



Employee Handbook

July 2018

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INTRODUCTION

Mission Statement

A reliable, sustainable, and high quality water supply is critical to the environmental, social, and economic viability of the Lenoir County and Pitt County areas.

The Neuse Regional Water and Sewer Authority will meet this critical water supply need while fostering a sense of cooperation between communities to solve a full range of regional challenges.

Purpose of Manual

This Manual provides general information about the policies and procedures at Neuse Regional Water and Sewer Authority hereinafter named NRWASA. The Manual does not represent contractual terms of employment.

NRWASA retains the right to delete, add to and amend any information, statements, employee benefits, or terms and conditions of employment contained in this Manual at their own discretion, in accordance with state and federal requirements. No change in employment policy will be effective unless it is executed in writing by the Executive Director.

Supervisor (is used to represent those in a Supervisory Capacity including the following employees; Water Treatment Plant ORC, Assistant Water Treatment Plant ORC, Distribution Superintendent, Plant Maintenance Supervisor, Chemist and Administrative Assistant).

The policies, procedures and benefits described herein replace all policies and practices previously written and unwritten. For simplicity the pronoun "he" is used to represent both male and female persons.

Note that this Employee Handbook is a brief summary of NRWASA Administrative Policies and Procedures. The complete Manual can be viewed upon request in the Administrative Office.

GENERAL POLICIES

Equal Opportunity Employer

It is the policy of NRWASA that all persons are entitled to equal employment opportunity, regardless of race, creed, color, sex, sexual preference, age, national origin, religion, physical or mental handicap or veteran's status except where sex, or lack of handicap requirements are essential occupational qualifications.

NRWASA prohibits retaliatory action of any kind against an employee because that person made a charge, testified, assisted or participated in a hearing, proceeding or investigation of employment discrimination.

Employment At-will

Employment at NRWASA is at-will. That is, either the employee or NRWASA may terminate the employment relationship at any time, with or without cause. The at-will relationship remains in full force and effect notwithstanding any statements to the contrary made by NRWASA personnel or set forth in any documents.

Introductory Period

The first year of employment at NRWASA will be considered an introductory period. During this time, the Supervisor will train and assess the employee's progress and job performance. The introductory period allows the employee and NRWASA to determine if the fit is well-suited for continued employment.

Your continued employment is based on mutual consent. You have the right to end your employment relationship with us at any time and for any reason or no reason whatsoever. Similarly, NRWASA may terminate you for any reason or no reason whatsoever, at any time.

Address/Telephone # Accessibility

We expect employees to promptly notify the Administrative Office of any changes of name, address, phone number, marital status, number of dependents, or other applicable information.

Failure to comply with this policy shall be considered insubordination and grounds for disciplinary action.

Employee Records (Personal Data Changes)

Confidential personnel files and records, including medical information, are maintained for each employee and are the property of NRWASA. The maintenance, dissemination, and preservation of this information shall be governed by applicable law.

Information contained in your personnel file will not be released to external sources unless written permission is obtained from you. You may review the material in your file by making an appointment with the Executive Director.

ID Cards

Identification cards will be issued upon employment. Employees shall carry the Identification Card on his person during working hours.

Employee Categories

Regular Full-time - Employees required to work regular hours, at least 40 or more hours per week.

Regular Part-time - Employees who are regularly scheduled to work less than 20 hours per week.

Nonexempt Employees - Employees who, by the definition of their job duties, are subject to (are not exempt from) the requirements of the Fair Labor Standards Act (FLSA) and are eligible for overtime pay. They are typically called hourly-paid employees.

Exempt Employees - Employees who by the definition of their job duties, are not subject to (are exempt from) the requirements of FLSA and are not eligible for overtime pay. They are typically called salaried-paid or salaried employees.

Performance Evaluations

Performance evaluations will be conducted on an annual basis on the anniversary date of the employee. Newly hired employees will be evaluated at the end of the introductory period (1-year) and then annually thereafter. There is no guarantee that a salary increase will be provided.

The purpose of the performance evaluation is to determine whether or not the employee is fulfilling the job requirements for which he was hired. Employees not meeting minimum standards will be subject to a probationary period, a plan of corrective action, and any appropriate disciplinary action, up to and including discharge.

Working Hours

Staff has the option to work a four-day workweek, with a designated day off for each person. The four ten-hour work days will include a half-hour non-paid lunch break. Should the Supervisor choose a five-day workweek, the schedule will be Monday through Friday 8:00am to 5:00pm, with a one-hour non-paid lunch break. The Operators' work 12-hour shifts, day or night, from 7:00-7:00.

Schedules may change and may require overtime when workloads are heavy (see also overtime).

