

## **SECTION K: EMPLOYEE POLICIES AND PROCEDURES**

### **ABSENTEEISM AND TARDINESS**

Any employee who is to be absent from work without having obtained his supervisors prior approval shall notify his supervisor of his absence and when he will report back to work.

Each employee will be present and ready for work at his starting time and will work until his assigned quitting time. Habitual tardiness will be a matter for disciplinary action.

A failure to show up for work without notifying your supervisor may result in termination. (9/8/98)

### **EMPLOYMENT OF RELATIVES**

The District's project manager shall not hire any relative not three times removed by consanguinity or affinity under his supervision, unless approved by the Board of Directors.

District supervisors shall not hire any relative not three times removed by consanguinity or affinity under their direct supervision, unless approved by the Project Manager.

Board members of the District shall not hire any relative so related to one of the directors by consanguinity or affinity and shall require a unanimous vote of all non-related members of the Board of Directors sanctioning such action in those instances where relatives are hired. (9/8/98)

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is and shall be the continuing policy of the District that all persons are entitled to equal employment opportunity, regardless of race, creed, color, sex, age, national origin, religion, physical or mental handicap, or veterans' status. Specifically, employment opportunities are and shall be open to all qualified applicants solely on the basis of their experience, aptitude, and ability.

Advancement is and shall be based entirely on the employee's achievement, performance, ability, attitude, and potential for promotion. If at any time, two employees have identical qualifications as described above, length of employment with the District would be the determining factor.

The opportunity for performing overtime work or otherwise earning increased compensation is and shall be afforded without discrimination to all non-supervisory employees. This same policy will be observed with respect to any employee programs, which are sponsored or supported by the District.

Whenever necessary to reduce the District's work force, layoffs or recalls to work will be made without regard to race, creed, color, sex, age, national origin, religion, physical or mental handicap or veterans' status. When it becomes necessary to terminate any employee, such termination will be for cause without discrimination.

There will be no discrimination in those cases, when required, of disciplinary actions or the filing of grievances or any other example of the District's employer-employee relationship.

### **POSTING OF JOB OPENINGS**

All positions that become available within the District must be posted in all departments for a minimum of 5 days prior to posting to the public, unless otherwise approved by the Board of Directors. Posting of the notice will include qualifications, salary range, and responsibilities.

### **INDUSTRIAL ACCIDENTS/INJURIES SUSTAINED DURING EMPLOYMENT**

The District provides industrial insurance for job-related injuries to its employees. (06/7/02)

Whenever any job-related accident occurs to any employee, he shall immediately report the accident and the injury resulting therefrom to the District's office and his supervisor. In those instances requiring immediate medical attention, notification may be made as soon as possible following treatment or by the employee's supervisor or representative if the injury results in hospitalization.

Accumulated sick leave may be utilized in conjunction with on-the-job injuries in an amount which, when added to Worker's Compensation, will not be greater than the employee's regular pay. (06/7/02)

### **PRIVATE WORK USING DISTRICT FACILITIES AND EQUIPMENT**

Neither employees nor any other persons will be allowed to perform private work of any nature utilizing District equipment and or the office/shop compound facilities.

### **SECONDARY OR OUTSIDE EMPLOYMENT**

Employees are encouraged not to seek secondary employment. If outside employment is obtained, it cannot create a conflict with employment at the District.

1. District overtime shall take precedence over any outside employment.
2. Outside employment shall be reported to the employee's immediate supervisor.
3. Outside employment shall not interfere with the employee's work performance at the District.

The District will not provide medical benefits or sick leave for injuries or sickness resulting from outside employment.

### **SEXUAL HARRASSMENT**

The District believes that each individual employed by us has the right to be free from harassment because of age, color, creed, national origin, or sex. Because of the current rise in sexual harassment charges across the country, we wish to clarify our procedure for dealing with this problem. The District will not tolerate any form of sexual harassment. Should an employee feel he is being harassed, the following guidelines will help to remedy the problem.

Harassment by other employees or by customers is to be brought to the attention of the supervisor. The supervisor will investigate the matter, and if the allegation is sustained, the responsible employee will be disciplined. If harassment continues, the responsible individual will be terminated immediately. Responsible customers who do not change their behavior after a polite request from the supervisor will be denied entrance.

