

**NORTH BEACH WATER DISTRICT  
PACIFIC COUNTY, WASHINGTON**

**RESOLUTION 12-2009**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, ADOPTING A EMPLOYEE POLICY AND PROCEDURE MANUAL**

**WHEREAS**, the North Beach Water District (District) is a political subdivision of the State of Washington formed under Title 57 RCW; and

**WHEREAS**, the District wishes to adopt a Employee Policy and Procedure Manual for its employees; and

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The Board of Commission hereby adopts the Employee Policy and Procedure Manual attached hereto as “Exhibit A”; and

**Section 2.** The Board of Commission hereby orders the Employee Policy and Procedure Manual to be in full force and effect upon adoption; and

**Section 3.** The Board of Commission hereby orders the Employee Policy and Procedure Manual to be distributed in a timely manner to all employees.

ADOPTED by the Board of Commissioners of North Beach Water District, Pacific County, Washington at its regular meeting held on 20<sup>th</sup> day of April, 2009.

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Brian Sheldon, President

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R D Williams, Commissioner

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Gwen Brake, Secretary

***NORTH BEACH WATER DISTRICT  
EMPLOYEE POLICIES  
AND  
PROCEDURES MANUAL***



*Approved April 20, 2009*

***EMPLOYEE POLICIES AND PROCEDURES MANUAL***  
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## **NORTH BEACH WATER DISTRICT**

### **EMPLOYEE POLICIES AND PROCEDURES MANUAL**

#### **SECTION 1 - PREAMBLE AND TITLE**

This Manual shall be known as the North Beach Water District Employee Policies and Procedures Manual (the "Manual"). This Manual supersedes all the Personnel Manuals that was adopted by the North Beach Public Development Authority, Ocean Park Water Company and Pacific Water Company and all amendments to said manuals that were adopted by subsequent resolutions or actions.

#### **SECTION 2 - PURPOSE**

It is the objective of the District to provide fair and equitable personnel management. This Manual is intended to insure uniform and fair treatment of applicants for employment and for District employees and to define obligations, rights, privileges, benefits and prohibitions for all employees of the District.

The Board of Commissioners of the District reserves the right to amend, modify or delete any and all provisions contained in this Manual, including those concerning employee benefits, at any time and with or without notice.

#### **SECTION 3 - DEFINITIONS**

For purposes of this Manual the following definitions apply:

1. District - This means the North Beach Water District (the "District") which is formed pursuant to the Washington Water-Sewer Districts law (Title 57 RCW, et seq.).
2. Board of Commissioners - This means the Board of Commissioners of the District.
3. At-Will – Employment with the District is “at will,” not for a definite term. This means that your employment is not guaranteed for any length of time and may be terminated at any time, with or without cause, or with or without notice, by the District or by you, subject to applicable law. Inasmuch as employment is at will, the guidelines in this manual do not create any contractual or other rights (expressed or implied) for any employee. No one, other than the Board of Commissioners of the District, has the authority to enter into any agreement for employment for any specified period of time, nor to make any agreement contrary to the foregoing.
4. General Manager - This means the General Manager of the District, duly appointed by a majority vote of the Board of Commissioners. The Board may use an Employment Contract for this position.

5. Division Head - This means those employees who are directly responsible to the General Manager for the Supervision of the Operations and the Administrative Divisions. The Division Heads hold the positions of Superintendent and Office Manager. This is an “At-Will” position. In absence of the Division Head, it shall mean the General Manager.
6. Full-Time Employee - This means all employees appointed by the General Manager for employment on a permanent basis and work 40 hours per week. This is a “Non-Exempt” and “At-Will” position.
7. Temporary Employee - This means any employees hired by the General Manager for a limited period of time, are paid by the hour, are provided no District benefits, and are eligible to receive overtime pay according to federal law. This is an “At-Will” position.
8. Part-Time Hourly Employee - This means any employee who is paid wages for each hour of work performed and is eligible to receive overtime pay according to federal law, and is provided no District benefits. This is an “At-Will” position.
9. Exempt/Executive Employee - This means the General Manager and Division Heads. This management group is paid on a salary basis for work performed with no overtime pay. As salaried senior officials of the District, executive personnel are expected to work those hours necessary to complete their duties and responsibilities.
10. Mission of the District - The District is a public agency providing potable water service to the public residing within the District's boundaries. The highest levels of service and public image are the mission of the District.