Pay Periods

The pay period is biweekly starting Sunday at 7:01 a.m. and ending two weeks later on Sunday at 7:00 A.M. Currently timesheets are required to be turned in on the Monday after the pay period ends and pay checks are direct deposited by the end of the day on Thursday. This is subject to change as the workforce grows.

Timesheets

Timesheet for all staff are due in the Executive Director's office by Monday after the pay period ends. When time reports are not submitted promptly or as requested, pay may not be authorized.

If non-exempt employees are late, they need to make the time up on the same day or take vacation leave in fifteen (15) minute increments.

Any employee failing to report back to work after an approved leave shall be out on unapproved leave, and is subject to dismissal. Employees who use leave that has not been approved are:

1. Subject to receive no pay for the duration of the absence;
2. Subject to disciplinary action which may include dismissal.

Making fraudulent entries on time sheets will not be tolerated and may be grounds for immediate dismissal.

Overtime/Compensatory Time

Work schedules and hours of work are established consistent with the needs of the Authority and assigned as fairly and equitably as consistent with rules set forth in the Fair Labor Standards Act (FLSA).

Non-exempt employees (hourly paid employees) who are required to work in excess of forty (40) hours in the designated workweek will be compensated at time and one-half his regular rate of pay or provided compensatory time (comp time) at the rate of time and one-half for those hours worked over forty (40). The Supervisor will determine whether pay or comp time will be provided.

- a. In no case may an employee accrue more than 30 hours of overtime or a total of 30 compensatory hours.
- b. Overtime is based on actual work hours, not hours taken off as vacation, sick or holiday pay.

Positions exempt from FLSA do not receive overtime or comp time pay.

Staff will be required to take comp time before taking annual leave. Comp. time must be used within 30 days or will be paid out in the next payroll cycle.

Call Back:

Additional compensation will be provided to non-exempt employees who respond to emergency "call-in" in order to perform necessary work at a time other than during the employee's regularly scheduled hour of work. An employee, who is called in to work before or after his scheduled hours of work, or on non-work days, shall be paid a minimum of one hour at the employees' regular rate of pay. The employee will be paid for all hours worked. Employees will be paid one and a half times their base rate of pay for each hour worked over (40) working hours.

Stand-By Pay Weekly:

Employees may be asked to serve on standby to be available in case of an emergency. Employees will receive (8) hours of straight pay for the week for being on standby and for being required to report upon contact. Standby time is not considered as work time for overtime purposes. The employee is free to engage in personal pursuits during any portion of the standby shift; such personal pursuits should not restrict the employee from returning to work. Employees will be paid one and a half times their base rate of pay for each hour worked over (40) working hours.

Stand-By Pay (Weekends Only)

Employees may be asked to serve on standby to be available in case of an emergency. Employees will receive one and a half hours for Saturday and one and a half hours for Sunday for being on standby and for being required to report upon contact. Standby time is not considered as work time for overtime purposes. The employee is free to engage in personal pursuits during any portion of the standby shift; such personal pursuits should not restrict the employee from returning to work. Employees will be paid one and a half times their base rate of pay for each hour worked over (40) working hours.

Stand-By Pay (Holidays)

Employees may be asked to serve on standby to be available in case of an emergency on a holiday. Employees will receive 5 hours for each holiday they are on standby and for being required to report upon contact. Standby time is not considered as work time for overtime purposes. The employee is free to engage in personal pursuits during any portion of the standby shift; such personal pursuits should not restrict the employee from returning to work. Employees will be paid one and a half times their base rate of pay for each hour worked over (40) working hours.

*Employee Compensation will begin once the employee arrives at the NRWASA office at 2811 Barrus Rd.

*NRWASA reserves the right to give compensatory time in lieu of overtime.

Certification Pay for Operators (Operators Training Program)

NRWASA encourages employees to obtain higher levels of training by becoming certified in each of their respective divisions. For detailed information, contact your Supervisor.

Cost of Living Adjustment/Performance Based Increases

Cost of living adjustments may be provided to all non-probationary employees who have performed at a satisfactory level or above effective the first pay period in July. (Subject to Board review and budget) Employees are also eligible for a performance-based increase but only if their performance exceeds expectations.

Longevity Pay

Employees will be awarded longevity pay for dedicated years of service. Longevity will be paid in a Lump Sum payment based on the employee's years of service and rate of annual pay as of June 30th of the year of payment. Longevity checks will be issued on the first day of November. Employees who have met all requirements for Longevity that retire, resign or expire on or after June 30th, will receive a final payment.

<u>Year of Service</u>	<u>Percent of Annual Salary</u>
0-5	0%
5-10	1.5%
10-15	2.0%
15-20	2.5%
20-25	3.0%
25-30	3.5%
30+	4.0%

PERFORMANCE STANDARDS

Standards of Conduct

In order to protect the rights and responsibilities of employees and the best interest of our Members, NRWASA has adopted certain standards of conduct. This list is not all-inclusive but represents behaviors that will not be tolerated. Anyone who violates the rules and regulations shall be subject to disciplinary action up to and including discharge.