Should the employee feel the supervisor has not investigated the matter to his satisfaction, he should contact the Project Manager immediately. Should the harassment originate from the supervisor, the Project Manager is to be contacted. If, for any reason, the Project Manager cannot be reached, the Board of Directors will respond to the employee's complaint.

Sexual harassment can include:

- Unwelcome physical contact;
- Sexually explicit language or gestures;
- Uninvited or unwanted sexual advances; or
- An offensive overall environment, including the use of obscene language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.
- It can come from superiors, fellow employees, or customers. Men as well as women can be victims of sexual harassment.

### **TIMESHEETS: REPORTING OF ATTENDANCE**

A timesheet must be received for each hourly employee each pay period. All hours worked must be recorded in detail on a daily basis; the employee is responsible for the accuracy thereof. Each timesheet will cover a period of two (2) weeks beginning with Saturday and ending at the close of work on the second Friday thereafter. (04/07/00)

If an hourly employee is absent from work at the end of the pay period and his timesheet is not complete, his/her supervisor shall complete the timesheet on the employee's behalf. As soon as the employee returns to work, his/her signature must be obtained on the timesheet.

Interference in any manner with any other employee's timesheet by non-supervisory personnel will be cause for disciplinary action.

### **ANNUAL PERFORMANCE EVALUATION**

It is the District's policy to annually review each employee in terms of, but not limited to, (a) job understanding; (b) job performance; (c) job productivity; (d) dependability, and (e) cooperation. Such reviews will be performed on or before the anniversary of the employee's hire date by the appropriate supervisor with review thereof by the project manager. Failure by a supervisor to perform an evaluation should be brought to the direct attention of the Project Manager.

Merit increase can be given on a sustained above average performance based on the employee's performance evaluations. Promotions and merit increases will be recommended by supervisory staff and approved by management with concurrence by the Board of Directors. If a merit increase is not given and the employee feels that he/she has been unjustly overlooked, the employee is free to follow the grievance procedure as recourse.

### **SIX-MONTH PROBATIONARY PERIOD FOR NEW EMPLOYEES**

It is the District's policy that each employee is hired on a probationary basis for the first six months of employment. At the end of the six-month period, the employee's supervisor will evaluate the employee's (a) job understanding; (b) job performance; (c) productivity; (d) dependability; and (e) cooperation. After the evaluation, the employee is then eligible for a merit increase of his/her current rate of pay.

Merit increases will be recommended by supervisory staff and approved by management with concurrence by the Board of Directors.

### **PAY CHECK AVAILABILITY**

Paychecks will be available in the District's office after 11:30 A.M. on Wednesday of the week following the close of the payroll period.

It may be that, from time to time as necessitated by District recognition of holidays, checks will be made available at an earlier date/hour. Personnel will be so notified in such instances.

Checks are to be picked up by the employee or, in those cases where the office has received prior written authorization, by the employee's designated representative.

### **EDUCATIONAL TUITION REIMBURSEMENT**

The District will reimburse any employee the tuition fees for a college course, which directly relates to the employee's job. Upon recommendation of the employee's supervisor, the Project Manager can authorize reimbursement subject to the following conditions:

1. The employee must present evidence of completion of the class with a grade of "C" or better;
2. The course is not to be taken during the employee's regular daily work hours;
3. The course must be approved by the Project Manager;
4. The employee must remain with the District for one year after the completion of the class. If the employee leaves the District within one year of completion of the course, the fees will be refunded to the District from his final check.
5. If the employee does not complete the class or has a grade below a "C", the amounts of the fees are to be refunded to the District.

### **FAMILY AND MEDICAL LEAVE**

The Family and Medical Leave Act of 1993 requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Unpaid leave must be granted for any of the following reasons: to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job.

At the employee or employer's option, certain kinds of paid leave may be substituted for unpaid leave. The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable". The District may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness of duty report to return to work.

For the duration of Family and Medical Leave Act leave, the employer must maintain the employee's health coverage under any "group health plan". Upon return from Family Medical Leave Act leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of Family Medical Leave Act leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

Family and Medical Leave Act makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under Family and Medical Leave Act; or discharge or discriminate against any person for opposing any practice made unlawful by Family and Medical Leave Act or for involvement in any proceeding under or relating to Family and Medical Leave Act.

