

TRUCKEE-CARSON IRRIGATION DISTRICT POLICY COMMITTEE

2666 Harrigan Road, Fallon, Nevada

July 31, 2007

2:30 p.m.

Committee Members Present:

Richard Harriman Lester deBraga

Others Present:

Dave Overvold Kate Rutan

Committee Member Absent:

Ernie Schank

Meeting called to order at 2:45 pm.

1. **Review Policy to Address Failing Private Crossings on Laterals and Canals**

The Policy Committee members reviewed the present policy on Private Crossings. It was first suggested that the Drain Evaluation Table be applied to canals and laterals as well. But the cost of the materials for a box culvert would not be as much as the labor. In the table the District is responsible for the labor for the water user, however, a culvert installation is not as labor intensive as a box culvert. After much discussion the present policy for Private Crossings is clear and meets the needs of the District so there will be no change except to add the Drain Crossing Evaluation Table to the manual and a sentence that refers to the table.

The committee recommends that the Board approve the above mentioned change to the Management Policy manual.

2. **Review Disciplinary Guide**

The committee reviewed the Disciplinary Guide, attached to these minutes, created by staff members. The committee recommended two changes to the Guide. The first one was to add the words “water records” to the infraction of “Falsifying company records to include time sheets”. The next requested change was to add “Discharge” to the 4th Time infraction of “Stopping work before end of shift”.

A **motion** by Lester to recommend that the Board submit the above mentioned **Disciplinary Guide** to the Employee’s Association was made, seconded by Dave, and approved by all.

3. **Review Policy on Delivery of Water to Non-Water-Righted Land**

The committee discussed the present policy and reviewed the letter that is currently being sent to the individuals that irrigate non-water righted land. Dave explained that they are not using water that is not allocated to them. They order the water and water land that is not part of their designated land with water rights.

It is their water to use but not wherever they want. The policy has instructions on how to do temporary transfers of water rights from one piece of property to another. That process is required before the beginning of the water season and because of the length of time involved must be started in the previous year. Diane Baley came in and explained that every year the Bureau sends the District a list of people that they believe are watering non-water-righted land. The District has typically only investigated anything over an acre because of man-power issues. However, the Bureau has indicated that they would like to pursue the individuals that have less than an acre. This is the reason that the committee is looking at their present policy. During the discussion it was felt that a monetary punishment was not effective because it was not enforceable. The letter that is sent to the violators should be changed deleting the monetary fines. It was felt that a reduction in water allocation may be the answer as far as an enforceable penalty for irrigating non-water-righted land. All verified violators will be noticed with a letter.

The committee's recommendations to the Board are to make some minor changes to the policy with the deletion of monetary penalties and deleting the last sentence of the present policy. Also the references in the policy to the Department of Interior should be changed to the Bureau of Reclamation.

There was no public in attendance and no public comment.

Meeting **adjourned** at 4:15 p.m.

Richard Harriman, Chairman

Dated: _____

TRUCKEE-CARSON IRRIGATION DISTRICT
Discipline Guidelines

Infraction	1st Time	2nd Time	3rd Time	4th Time
Assault on a supervisor or employee.	Discharge			
Falsifying company records to include time sheets and water records.	Discharge			
Fighting on duty or on District property.	Discharge			
Possession of weapons or firearms on duty.	Discharge			
Removal of District records or release of confidential information.	Discharge			
Theft of TCID property or the property of another employee.	Discharge			
Use of alcoholic beverages or illegal drugs on duty.	Discharge			
Reporting for work under the influence of alcohol or illegal drugs.	Discharge/Enrollment in EAP			
Gambling on duty.	3 day Suspension	Discharge		
Insubordination by refusing a supervisor's order.	3 day Suspension	Discharge		
Intentionally misusing or damaging District property or the property of another employee.	3 day Suspension	Discharge		
Leaving assigned work area without authorization.	1 day Suspension	3 day Suspension	Discharge	
Disregard of safety rules.	Written Warning	3 day Suspension	Discharge	
Sleeping while on duty.	Written Warning	3 day Suspension	Discharge	
Threatening or intimidating other employees or supervisors.	Written Warning	3 day Suspension	Discharge	
Unauthorized absence.	Written Warning	3 day Suspension	Discharge	
Distribution of printed matter on duty without permission.	Verbal Warning	Written Warning	3 day Suspension	Discharge
Failure to properly use safety equipment.	Verbal Warning	Written Warning	3 day Suspension	Discharge
Failure to report injury or accident.	Verbal Warning	Written Warning	3 day Suspension	Discharge
Inability or unwillingness to work cooperatively with other employees.	Verbal Warning	Written Warning	3 day Suspension	Discharge
Posting or removing notices without District approval.	Verbal Warning	Written Warning	3 day Suspension	Discharge

TRUCKEE-CARSON IRRIGATION DISTRICT
Discipline Guidelines

Infraction	1st Time	2nd Time	3rd Time	4th Time
Smoking in unauthorized area.	Verbal Warning	Written Warning	3 day Suspension	Discharge
Unauthorized soliciting of contributions on duty.	Verbal Warning	Written Warning	3 day Suspension	Discharge
Failure to follow specified job instructions.	Written Warning	3 day Suspension	10 day Suspension	Discharge
Failure to maintain production standards.	Written Warning	3 day Suspension	10 day Suspension	Discharge
Failure to obey State, Local and District traffic rules	Written Warning	3 day Suspension	10 day Suspension	Discharge
Creating scrap or poor quality work due to carelessness.	Written Warning	1 day Suspension	7 day Suspension	Discharge
Stopping work before end of shift.	Written Warning	3 day Suspension	7 day Suspension	Discharge
Use of District or other employee's tools without permission.	Written Warning	1 day Suspension	3 day Suspension	10 day Suspension
Creating or contributing to unsanitary conditions by poor housekeeping.	Verbal Warning	Written Warning	3 day Suspension	10 day Suspension
Stretching breaks or otherwise wasting time.	Verbal Warning	Written Warning	3 day Suspension	10 day Suspension
Tardiness without authorization.	Verbal Warning	Written Warning	3 day Suspension	10 day Suspension

Three write ups for the same offense in a 12 month period may result in discharge.

Three or more write ups for any combination of offenses in a 6 month period may result in discharge.

This is intended as a guide, disciplinary action may be accelerated or different from what is depicted depending on the severity of the offense and the discretion of management.