- Incompetence. Neglect or carelessness whether or not resulting in serious damage to personnel, Members, equipment or property. Inefficiency or neglect of duty.
- Irregular attendance, unauthorized absence, repeated absenteeism, or tardiness.
- Improper use of sick leave privileges.
- Failure to maintain a current license or certification required as a condition of employment.
- Failure to follow acknowledged proper safety techniques and procedures.
- Conviction of a felony or a crime involving moral turpitude.
- Intentional fraud related to workers' compensation.
- Insubordination. Refusal to follow direct instructions of Supervisory personnel.
- Dishonesty. Falsification of records. Theft, regardless of value. Misuse of funds or property.
- Discourteous treatment of the public, customers, or fellow employees.

- Soliciting tips or favors. Giving or accepting gifts in exchange for "favors" or "influence".
- Willful destruction of company property.
- Failure to report an accident.
- Intoxication while on duty or bringing unauthorized intoxicating beverages on premises.
- Possessing, using or being under the influence of illegal drugs.
- Soliciting money or signatures or distributing literature of any kind in violation of the company's guidelines.
- Interfering with others in performance of their jobs or engaging in or participating in any interruption of work, including willful waste or defective work.
- Divulging information concerning our Members.
- Disregard of established employee procedures and standards. Violation of regulations regarding performance of duties.
- Recording another employee's time.
- Smoking in undesignated areas or any company vehicle.
- Use of profane, abusive or threatening language.
- Fighting, provoking a fight, or attempting bodily injury to another.
- Sexual or other harassment.
- Sleeping on the job.

Grievance Procedure

The grievance procedure provides an adequate and fair means for hearing matters of concern to NRWASA employees. The purposes of the grievance procedure include, but are not limited to:

1. Provide employees a procedure by which their complaints can be considered rapidly, fairly, and without reprisal;
2. Encourage employees to express themselves about the conditions of work which affect them as employees;
3. Promote better understanding of policies, practices and procedures that affect employees;
4. Develop in Supervisor a greater sense of responsibility in their dealings with employees.
5. Encourage conflicts to be resolved between employees and Supervisors who must maintain an effective future working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible in the chain of command.

Contact the Executive Director's office for a copy of the procedure.

Harassment and other forms of Discrimination

NRWASA prohibits unlawful discrimination of its employees, which includes sexual and other forms of harassment or any conduct considered to be harassing, coercive or disruptive by Supervisors, coworkers and other individuals in the workplace. All employees have a right to work in an environment that is free of unlawful discrimination

and harassment, whether that discrimination or harassment is based on sex, age, race, national origin, religion, sexual preference, marital status, or membership in other protected groups.

For purpose of definition, sexual harassment may include, but is not limited to:

1. Unwelcome sexual advances or request for sexual favors;
2. Intentional or repeated unwelcome verbal comments, sexually suggestive comments, jokes, or display of sexually oriented materials including pinup-type calendars of either sex;
3. Unwelcome intentional touching of a person's body areas;
4. Physical contact of a sexual nature, including touching of body areas, between consenting persons while at work in view of others.

Employees who have complaints of sexual harassment shall report such conduct to their Supervisor or to the Executive Director in writing. The report shall state the specifics of the incident, date, time, place and names of any witnesses to the incident. The Supervisor shall follow up with a report to the Executive Director. Employees should feel free to report incidents without fear of retaliation.

Supervisors, employees and victims who fail to immediately report sexual harassment or inappropriate acts of a sexual nature will be subject to disciplinary action for failure to follow established policy.

Harassment in any form is not tolerated by NRWASA. Employees who observe harassment should report such conduct to their Supervisor or the Executive Director.

The Authority investigates all allegations of harassment. Where investigations confirm the allegations, or other inappropriate actions are found, corrective action will be taken. Such conduct may result in disciplinary action up to and including dismissal of the employee who harasses others or is otherwise determined to have acted inappropriately.

Workplace Violence

NRWASA provides a safe workplace for all employees. We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;

- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on company property or while on company business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situation must be reported immediately to a Supervisor or the Executive Director. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. NRWASA will actively intervene at any indication of a possibly hostile or violent situation.

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Supervisor or the Executive Director if any employee exhibits behavior which could be a sign of potentially dangerous situations. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a Supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Drug Testing

NRWASA is committed to providing a safe place to work and an atmosphere where it can provide its customers with the highest quality services possible.

Because substance abuse can seriously endanger the safety of employees and render it impossible to provide the highest quality service to the customer, NRWASA has established this process to attempt to detect users and abusers of controlled substances.