#### SECTION 4 - EMPLOYMENT

##### A. Hiring of Employees

1. The District will comply with all policies of the United States and the State of Washington which protect and safeguard the right and opportunity of all persons to seek, obtain, and hold employment without discrimination because of race, religious creed, color, age, sex, sexual orientation, physical handicap, national origin, or ancestry. The District's recruitment and employment practices, all offers of employment and all of its courses of action concerning training, job placement, promotion, compensation, discipline and termination are based solely on merit without regard to race, religious creed, color, age, sex, physical handicap, national origin or ancestry.
2. The Board shall appoint by majority vote a General Manager, whose employment may be secured by an Employment Agreement. The General Manager shall hire new employees for those positions approved by the Board pursuant to the approved salary.
3. All newly hired employees may undergo and must pass a pre-employment physical

examination, alcohol and drug use screening, and a background investigation before commencing work, which will be paid for by the District. All offers to hire new employees shall be made subject to the condition that the prospective employee successfully passes all of the above to the reasonable satisfaction of the District.

4. The District may, in its sole discretion, abolish any position or employment due to lack of work, lack of funds, reorganization, or other legitimate reason or business purpose. The employee holding such position or employment may be laid off without disciplinary action and without right of hearing or appeal. Employees to be laid off shall be given at least 14 calendar days written notice.
5. Temporary employees may be hired by the General Manager. The General Manager shall determine for any such employee the term of employment, the amount of hours to be worked in a day or week, and the compensation the employee will receive.

**B. Probationary Period**

1. Newly hired, promoted or re-hired Division Head, full-time and part-time employees will serve a probationary period of six (6) months. Before the end of this six-month probationary period, the employee's performance will be evaluated.
2. Passing the probationary period with a satisfactory evaluation is a requirement for continued employment with the District. A probationary employee may be terminated from his/her employment with the District at any time during the probationary period, without cause, and without the notice, hearing or appeal as provided for in Subsection I.

The General Manager may extend an employee's probationary period with the written consent of the employee. Passing the extended probationary period with a satisfactory evaluation is a requirement for continued employment with the District. A probationary employee may be terminated from his/her employment with the District at any time during the extended probationary period, without cause, and without the notice, hearing or appeal provided for in Subsection I.

3. Employees terminated during their probationary period shall not be entitled to nor be paid for vacation, sick leave or floating holidays. However, probationary employees will accrue vacation, sick leave, and floating holidays at the normal rate during the probationary period if their employment continues beyond that period.
4. If an existing employee is promoted to a higher level position, that employee will be required to serve a six (6) month probationary period. The General Manager shall determine prior to the completion of the probationary period whether the employee has successfully passed probation in the new position. The General Manager may determine that an employee has not passed probation and demote that employee to his/her previous

position if such position is available, or an equivalent position for which the employee is qualified if such position is available, and such decision and action shall not be considered as discipline under Subsection I herein and shall not entitle the employee to the right of notice, hearing or appeal.

A promoted employee will continue to accrue vacation, sick leave and holidays as provided elsewhere herein.

5. Successful completion of the probationary period does not assure an employee of continued employment with the District.

C. Periodic Employee Evaluation

The General Manager shall evaluate the performance of each employee before the completion of the probationary period. Performance evaluations will be conducted at least annually thereafter.

D. Normal Work Day

1. The District office will be open for business Monday through Friday, continuously from 8:00 a.m. to 4:30 p.m., except for holidays as provided elsewhere herein. District field operation normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays as provided elsewhere herein.
2. Each office employee will have one-half (1/2) hour off unpaid for lunch each day, subject to the reasonable business requirements of the District. Each field employee will have one (1) hour off unpaid for lunch each day, subject to the reasonable business requirements of the District. In addition, each employee is entitled to paid 10-minute rest period for each 4-hour work period, scheduled as near as possible to midpoint of each work period. Employee may not be required to work more than 3 hours without a rest period.
3. Daily hours of work will be assigned by each employee's Division Head as required to meet the requirements of that Division.
4. Overtime will be paid as provided elsewhere herein.
5. Punctuality is expected at all times and a lack of same is grounds for disciplinary action.

