and business experience
- Grammar, punctuation, spelling and math skills
- Knowledge of basic management procedures (filing, organizing and problem solving)
- Valid driver's license

JOB SKILLS:

- Letter-writing (correct grammar, spelling, punctuation, etc.)
- Bookkeeping (proficient math skills)
- Knowledge of computers (word processing systems, spreadsheets, accounting program, and data entry)
- Knowledge of telephone, copy machine, laser and dot matrix printers, fax machines, adding machines, and binding machine
- Filing and tracking
- Advanced organizational skills
- Decision-making and problem-solving
- Written and oral communication
- Flexibility and adaptation to change
- Ability to exercise initiative, independent judgment and responsibility

INTERPERSONAL SKILLS:

This position will have extensive personal contact; therefore, it is mandatory that the employee exercise tact, diplomacy and courtesy at all times. However, judgment must be used to avoid compromising District policies or protocol. Pleasant communication skills, responsiveness, self-motivation, flexibility and the ability to listen are important for this position. The ability to work harmoniously with the manager and other staff is a necessity.

SUMMARY:

The following activities are performed for the District Manager, Board of Directors and staff:

- **GENERAL OFFICE PROCEDURES:** Screen and direct calls; take messages for Manager and staff; determine and take needed action on routine messages; set up appointments with, or for, Manager; maintain contact with Manager when he/she is out of the office; greet visitors and extend courtesies as warranted; make copies, pick up and distribute incoming mail; prepare and dispatch outgoing mail. Prepare and mail information packets to Board of Directors prior to Board Meetings; make reminder calls to Directors the day of Board Meeting.
- **AUTHORING AND EDITING:** Compose letters and assist Manager with letter writing as needed; compose and file agendas (for Board of Directors meetings and hearings), with county clerks and Secretary of State; transcribe and type minutes of Board meetings; assist Manager with quarterly newsletter, arrange for printing; label and mail newsletter; prepare and distribute press releases to area newspapers, television and radio stations; assist Manager in preparing educational programs for schools and presentations for civic clubs, organizations and groups.
- **BOOKKEEPING AND PAYROLL:** Perform all standard and routine accounting procedures for the District's various accounts; processing and recording cash receipts and deposits; balancing all accounts routinely; assisting with the transfer of funds between accounts; reviewing all invoices; paying all bills accrued by the District; prepare payroll and file all quarterly payroll reports; W-2, W-3, W-4, and I-9 Forms; keep all records and receipts and prepare for annual audit; prepare investment status reports, special financial reports and other cost analysis reports for special purchases; maintain records dealing with county appraisal districts and tax-assessor collectors.
- **BUDGETING:** Assist Manager in preparing annual budget; track actual monthly expenditures for fiscal year. Notify appraisal districts and tax assessor-collectors of current tax rate each year.
- **PERMITTING AND INFORMATION:** Issue permits and registrations for proposed wells, become familiar with rules and regulations of the District; learn and understand property descriptions in relation to locating water well sites; assign District well numbers to new wells; locate wells on county maps; collect and refund deposits on permits; file

well logs; compile and mail Water Depletion Letters, as requested, to members of the District for income tax purposes.

- **TRAVEL:** Mail registrations and make hotel and travel arrangements for Manager and/or Board of Directors for conferences, meetings, workshops, seminars, etc.
- **PURCHASING AND INVENTORY:** Inventory, order, and arrange for pick up of all office supplies. Maintain an accurate inventory of office equipment and furniture, field equipment, and laboratory equipment, for audit purposes.
- **ELECTIONS:** Assist Board of Directors and Manager with preparations for Director elections and annexation elections; purchase voting supplies; prepare legal notices; print, publish, and file legal notices; maintain accurate election calendar for each election; prepare ballots; serve as early voting clerk, when necessary.
- **LIBRARIAN:** Maintain the library of historical and reference information pertaining to the District Assemble and keep adequate copies of District Rules and Management Plan available.
- **MISC:** Any other duty as reasonably assigned by the General Manager.

POSITION TITLE: FIELD/WATER QUALITY TECHNICIAN

IMMEDIATE SUPERVISOR: GENERAL MANAGER

JOB IDENTIFICATION: The field/water quality technician can be an exempt or non-exempt employee who reports to the District Manager, and under that person's general direction primarily works independently to perform routine field and lab activities for the District. The Field /Water Quality Technician is responsible for the field activity and the water quality activity of the District. This individual will perform activities which include but are not limited to locating and verifying well locations, inspecting for compliance with well spacing requirements, make water level measurements, conduct and prepare well inventory reports, collect water quality samples, perform water quality analysis in Districts lab and submit water quality samples for analysis to other labs, input data into the database, develop and file reports relating to field activities of the district, prepare correspondence, participate in the development of a newsletter, board meeting materials and other information relating to the programs of the district. This employee would also be responsible for maintaining the District equipment in proper working condition, maintain adequate inventory of supplies and submit orders for additional supplies when necessary. This employee must be willing to perform any other task as reasonably assigned by the General Manager.

JOB SUMMARY: The Field/Water Quality Technician must be willing and capable of communicating well with various landowners, members of the public and staff of other state agencies. The technician must be able to learn and perform various field activities and lab analysis procedures in accordance with district rules and operation guidelines. The technician must work well other staff members, be self motivated and reliable. The employee will be required to become completely knowledgeable of the Rules of the District and of their application to all affected parties.

REQUIREMENTS:

- High school graduate, (any additional education related to environmental science a plus)
- Working knowledge of Microsoft office software including Word, Excel, Access and PowerPoint are necessary
- GIS background beneficial
- Strong communications skills required, both written and verbal
- Should possess above-average organizational skills and abilities
- Grammar, punctuation, spelling and math skills
- Valid driver's license
- Flexibility and adaptation to change
- Ability to exercise initiative, independent judgment and responsibility
- Possess the ability to perform manual labor for extended periods of time under possibly extreme weather conditions