The following rules represent the company's policy concerning substance abuse. They are effective immediately, and will be enforced uniformly with respect to all employees:

1. All employees at NRWASA will be subject to random drug or alcohol testing by an outside service. This is a condition of your continued employment with NRWASA. By accepting or continuing employment with NRWASA, you agree to this policy and consent to this testing. In addition, employees may be asked to submit to drug or alcohol testing as a result of an on the job accident, unusual behavior on the job, or after finding drugs or alcohol on the premises.
2. The company prohibits the presence or use of alcohol, drugs, or other controlled substances (except for prescription drugs needed during the work day and held by the patient to which prescribed) on its properties.
3. The sale, possession, transfer, purchase or use of controlled substances on company property, or while performing company business, is strictly prohibited and shall be cause for termination. Such action also may be reported to appropriate law enforcement officials.
4. No prescription drug will be brought on or used on company premises by any person other than the one for whom it is prescribed. Such drugs will be used only in the manner, combination, and quantity prescribed. NRWASA employees are required to advise their Supervisor in the event that prescribed medication may cause drowsiness or may otherwise affect an employee's ability to safely perform job functions. In the event that an employee is using any medication which they have been informed (physician, dentist, pharmacist, etc.), or find themselves to be experiencing any deficit in function, motor skill, awareness, or physical and/or mental ability that could possibly impede or prevent their performance of any function of their ability to safely perform their duties shall be responsible for promptly notifying their immediate Supervisor or Safety Officer before assuming or resuming those duties.
Failure by the employee to provide such notification shall result in the initiation of a reasonable suspicion investigation, and all associated outcomes to which it may lead, up to and including termination.
5. Where cause exists to believe that an employee is impaired or under the influence of controlled substances, a confidential investigation, including screening, may be undertaken. If controlled substances are detected, appropriate referral for professional evaluation and/or discipline, up to and including possible immediate termination, will be implemented.
6. An employee injured in an on-the-job accident may be required to submit to drug and/or alcohol screening.

Smoking in Designated Areas

We are committed to providing a safe and healthy environment for employees and visitors. Smoking is not allowed except in designated areas. This includes no smoking in NRWASA buildings and in NRWASA vehicles and equipment. An area will be designated for those who smoke.

Attendance and Tardiness

NRWASA expects employees to maintain an excellent attendance record and to be punctual in reporting for work. When you know you will be unable to work as scheduled

or will be late, you must notify your Supervisor in advance of your scheduled reporting time. If you are ill and your illness continues for more than one (1) day, you must notify your Supervisor daily of your condition.

Employees are expected to maintain a positive balance of sick leave so there is time “on the books” to cover unforeseen absences. Employees who use sick leave as it is accrued will be subject to counseling if there appears to be abuse of the leave.

If you fail to show up for work for two (2) days, and do not notify your Supervisor, it will be considered a voluntary resignation. If you are continually or chronically late or absent, you may be subject to disciplinary action up to and including termination. If your absences continue and your annual and sick leave have been exhausted, you will be subject to termination for unavailability to work. Prior to separation, a review of the circumstances around the absence will be conducted by the Executive Director to be in compliance with FMLA, ADA and other regulations.

Visitors

Visitors (personal friends or family members) should be discouraged from calling or coming to NRWASA during work hours. If you do have visitors, they must always check in with front desk personnel and must be escorted by a staff member while in the building.

Gifts

Employees shall not accept gifts, or loans from organizations, business firms, or individuals with whom they have official relationships because of NRWASA business. These limitations do not prohibit the acceptance of articles of negligible value, social courtesies that promote good public relations, nor obtaining loans from public lending institutions.

Use of Company Vehicles

Smoking or consumption of alcoholic beverages while driving a NRWASA-owned vehicle is prohibited. Operation of a NRWASA vehicle while smoking or under the influence of alcohol or drugs will be grounds for termination of employment.

While operating a NRWASA vehicle, cell phones should only be used for emergency calls, preferably using a hands-free device.

Vehicle/Equipment Accident Reporting Policy

In the event that a NRWASA vehicle is involved in an accident, the driver shall immediately report the accident to his/her Supervisor who must also notify the Executive Director. The Police and/or Emergency Personnel having jurisdiction must be notified.

If employee/vehicle operator negligence is the cause of an accident, the employee must be tested for drugs/alcohol within two hours of the accident. (Please contact the Executive Director for advisement) A Supervisor must go with the operator to

Physicians Prime Care for observation and testing for minor injuries.

Licensing Requirements

Any regular employee operating motor vehicles in the conduct of Authority business, or any regular employee promoted into a position that requires the operation of such vehicle shall have an annual and periodic driver's history obtained by the Authority.