E. On-Call Duty

1. All full-time operational field personnel are required to participate in On-Call. On-Call duties are a regular requirement of the operational field personnel. It is assigned on a rotating basis by the General Manager or his/her designee.



- A. For On-Call duty, one (1) field employee will be provided with a radio equipped District vehicle, a District laptop computer and District cellular phone. The employee will use the District vehicle in strict conformance with the requirements, as provided elsewhere herein. The employee on On-Call duty will be the first person contacted for all "off hours" questions and emergencies. Accordingly, the On-Call employee on duty will remain at home or be readily available for contact by telephone or pager, and must respond within 30 minutes to each service call received. The On-Call employee shall possess at least a Water Distribution Manger Operator in Training license issued by the State of Washington, or as approved by the General Manager
2. On-Call duty personnel shall wear a District uniform at all times when doing District business.
3. On-Call personnel duty cycles begin each Wednesday evening at the close of business and end the following Wednesday at the close of business.
4. On-Call personnel shall be compensated for such work as provided in Section 6 of this manual.

F. Alcohol, Smoke and Drug Free Work Place

1. The District recognizes that behavior resulting from the use of alcohol, smoke and/or drugs may detrimentally affect the safety and work performance of its work force and can present a risk to the health and welfare of its employees and members. In accordance with RCW 70.160.030 smoking is prohibited on District property and in public places.
2. In recognition of the District's responsibility to maintain a safe work environment, and the employee's responsibility to perform safely, the District will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the use or possession of illegal drugs, alcohol or, abuse of prescription drugs, which could impair the employees work performance and/or ability to perform his or her job safely. It is expected that:
  - a. Employees shall not be at work, drive a vehicle on District business, or operate any District equipment with any amount of alcohol or illegal drugs in their system which would result in a confirmed positive test; shall not use alcohol, possess open containers of alcohol, or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell or provide illegal drugs to any person while on duty.

- b. If the use by an employee of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported by the employee to his/her supervisor prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other reasonable actions as determined by the General Manager or Division Head.

3. Pre-Placement/Post Offer Controlled Substance Testing

Any offer of employment will be conditioned upon a negative drug screening analysis. The General Manager shall coordinate the process. A positive test indicating the presence of controlled substances may constitute disqualification of the applicant for the position.

4. Reasonable Suspicion Testing

Employees are subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed above. Reasonable Suspicion Testing shall include any drug and alcohol testing subsequent to any employment related injury requiring medical attention.

Employees are subject to drug and alcohol testing when they are involved in any accident involving either the operation of a District vehicle or physical injury to a District employee or member of the public.

In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic random substance testing as a condition of remaining in or return to District employment.

- G. Outside Employment

1. No full-time continuous employee of the District will be permitted to pursue outside employment without the prior written approval by the General Manager.
2. It is understood the District is entitled to the unqualified loyalty of its employees; that all employees of the District represent the District; and their actions will not be in conflict with the mission or best interests of the District. Any failure to comply with the policy stated herein will be considered grounds for disciplinary action and/or termination.

- H. Job Injury

1. On the job injuries are covered by the Washington State Department of Labor and Industries ("L&I"). All on the job injuries shall be immediately reported to the

employee's Division Head, who shall forthwith complete and forward to the General Manager.

2. Workers Compensation will be supplemented as follows:
  - a. Where an employee is injured, he/she will receive supplemental District pay for a period of up to three (3) days, as determined by the General Manager, so that said employee will receive equivalent regular pay for the maximum three (3) day period. After the maximum three (3) day period, the employee will receive regular L&I benefits should the injury continue for more than three (3) days.
  - b. The Board of Commissioners, in its sole discretion, may grant supplemental District pay for longer periods of time than provided.
  - c. Employees may elect to use either sick leave or vacation to supplement Workers' Compensation benefits in order to receive an equivalent regular paycheck, once the District payments as provided for in Subsections "a" and "b" have ceased. Said sick leave or vacation will be used in half (1/2) hour increments.
  - d. On a case by case basis, and at the General Manager's discretion, the District shall consider every effort to accommodate a return to work of injured employees.