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations.

The Family and Medical Leave Act does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **FLEX TIME**

With the permission of the employee's supervisor, the employee may have personal time, "flex time", off during the workday to accomplish personal matters which will be made up at a time designated by the employee's supervisor. For example, if a personal matter requires the employee's attention during working hours and would have a minimal impact on the work of the District, then the employee, after consultation and approval by his supervisor, would be permitted to take care of the personal matter. The supervisor and the employee would then also agree when the employee would make up the time to the District.

The District hopes that this policy will foster a more cooperative and productive working relationship between the District and its employees.

### **DITCHRIDER OUTSIDE EMPLOYMENT**

During the irrigation season, outside employment is not permitted for ditchriders.

### **CDL DRIVERS LICENSE EXAMS**

The District will schedule and pay for the physical exam required for Class 1 Drivers Licenses, as and when required by Nevada Revised Statutes, for those employees who require such licenses in the course of their employment with the District. The physician will provide a copy, to the District, of the physical for District personnel files. The District has contracted with a local physician for the exams. If the employee would like to use his/her own physician, the District will reimburse amounts up to the contracted price. Anything over that amount will be the responsibility of the employee. (5/7/96)

### **FIREARMS**

The use and/or carrying of firearms, regardless of type, is strictly prohibited during hours of employment. The only exceptions are the Pasture Manager and Pasture Irrigator in which the scope of employment includes the control of predators and rodents in the pasture areas.

Generally, "firearm" means any weapon from which a projectile may be propelled by means of explosive, spring, gas, air, or other force.

Any variance from this policy must have the supervisor's written permission.

### **RESTRICTION ON OPERATING OR RIDING IN DISTRICT EQUIPMENT**

Only District employees are allowed to ride in or operate District construction & maintenance equipment. Any passengers in construction and maintenance equipment are to be limited to necessary transportation to and from the job sites.

Construction and maintenance equipment is considered to be all vehicles owned and operated by the District except the vans, pickups and automobiles used by management, supervisors, administration, and ditchriders.

### **CARSON LAKE PASTURE GRAZING OPERATION**

When an individual is hired or assigned to the Carson Lake pasture grazing operation, that employee shall furnish their own horse(s) that may be needed in their management and operation of the grazing units at the Carson Lake Pasture.

If an employee desires to provide his/her horse trailer for ease of transporting his/her horse(s), the District will provide upon request a reasonable hookup for such trailer and will provide liability insurance for such trailer.

Assignment to the Carson Lake Pasture grazing operation will be under the control of the O&M Foreman and will be based upon need and any work orders written. (2/9/04)

### **TOOL POLICY**

When a mechanic or carpenter is hired, that employee shall furnish the following set of tools with which to work his trade:

- Mechanic:        Socket set, 1/4, 3/8, 1/2 drive sets  
                      End wrench set, combination 1/4 to 1-1/8  
                      Screwdriver set, hacksaw, pliers, dikes, hammer, chisel, punches, Allen wrench set, feeler gauge, torque wrench
- Carpenter:        Hammer type squares (framing & TRI)  
                      Hand saw, hacksaw, brace and bit, level, crescent wrench, dikes, wood chisel, pry bar

Any employee tools broken or lost as result of the performance of on-the-job duties on the District's behalf will be replaced by one of identical quality by the District. Evidence of loss must be provided and approved by the employee's immediate supervisor and the department supervisor. No tool will be replaced by the District, which has been lost or broken through negligence on the part of its owner.

The District will supply specialty tools needed to adequately perform those duties required of the employee. The determination as to whether or not the tool is necessary shall be made by the supervisor of that department and if purchased shall remain, when not in use, in the supervisor's care. All such specialty tools are to be adequately identified as District property.

### **DRIVER INSPECTION RESPONSIBILITY**

## MANAGEMENT POLICIES – SECTION K

All trucks and trailers leaving the yard must be cleaned so that no rocks or gravel will be on the truck to fall or bounce off and cause damage to other vehicles and all other material should be properly tied or secured. Trucks are to be completely legal and safe. (9/8/98)

Trucks and trailers loaded with earthen materials should be wetted prior to leaving the yard to avoid damage to other vehicles on the highway.