Employees who are classified as unqualified drivers shall be ineligible for any position requiring the operation of an Authority owned/leased vehicle or any privately-owned or leased vehicle used in the conduct of Authority business.

Employees violating this policy are subject to loss of driving privileges and are subject to disciplinary action up to and including dismissal.

An employee whose license has been revoked or suspended for a motor vehicle violation shall be required to notify his Supervisor immediately at the beginning of the first working day following the revocation, suspension or conviction.

Outside Employment

NRWASA employees who hold other jobs in addition to their job here must inform their Supervisor of their outside employment and receive permission to do so. Job performance must not be affected due to outside employment responsibilities or schedules. Additionally, employees are cautioned against engaging in outside employment that may run counter to the philosophy and mission of, or create direct competition for NRWASA. Absolutely no outside work is allowed to be performed on work premises during normal work hours.

Use of Computers and Email

The business tools owned by NRWASA, including computers, copiers and fax machines are provided for staff members to complete the work of the Authority. These tools are not meant for personal use.

Do not download attached files unless it is from a fellow employee or familiar business associate. Delete any mail from unknown parties without opening the attachment.

You should not receive personal emails and should discourage family and friends from emailing you at work. You are also restricted from using the internet for personal reasons. Only job-related websites should be accessed during working hours. Do NOT access inappropriate websites (pornographic, etc.). Such actions will cause for disciplinary action up to and including termination.

Notwithstanding NRWASA's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Travel Policy

Employees will be reimbursed when traveling on authorized business for all legitimate expenses incurred. Individuals traveling on official business are expected to exercise care in incurring expenses to minimize the cost of the Authority. Excessive and unnecessary expenses will not be reimbursed. A Travel Expense Form must be completed prior to and after travel.

Political Activities

No NRWASA employee shall:

1. Use their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
2. Directly or indirectly coerce, attempt to coerce, command or advise any other individual to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes.
3. Take any active part of managing a campaign for political office or otherwise engage in political activity while on duty or within any period of time during which he is expected to perform services for which he receives compensation from NRWASA.
4. Use the authority of his position, or utilize NRWASA funds, supplies or vehicles to secure support for or oppose any candidate, party or issue in a partisan election involving candidates for office or party nominations, or affect the results thereof.

Safety

All employees are asked to make safety their personal concern. Employees are asked to immediately call to the attention of management any safety hazard.

NRWASA provides safe and healthful working conditions, provides safety training on a continuous basis, and ensures the continuous development and enforcement of safety standards and rules. In order to maintain an effective safety program, strict compliance with safety rules and regulations is mandatory. Any employee found in violation of safety regulations is subject to discipline up to and including termination.

A separate safety manual will be available and used to train employees in all safe practices.

BENEFITS

Introduction

The following descriptions of benefits contain only general information. They do not constitute any type of contract concerning the plans. The benefits described are more fully explained in documents, insurance contracts, and summary plan descriptions. Management reserves the right to amend, modify, or reduce the benefits provided, or terminate any of its plans at any time. Any amendment, modification, reduction, or termination may be made without prior notice to participants, except as required by law.

Vacation/Annual Leave

Full-time employees earn annual leave as follows:

<u>Years of Service</u>	<u>Hours per Month</u>	<u>Days</u>
0-5	8	12
5-10	10	15
10-15	12	18
15+	14	21

All employees will begin earning annual leave on the first full month of employment. Vacation leave can be taken only after it is earned.

Requests for vacation must be made to the Supervisor for approval at least two weeks prior to when the vacation is to begin. Vacation shall be scheduled so that a sufficient number of personnel will be available at all times for the operation of NRWASA.

If an employee becomes ill during vacation, he or she may take sick leave instead of vacation for those sick days by presenting certification from a medical doctor.

Should an employee take vacation in conjunction with an observed holiday, NRWASA holiday time will be charged for that day, not vacation leave.

An employee, who earns in excess of the maximum of 240 hours of annual leave, will be converted to sick leave on December 31st of each year (Executive Director is exempt). An employee with a balance of 160 hours in annual leave reserves may sell 40 hours back to NRWASA one time a year.

Earned vacation time in the year of resignation will be paid upon termination.

Sick Leave

All full-time employees earn eight (8) hours of sick leave per month. Sick leave may be used for the employee's illness or medical appointment and/or for a member of the employee's immediate family. Any extended sick leave time or request (>3 days) must be approved by the Executive Director and will require a Doctor's excuse.