#### I. Disciplinary Action

1. The General Manager has the authority to discipline or terminate any employee for cause. The following is a non-exclusive list of examples of disciplinary action which may be imposed for cause:
  - a. Oral or written warnings or reprimands.
  - b. Suspension - An involuntary leave of absence without pay.
  - c. Demotion - Reduction from a position in one class to a position in another class having a lower salary range, effected for disciplinary purposes. (Demotions resulting from organizational changes and layoffs are not disciplinary actions.)
  - d. Termination - Discharge from service with the District.
2. It is intended that discipline be imposed primarily for corrective purposes and to address deficiencies in work performance. The following is a nonexclusive list of the more common causes of disciplinary action:

- a. Actions contrary to the rules and regulations of the District, including those contained in this Manual.
- b. Violation of any Federal, State, or local law directly impacting the employee's fitness for employment.
- c. Using, possessing, dealing, distributing, or being under the influence of intoxicating beverages, unprescribed narcotics or unlawful drugs while on duty or at work locations, or reporting to work or operating District vehicles or equipment under the influence of alcohol or any unlawful or unprescribed drug.
- d. Failure or refusal to comply with a lawful order or to accept a reasonable and proper assignment from an authorized supervisor or District management.
- e. Inefficiency, dishonesty, incompetence, carelessness, or negligence in the performance of duties.
- f. Sexual harassment or other unlawful harassment of another employee, customer or member of the public.
- g. Chronic or excessive absenteeism, whether excused or unexcused, or inconsistent attendance.
- h. Rude or discourteous treatment of other employees, customers or the public.
- i. Inattention to duty, tardiness, carelessness or negligence in the care and handling of District property.
- j. Loss or misuse of District funds.
- k. Improper or unauthorized use of District vehicles or equipment or misappropriation of supplies.
- l. Misuse of sick leave, including using sick leave under false pretenses.
- m. Furnishing false information to obtain employment, or falsification of time cards or other District records and reports.
- n. Absence from duty without proper authorization, failure to report after leave of absence has ended or been disapproved, revoked, or canceled.
- o. Acceptance of any bribe, gratuity, kickback, or other item of value when such is given in the hope or expectation of receiving preferential treatment.

- p. Outside work not previously approved in writing by the General Manager or such work that creates a conflict of interest with District work, or detracts from the efficiency of the employee in the effective performance of District functions.
- q. Failure to obtain or maintain necessary qualification, certificate, or license, which is required as a condition of employment.
- r. Possession of an unsafe driving record for those employees required to operate District vehicles.

3. Discipline Imposed by the General Manager.

The General Manager may impose suspensions of five (5) or less days or oral or written warnings or reprimands without the District having to comply with the pre-disciplinary procedural requirements set forth in Subsection 4 or the procedures for disciplinary appeals set forth in Subsection 5.

4. Pre-disciplinary Procedures for Suspension, Demotion, Reduction or Discharge.

- a. Prior to suspending for six (6) or more days, demoting, or reducing or discharging an employee, a written notice of such proposed disciplinary action shall be served on the employee personally, or by certified mail, at least ten (10) calendar days prior to the effective date of the proposed action. Such written notice shall contain:
  - (1) a description of the proposed action and its effective date(s);
  - (2) a statement of the reasons for such proposed action, including the acts or omissions on which the proposed action is based;
  - (3) copies of documents on which the proposed action is based;
  - (4) a statement of the employee's right to respond, either orally or in writing, prior to the effective date of such propose action;
  - (5) a statement of the employee's right to representation; and
  - (6) a statement of the employee's right to appeal should such proposed action become final.
- b. Prior to the effective date of such suspension, demotion, reduction or discharge, an employee will be given an opportunity to respond either orally or in writing,

at the employee's option, to his or her Division Head.

- c. An employee shall receive written notice either sustaining, modifying or canceling the proposed disciplinary action prior to the effective date of such action.
- d. Should a proposed suspension, demotion, reduction or discharge become final, an employee shall have the right to appeal such action pursuant to this Subsection.
- e. An employee shall be given reasonable time off without loss of pay to attend a pre-disciplinary meeting with his or her Division Head and any disciplinary appeal hearing pursuant to this Subsection.
- f. An employee may represent himself or herself or may be represented at a pre-disciplinary meeting with his or her Division Head and any disciplinary appeal hearing pursuant to Subsection 5.