A claim for damages from rocks or other material falling off of a District vehicle must include the time, date, and exact location of the incident in order to verify it was a District vehicle. Without the license number or District vehicle number, a complete description of the District vehicle is also required when a claim has been filed. The damaged vehicle must be inspected by the shop superintendent, or designee as soon as possible after the damage has been done. (4/8/96)

**VEHICLE ACKNOWLEDGEMENT (4/19/04)**

**VEHICLE ACKNOWLEDGEMENT**

I acknowledge receipt of a new 2004 Chevrolet Silverado 1500 pickup – TCID Truck No. \_\_\_\_\_.

I understand that the District does have Liability and Medical insurance coverage on the vehicle but does not have comprehensive or collision insurance for damage to the vehicle.

In addition, I acknowledge receipt of and understand the attached Cleaning of Equipment policy. (See policy – Section A-page 5).

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

Dated: \_\_\_\_\_

**PHONES**

The District currently provides mobile phones for ditchriders, O&M crew and others for communications with water right owners, with other District employees and for other necessary communications. The phones are to be used for business purposes only and any personal long distance charges are to be paid by the employee. (3/8/04)

In regard to the ditchrider employee, the District will no longer require a business phone at the District ditchrider residences and the ditchriders shall have their mobile phones available to make and receive calls at their residences at all times. Phones shall be in the employee's possession and "on" during that employee's job duties. During ditchriders days off, a phone message should be recorded indicating the time off and a phone number of the relief ditchrider or the phone placed in the transfer mode to transfer any incoming calls to the relief ditchrider phone.

If circumstances require a land based phone, then the District will provide such additional phone and/or communication capability. (2/9/04)

**COOPERATIVE ATTITUDE**

The Board of Directors wants to foster a safe, pleasant and cooperative work environment and to minimize ill-feelings amongst the District's employees. Harmonious relationships are not entirely a matter of rules but are the outgrowth of daily decisions, cooperation, friendliness, and team spirit.

In this regard, the Board is asking all employees to refrain from the use of abusive or foul language, criticism and open complaining remarks toward others in their job performance or their personal characteristics or personality. To achieve mutual respect in our working relationships we need to respect the rights and feelings of other employees and to treat everyone in a fair, honest, considerate and respectful manner.

In addition, the Board would ask everyone to refrain from making comments or remarks that could be interpreted or taken as being disparaging of any gender or ethnic class of people.

To enforce this policy, the employee's supervisor shall, upon the first infraction, talk to the employee who makes the inappropriate remark or who uses the language, which creates the friction and/or tension. Explain to that employee the policy against such use and the need for everyone to work cooperatively together. The second offense within 90 days shall result in a written reprimand with a warning that if the infraction occurs again within the following six (6) months the employee will be terminated.

\*attached is a form to be used in any written reprimand (09/08/98)

## **HIRING PROCEDURE**

### Vacated Position

District management has the authority to hire replacement personnel as needed to fill a vacated position. (2/8/99)

### New Position

All new positions shall be approved by the Board of Directors after review and recommendation by the Employee Relations Committee and the Finance Committee. (2/8/99)

### Posting of Job Openings

All positions that become available within the District must be posted in all departments for a minimum of 5 days prior to posting to the public. Posting of the notice will include qualifications, salary range, responsibilities, and whether the position is full or part time. (12/7/99)

### Pre-Employment – Alcohol and Drug Testing

All applicants, as a condition of employment, must submit to a urine test for drugs and alcohol. The District may choose not to require pre-employment test if the District can verify that the applicant has participated in a valid drug testing program within the preceding 30 days and while participating in that program was either tested within the past 6 months or participated in a random selection program for the previous 12 months. The District will verify that no prior employer of the driver or applicant has a record indicating alcohol or drug use within the previous 6 months.

All applicants, as a condition of employment, will be required to sign a release of information allowing Truckee-Carson Irrigation District to access past employment records relating specifically to any record indicating that the applicant had a positive alcohol or drug test or a refusal to test

within the preceding two years. Any record of a positive alcohol or drug test or refusal to test will result in a withdrawal of the offer of employment. (08/09/99)

**Dismissal of An Employee**

An employee can be placed on administrative leave, with or without pay, by a supervisor or the Project Manager. If after consultation between the supervisor and the Project Manager, it is determined that an employee should be terminated, the recommendation will be made by the Project Manager to the Employee Relations Committee. The Employee Relations Committee will review the facts of the proposed dismissal and accept or reject the Project Manager's recommendation. Written documentation will be included in the employee's file. (12/7/99)

**TOBACCO POLICY**

To promote a clean and healthy work environment for our employees, TCID prohibits smoking in District vehicles, equipment where posted, and buildings, except where residential housing is provided.