If the employee provides a Doctor's excuse, it must have specific details to determine whether an accommodation can be made for light duty or if restrictions are necessary. This may require an employee to provide a release form so NRWASA can send the Doctor a job description to identify specific restrictions that may be necessary. Failure to provide this release or refusal to secure the additional information from the Doctor may be grounds for non-approval of the time off. This may lead to termination for unavailability to work. Unused sick leave may be converted to retirement service credit at the time of retirement. (No limit)

Bereavement Sick Leave

All full-time employees earn eight (8) hours of sick leave per month. Sick leave may be used for the death of a member of the employee's immediate family. In which case, three days Bereavement sick leave will be granted. The Executive Director has the right to extend the Bereavement sick leave period.

Sick Leave Abuse

Employees who habitually abuse Sick leave create low morale for the entire organization. An employee's habitual abuse of sick leave may result in disciplinary action up to and including immediate termination.

Sick leave abuse is defined as one or more of the following: habitual, routine and/or regular absence from work without the presence of a health condition(s) that warrants such absence; the abuse of accrued sick leave (i.e. accruing a sick day – using a sick day); routinely and/or regularly maintaining a minimum amount of accrued sick leave; the habitual use of sick leave on Fridays and Mondays; routinely and/or regularly using sick leave in times of difficult or unpleasant job duties; in times of inclement weather; and/or when the absence adversely affects the employee's department quality/quantity of the work.

The Executive Director has the right to request proof of a physician's visit prior to approving sick leave time.

Holidays

The NRWASA has eleven paid holidays as follows:

New Year's Day
Dr. Martin Luther King, Jr. Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving (2 days)
Christmas (2 days)

A calendar of Holiday dates will be posted annually.

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

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave) holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

In the case of an emergency, all employees may be called to work. If an eligible employee works on a recognized holiday, he or she will receive holiday pay plus wages at one and one half times the base rate for the hours worked on the holiday.

Medical Insurance

Major medical coverage is currently available to all regular full-time employees after 30 days of employment at a cost to NRWASA subject to the availability of funds. **NRWASA reserves the right to change its Insurance Company and may impose some of the insurance cost to the employee in the future.** Coverage for dependents may be acquired based on the fee schedule attached at a cost to the employee.

Dental Insurance

Dental Insurance is currently available to all regular full-time employees after 30 days of employment at a cost to the employee. Dependents may be added to the plan at a cost to the employee.

Vision Insurance

Vision Insurance is currently available to all regular full-time employees after 30 days of employment at a cost to the employee. Dependents may be added to the plan at the cost of the employee.

Life Insurance

The NRWASA provides Life, Accidental Death and Dismemberment to all regular full-time employees. The Life Insurance benefit is equal to \$50,000 per employee. Coverage for an employee's dependents is available on a payroll deductible basis at a cost to the employee.

Short Term Disability

The NRWASA provides Short Term Disability to all full time employees.

Schedule of Benefits

Amount of Benefit:	60% of Basic Weekly Salary
Benefit Begins:	8th day of a Disability due to an Accident or Sickness
Maximum Payment Period:	26 weeks

Long Term Disability

The NRWASA provides Long Term Disability to all full time employees.

Schedule of Benefits

Amount of Benefit:	50% of monthly earnings to a maximum benefit of \$5,000 per month	
Elimination Period:	180 Days; or The date your self-insured Short Term Disability payments end; if applicable	
Maximum Payment Period:	Age at Disability	Maximum Period of Payment
	Less than age 65	5 years
	Age 65 through 68 to age 70, but not less than 1 year	
	Age 69 and over	1 year

Optional Voluntary Benefits

NRWASA allows for payroll deductions of additional voluntary coverage at the discretion of the Executive Director.

Uniforms

Employees may be required to wear uniforms or lab coats in the performance of their duties. These uniforms and associated cleaning cost are provided to the employees at a cost to NRWASA.

Safety Shoes

Any employee required to wear protective safety shoes to meet OSHA standards and requirements in the performance of their duties are eligible for a \$75 reimbursement for shoes purchased per calendar year. All safety shoes must be ASTM F2413-05 approved.

457(B) Deferred Compensation Plan

The NRWASA has adopted an employer paid 457(B) Plan to provide Retirement Income for all regular full-time employees. Employees are encouraged to make regular, voluntary contributions into the plan on their own. All employees will have a (1)-year probation period before NRWASA begins contributing.

Withdrawals are not allowed on NRWASA contributed funds while employed. Withdrawals may be made on Employee contributions, at maximum of (2) withdrawals per year and withdrawals must follow 457(B) guidelines.

Funding has been established as follows:

<u>Years of Service</u>	<u>NRWASA'S Annual Contribution</u>
0-5	5%
5-10	7.5%
10+	10.0%

To be eligible for the 10.0% NRWASA contribution, the NRWASA employee must make a contribution of 5%, with total annual funds not exceeding the Federal guidelines.

Workers' Compensation

NRWASA provides a comprehensive Workers' Compensation insurance program at no cost to you. This program covers certain injuries and occupational illnesses sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation insurance provides benefits after a short waiting period, or, you are hospitalized, immediately.