#### 5. Disciplinary Appeals

- a. A suspension, demotion, reduction in pay or discharge may be appealed to the General Manager. The appeal shall be presented to the General Manager within ten (10) calendar days following the employee's receipt of the Division Head's written notice of discipline. All disciplinary appeals shall be in writing, and shall be signed by the employee.
- b. The General Manager may hear the appeal personally, or may refer the appeal to a Hearing Officer for hearing and an advisory recommendation. The appeal shall be conducted as soon as practicable following the General Manager's receipt of the appeal.
- c. The issue in all disciplinary appeals shall be: Was (employee's name) (suspended, demoted, reduced, discharged) for just cause?
- d. The General Manager may sustain, reduce or rescind an appealed disciplinary action. If an action to suspend, demote or reduce in pay is reduced or rescinded, the appellant shall be entitled to restoration of pay and/or benefits in a manner consistent with the General Manager's decision. If an action to discharge is reduced, the appellant shall be restored to a position in his or her former class subject to forfeiture of pay and benefits for all or a portion of the period of time the appellant was removed from duty as determined by the General Manager. If an action to discharge is rescinded, the appellant shall be reinstated in a position in his or her former class and shall receive pay and benefits for all of the period

of time he or she was removed from duty.

- e. At the hearing, both the appealing employee and the District shall have the right to be heard and to present evidence. The following rules shall apply:
  - (1) Oral evidence shall be taken only on oath or affirmation.
  - (2) Each party shall have these rights: to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination, to impeach any witness regardless of which party first called the witness to testify and to rebut the evidence against the witness.
- f. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might have made improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions and irrelevant and unduly repetitious evidence shall be excluded.
- g. The decision of the General Manager shall be final and binding on all parties.

#### J. Termination

Upon termination, the employee shall be given an exit interview. During this interview, the employee will be given a check for all monies due as computed to termination date. This review, while not limited to, will also include a discussion of all benefits, including accrued sick leave, accrued vacation, the District's retirement plan, health insurance, and life insurance.

### SECTION 5 - BENEFITS

#### A. Vacation

- 1. Each full-time employee of the District will receive vacation with full salary. For the purpose of vacation accrual, past continuous employment with the North Beach Public Development Authority and the Ocean Park Water Company shall be credited on a year for

year basis. Said vacation will be credited to the employee's vacation account, on a monthly basis, as follows:

- a. From the completion of probation through and including the second anniversary of hire date shall receive 3.33 hours per month (equals five days per year) vacation.
  - b. Third through and including fifth anniversary of hire date shall receive 6.67 hours per month (equals ten days per year) vacation.
  - b. Sixth through and including tenth anniversary of hire date shall receive 10 hours per month (equals fifteen days per year) vacation.
  - c. Eleventh anniversary of hire date and thereafter shall receive 13.33 hours per month (equals twenty days per year) vacation.
2. The times at which an employee may take his/her vacation will be predetermined by the employee and the appropriate Division Head. This shall be done at least 48 hours in advance of commencement of the vacation, and it shall take into account the wishes of the employee and the needs of the applicable Division. Upon establishment of the vacation periods, no changes will be allowed unless approved by the General Manager.
  3. Maximum accrual of vacation benefits for all employees will be limited to one (1) year's vacation entitlement. Employees will be paid for any vacation accrued in excess of one (1) year's entitlement as of November 30 each year, which payment will be made on the first payday in December of the same year. Vacation time will be paid at the employee's rate of pay in effect at the time payment is made. The Office Manager of the District shall cause to be kept a detailed record of such earned accrued vacation time.
  4. In the event one (1) or more holidays fall within a vacation leave, such holidays shall not be charged as vacation leave.

## B. Holidays

1. All full-time employees will receive the following paid holidays:

New Year's Day (January 1st)  
Martin Luther King Day (third Monday in January)  
Presidents' Day (third Monday in February)  
Memorial Day (last Monday in May)  
Independence Day (July 4th)  
Labor Day (first Monday in September)  
Veteran's Day (November 11th)



Thanksgiving Day  
Thanksgiving Holiday (Friday following Thanksgiving Day)  
Christmas Day (December 25th)

2. If the holiday falls on a Saturday, the immediately preceding Friday will be deemed a District holiday. If the holiday falls upon a Sunday, the immediately following Monday will be deemed a District holiday.
3. Each full-time continuous employee of the District shall be entitled to two (2) additional days off per calendar year, to be known as a "floating holiday," which may be taken on any regularly scheduled District work day with the prior approval of the respective Division Head. These "floating holidays" must be used in the calendar year for which they are designated and may not be accrued from year to year. They must be used in eight (8) hour increments.
4. Any employee eligible to the benefit of paid holidays, and require to work on a holiday, will be entitled to compensation pursuant to Section 6 of this manual.
5. For an employee to receive pay for a holiday, the employee must work on the work day before and the work day after the holiday or take vacation on those days. If an employee takes one (1) or both of those days off as sick leave, he/she will not receive pay for the holiday unless and until he/she has provided a letter from his/her doctor substantiating that he/she was sick on the day (or days) taken as sick days.