Employees who smoke outside of buildings will be responsible to keep the area clean.

Employees who refuse or fail to abide by this policy are subject to disciplinary action.  
(4/9/07)

MANAGEMENT POLICIES – SECTION K

**EMPLOYEE WARNING REPORT**

Employee's Name \_\_\_\_\_ Date of Warning \_\_\_\_\_ Dept. \_\_\_\_\_ Shift \_\_\_\_\_

Clock or Payroll No. \_\_\_\_\_

Type of Violation	<input type="checkbox"/> Attendance	<input type="checkbox"/> Carelessness	<input type="checkbox"/> Disobedience	<b>W A R N I N G</b>	Violation Date: _____
	<input type="checkbox"/> Safety	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Work Quality		Violation Time: _____ a.m. _____ p.m.
	<input type="checkbox"/> Other _____ _____				Place Violation Occurred: _____

<p><b>Company Statement</b></p>	<p><b>Employee Statement</b> Check Proper Box</p> <p><input type="checkbox"/> I concur with the Company's statement.</p> <p><input type="checkbox"/> I disagree with the Company's statement for the following reasons:</p> <p>I have entered my statement of the above matter.</p> <p>Employee's Signature _____</p> <p>Date _____</p>
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**Warning Decision**

Approved By \_\_\_\_\_

Name	Title	Date
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<p>List All Previous Warnings Below When Warned And By Whom</p> <p>Previous Warning: <span style="float: right;">1<sup>st</sup> Warning</span>                  Date: _____                  Verbal: _____                  Written: _____</p> <p>Previous Warning: <span style="float: right;">2<sup>nd</sup> Warning</span>                  Date: _____                  Verbal: _____                  Written: _____</p> <p>Previous Warning: <span style="float: right;">3<sup>rd</sup> Warning</span>                  Date: _____                  Verbal: _____                  Written: _____</p>	<p style="text-align: center;">I have read this "warning decision" and understand it.</p> <p>_____ Employee's Signature <span style="float: right;">Date</span></p> <hr/> <p>Signature of person who prepared warning <span style="float: right;">Title</span> <span style="float: right;">Date</span></p> <p>_____ Supervisor's Signature <span style="float: right;">Date</span></p> <p style="text-align: center;"><b>Copy Distribution</b></p> <p><input type="checkbox"/> Employee <span style="margin-left: 150px;"><input type="checkbox"/> Supervisor</span> <span style="float: right;"><input type="checkbox"/> Foreman</span></p> <p><input type="checkbox"/> Personnel Dept.</p>
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**RECOGNITION AWARDS**

<u>YEARS OF SERVICE</u>	<u>STONE</u>	<u>AWARD CHOICE</u>
10 Years	Ruby	Pin (Logo emblem)
15 Years	Sapphire	Most likely choice has been Gerber knife or belt buckle with emblem (man's choice) Charm/Brooch mounted on pin or chain with emblem (women's choice)
20 Years	Emerald	Choice with emblem
25 Years	Diamond	Choice with emblem
30 Years	Choice	Choice with emblem

After 15 years of service, a pin with logo emblem with stone can be chosen to be attached to gift (value of gift not to exceed \$75.00)

After 20 years of service, a pin with logo emblem with stone can be chosen to be attached to gift (value of gift not to exceed \$125.00)

After 25 years of service, a pin with logo emblem with stone can be chosen to be attached to gift (value of gift not to exceed \$175.00)

After 30 years of service, a pin with logo emblem with stone can be chosen to be attached to gift (value of gift not to exceed \$250.00)

If the employee would like to choose a gift of greater value than listed above, he/she can pay the difference in cost. (12/7/98)

The employee has the option to choose a gift or receive the cash equivalent. (03/08/99)

Retirement Gift

For an employee with at least 15 years of service with the District at retirement, the Board will allow for the purchase of a gift, up to \$100 for each five years of service. (08/08/01)