If you sustain a work-related injury or certain occupational illness, you must inform your Supervisor immediately but no later than 24 hours. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

The employee is entitled to no compensation for the first seven days of disability unless the disability continues for more than 21 days, but may elect to use accrued sick leave, vacation, or compensatory time during the waiting period.

After the disability has continued for more than 21 days, the employee is entitled to receive compensation for the first seven days.

Neither NRWASA nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity sponsored by NRWASA.

Employee Assistance Program (EAP)

An Employee Assistance Program is available to all regular full-time employees and their immediate family to help employees deal with a variety of problems such as drugs, alcohol, legal, financial, adolescent, marital and emotional problems. NRWASA will provide up to \$300 annually per employee for the EAP.

Educational Assistance Program

Provided employee's chosen curriculum is directly related to his/her current job, the NRWASA will reimburse employees up to \$1,000 per fiscal year upon successful completion of course work. Bonuses, as they relate to employee work, are available for G.E.D. (\$100), one-year certificate (\$250), two-year Associates Degree (\$500), four-year Bachelor Degree (\$1,000) or Graduates Degree/Masters (\$1,500).

Contact the Administrative Assistant for a copy of the full policy and a copy of the application to be completed.

OTHER LEAVE

Jury Duty

Civil leave will be granted to regular employees who are required to attend court as a juror or witness except when involved in personal litigation. Civil leave pay will be provided for up to one week. Jury wages may be retained by the employee, provided that such leave is properly recorded on the time sheet and reported to the Supervisor, and the employee returns to the work place immediately upon release by the courts. An employee required to serve as a witness as a result of his official duties shall turn over to NRWASA any witness fees awarded by the court.

While on civil leave, benefits and leave shall accrue as though on regular duty.

An employee who is subpoenaed to appear in court shall be paid his regular salary during the time he is compelled to be in court provided that the employee's regularly scheduled work time conflicts with the time for which he is subpoenaed. Additionally, the employee must return to the workplace immediately upon release by the courts.

Employees in court for their own case or appearing voluntarily as a witness in another person's case must use annual leave or leave without pay for their time in court.

Military Leave

Military Leave is provided to NRWASA employees to fulfill military training obligations for the Armed Forces of the United States or National Guard.

Employees are entitled to unpaid leave for this activity under Title 38, Section 2024(d), of the United States Code. The leave of absence is to be granted, "for the period required to perform active duty for training or inactive duty training," and the employee is then permitted to return to his or her position "with such seniority, status, pay, and vacation as such employee would have had if such employee had not been absent for such purposes.

Employees who are members of the Armed Forces Reserve or National Guard may be granted leave without pay for military training up to two weeks per calendar year or the employee may take annual leave.

A copy of the employee's orders prior to the effective day of leave must be on file in the Executive Director's Office.

Employees, who are required to attend weekend duty, may be granted accrued vacation time or unpaid leave for assignments requiring their absence from their NRWASA position on Friday afternoons.

Employees who are guardsmen or reservists shall have all rights specified in the Veteran's Readjustment Assistance Act.

School Involvement Leave

The Authority shall grant a total of four (4) hours unpaid leave per year to an employee who is a parent, guardian or person standing in loco parentis of a school-aged child for the purpose of allowing the employee to attend or be involved at the child's school.

Inclement Weather

In the event NRWASA offices are closed through administrative action of the Executive Director due to inclement weather, regular employees shall be granted inclement weather leave and shall be compensated for that workday.

In the event of inclement weather or other emergencies affecting NRWASA operations, all NRWASA offices and departments shall remain open for the full scheduled work day

or work shift unless the Executive Director directs that departments or operations be closed. All employees are to make every reasonable effort to report to work in accordance with their assigned work schedule. Under emergency conditions, personnel may be expected to work throughout the duration of the emergency.

All NRWASA employees are to make every reasonable effort to report to work in accordance with their assigned work schedule unless the Executive Director has directed that office or operations to be closed.

If the Executive Director has directed that offices or operations be closed, all employees who have been directed not to report to work shall be charged accrued annual or holiday leave or comp time, exclusive of sick leave, for regularly scheduled hours not worked or, if the employee does not have accumulated leave, charged as leave without pay. Delayed openings or early closings will be handled at the sole discretion of the Executive Director.

If conditions make it impossible for an employee to report to work, the employee is expected to notify his Supervisor in the same manner used for any other absence. The day will be charged against accrued annual or holiday leave or compensatory time, exclusive of sick leave, or, if the employee has no accumulated leave, as leave without pay. With the prior approval of the Supervisor, an employee may make up time missed from work so long as it can be done within the same pay period.