C. Sick Leave

1. Sick leave with pay shall be granted to each full-time continuous employee of the District, after completion of probation, at the rate of six point six six (6.66) hours for each month of services completed. Sick leave is not considered as a privilege which the employee may use at his discretion. Sick leave will be allowed only in case of necessity or actual sickness or disability. Sick leave may be used for personal necessity leave with the prior approval of the General Manager. Sick leave may be taken for a personal illness, an emergency or a disability. Eligible employees may also use sick leave to attend to an illness of a child, parent, spouse, or domestic partner of the employee. Additionally, hours absent for medical and dental appointments will be treated as sick leave. Unused sick leave will be accumulated at the rate of 80 hours (ten (10) days) a year, without limit. The Office Manager of the District will cause to be kept a detailed record of all sick leave.
2. In order to receive compensation for work time lost due to sickness, the employee must notify the District within one (1) hour after the time set for beginning the employee's daily duties, or as may be specified by the Division Head. When absence is for more than three (3) working days, the employee will be required to file with the District a

physician's release, or other evidence satisfactory to the District, stating the cause or reason for absence. If an employee is absent five (5) (or more) consecutive working days, a doctor's release is required in order for the employee to return to work. Said doctor's release will state that the employee is sufficiently recovered to perform the duties of the position without restriction or limitation.

3. Each employee, who on the first of December of any calendar year has an unused sick leave balance of at least 400 hours (50 days), may elect to be paid for one-half of the unused annual sick leave that accrued during the past 12 months, provided that if payment is made, the remaining balance will not be less than 400 hours (50 days). If the employee elects to receive payment as herein provided, the balance of unused annual sick leave will remain in the employee's account.
4. If an employee is terminated by the District, then the employee shall not be entitled to receive payment for any unused sick leave balance that the employee may have at the time of termination regardless of the amount of unused sick leave.
5. Any employee who retires with either service or disability retirement, or resigns with at least two weeks written notice, will be paid for unused sick leave up to 400 hours (50 days) at that one-half (1/2) of the employee's then current rate of pay. Such an employee shall not be paid for any unused sick leave in excess of 400 hours (50 days).
6. In case of an employee's death, the Board of Commissioners, in its sole discretion, may authorize the payment for any unused sick leave to that employee's beneficiary.

D. Leave of Absence

Upon submission of a written request, and written approval by the General Manager, an employee may be granted a leave of absence without pay. No employee benefits will be paid by the District, or accrued, during the absence, with the exception of insurance coverage(s) which will remain in effect for the current calendar month. If an employee will be on leave of absence for a period longer than the District will provide insurance coverage(s), the employee may elect to pay the District the cost of insurance coverage(s) in order to continue protection. If an employee will be off the payroll more than 30 days, the employee may elect to pay the cost of medical and/or life insurance coverage(s) in order to continue said coverage(s).

E. Compassionate Leave

Whenever any full-time continuous employee is absent from duty by reason of death of a member of the employee's or employee's spouse's immediate family, such as spouse, child, parent, sibling or grandparent, the General Manager is authorized to grant up to a maximum of three (3) working days compassionate leave with pay. This absence with pay will not affect any employee benefits.

F. Jury Duty

1. When a full-time continuous employee is required to serve on a jury, said employee will be allowed time off for the required period of actual jury service. All employees must show the Affidavit or Summons requiring jury service to the Office Manager prior to the date that the employee must attend jury duty.
2. The District will pay the employee's salary for only the first ten (10) working days of jury service. To qualify for paid jury leave, an employee is required to provide proof of attendance at jury duty and pay to the District the amount of money the Court paid to him/her minus the amount paid for travel mileage.
3. Except as provided for in this Subsection F, each full-time continuous employee will receive all benefits while serving on jury duty.