An employee, who is unavoidably late due to severe weather or emergency conditions, will not lose paid time unless the delay is longer than 30 minutes. Delays of greater duration must be charged to accrued annual or holiday leave, or compensatory time, taken without pay, or, with the prior approval of the Supervisor, made up within the same pay period.

Emergency personnel shall be notified by their Supervisor of any changes in normal work hours and schedules necessitated by inclement weather or other emergency conditions. Subject to notification by their Supervisor or Supervisor, all emergency personnel not working scheduled hours at the time of an emergency are subject to "Standby Duty" in accordance with NRWASA policy.

If weather conditions become progressively worse during the course of any work day, all employees will be expected to complete their normal work schedule unless otherwise directed by the Executive Director.

Personal Leave without Pay

All personal leaves without pay must be approved by the Executive Director. If there is an emergency, the Supervisor may email a temporary request to the Executive Director on the employee's behalf, until the employee can request approval. Any request should be for a valid reason and should state the length of time needed, including the anticipated date of return to work. This type of leave is not approved for extended vacations.

The employee would be required to exhaust all annual leave then sick leave as part of the leave. However, if the request for leave is not covered under the definition of sick leave or disability leave then sick leave cannot be used to cover the leave and sick leave does not

need to be exhausted. When an employee fails to return to work promptly at the expiration of the leave, disciplinary action may be taken.

An employee who does not return to work on the anticipated day and does not call or return to work for two (2) days will have presumed to have resigned.

Leaves extending beyond thirty (30) days will require the employee to pay for his benefit premiums. If employees request leave for greater than twelve (12) weeks, the job may not be held open. Accrual of annual leave and sick leave will not occur during the leave without pay. Holiday pay will not be paid if a holiday occurs during the leave.

RESIGNATION/TERMINATION/SEPARATION

Resignation

A minimum of (30) day's written notice is required of all resigning employees. The Supervisor will forward this to the Executive Director for processing. Employees failing to provide required notice will forfeit pay for accumulated vacation. The Executive Director has the right to alter the minimum days for non-exempt employees but no less than (2) weeks.

If an employee is away from the job for (2) consecutive days without notice, it may be presumed that the employee has resigned and forfeited any claim to terminal pay for accumulated vacation leave.

Termination/Separation

Employment at NRWASA may be terminated for reasons of discharge, resignation, retirement, or reduction in the work force. Employees are free to resign at any time and for any reason, and NRWASA reserves the right to discharge employees at any time and for any reason.

When, for any reason, it becomes necessary that an employee's service be terminated, he shall be given notice at least two (2) weeks prior to the proposed date of termination. In certain circumstances, in the judgment of management, an employee's service may be terminated without prior notice.

Return of Property

You are responsible for returning all property and materials including keys, uniforms, tools or written information on your last day of work. NRWASA will hold your final paycheck until such property is returned recognizing applicable laws. If an employee is terminated or resigns with (12) months of hire, any expenses incurred by NRWASA will need to be reimbursed. (Ex. Safety shoes, school expenses, or memberships)

COBRA

If your employment is terminated your benefits are generally canceled as of your last day of employment. However, as a terminated employee, you may have rights and responsibilities under the employee benefit programs. Health plans are subject to continuation provisions under the Federal Consolidated Omnibus Budget Reconciliation

Act (COBRA). You will be provided additional information on your rights under COBRA.

COBRA gives you and your qualified beneficiaries the opportunity to continue health insurance coverage at your own expense under the NRWASA's health plan when a "qualifying event" would normally result in the loss of eligibility. If you are terminated for gross misconduct, however, you are not eligible for COBRA.

Reinstatement of Service

Employees with one (1) or more years of service who resigned or were laid-off (rified) and who are reinstated within one (1) year will not be subject to another probationary period. For benefits purposes, insurance coverage would begin on the first day if you return within seven (7) days. After seven (7) days, there is a thirty (30) day waiting period. Annual leave accrual and sick leave accrual will start as of their new hire date. Any unused sick leave will be reinstated.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The statements contained in the Handbook are intended to provide only general information about the currently existing policies and practices of employment. Nothing contained herein is intended to create, or shall be construed as creating, an express or implied contract or guarantee of employment for a definite or indefinite term.

I recognize, understand and agree that such employment will be "at will" employment and that, at any time, I or NRWASA may, with or without cause, terminate such employment.

NRWASA retains the right at any time, in its own discretion, to delete, add to, alter and amend any and all information, statements, employee benefits, or terms and conditions of employment contained herein.

Upon termination I agree to return all property including this Handbook to my supervisor and any money owed to NRWASA will be deducted from my last paycheck.

My signature below represents that I have received, read and understand the information outlined in this Handbook.

Print Full Name _____

Signature _____

Date _____

Supervisor _____