G. Dress Code and Safety Equipment

1. The District will provide all full-time continuous field operational personnel with shirts to be worn while on duty. Employees will clean and maintain the shirts. The District will provide all field operational personnel with necessary District owned safety equipment, which will be properly cared for by the employee.
2. All employees will present a clean and neat appearance at all times.
3. Field operational personnel will turn in uniform shirts prior to receiving new shirts.
4. Office personnel will dress in a manner consistent with good business practices.
5. Field employees shall be granted an allowance of up to \$250 per year toward the purchase of steel-toe boots and pants. Employees must submit itemized receipts to the Office Manager in order to receive said allowance.

H. Health Insurance

1. Effective after three (3) full calendar months of employment, Health and Hospitalization Insurance is available through the District for full-time continuous employees only. A copy of the current medical plan may be obtained from the Office Manager.
2. Effective after three (3) full calendar months of employment, Dental and Vision Insurance is available through the District for full-time continuous employees only. A copy of the current medical plan may be obtained from the Office Manager.

I. Life Insurance

[Intentionally left blank]

J. Retirement Plan

The District provides the State of Washington PERS Plan 1 retirement plan. Said retirement plan is available for inspection at the District office during business hours.

M. Use of District Vehicles

Each employee who operates a District vehicle is required to have a valid Washington Driver's License as issued by the Washington Department of Motor Vehicles within thirty days of employment with the District. All District employees must, at all times, observe and abide by all state and local traffic laws. Any employee who is required to operate a District vehicle, and who has his/her driver's license suspended or revoked or is refused insurance coverage by the District's insurance carrier, may be terminated.

District vehicles are to be garaged at the District's 272<sup>nd</sup> Place, Ocean Park warehouse. These vehicles are **NOT** to be used for personal business or transportation of family members and/or friends. Exceptions are as follows:

1. The employee on On-Call will be assigned a District vehicle for transportation to and from work as well as for District business.
2. The General Manager will be issued a District vehicle for transportation to and from work as well as for District business.

The General Manager may grant, in writing, temporary exceptions to the above requirements when the above specific circumstances warrant.

N. Family Care and Medical Leave (Washington State Family Leave Act) and Pregnancy Disability Leave

The following is a summary of North Beach Water District's Family and Medical Leave Policy. Further information regarding the Family and Medical Leave Act of 1993 (FMLA), and state and local leave laws, may be obtained from the Office Manager.

The FMLA establishes rules for certain categories of unpaid leaves of absence. Eligible (or "qualified") employees may take up to a total of twelve (12) weeks unpaid leave in a twelve month period in connection with the birth, adoption or foster care placement of a child, or the serious health condition of the employee or an immediate family member

(immediate family members include children, spouse or parents). “New child leave,” must be taken in consecutive weeks, while leave due to an employee’s or family member’s serious health condition may be taken in consecutive weeks, intermittently, or on a reduced work/leave schedule, if supported by the appropriate medical certification.

Employees eligible for FMLA leave are those who have been employed for at least 12 months and have worked at least 1,250 hours of employment for North Beach Water District. Employees must provide at least 30 days notice of a foreseeable leave to the Office Manager. If the leave is not foreseeable 30 days in advance, then the employee must give as much notice as practicable under the circumstances. FMLA entitlement is calculated beginning when the employee first takes FMLA leave at North Beach Water District.

When an employee gives notice of a requested FMLA leave for purposes of a serious health condition, the employee will be required to provide medical certification that the requested leave is medically necessary. North Beach Water District reserves the right to require periodic certifications (at least every 30 days) for extended leaves under FMLA. Employees are also required to periodically inform North Beach Water District of his/her condition and return-to-work status.

North Beach Water District will require that accrued but unused vacation, paid sick leave, or any other accrued paid leave be used as part of the leave period. Except for accrued vacation, paid sick time, or other accrued paid leave, family and medical leave will be leave without pay. Health benefits will continue during such leave, although you may be required to reimburse North Beach Water District for the benefits in the event you do not return to work at the conclusion of the leave. Other flexible benefit options may be continued, which are in effect prior to the leave, if the employee chooses to pay the full cost for the selected options. However, when an employee is out on FMLA leave, s/he does not continue to accrue vacation pay, sick leave or any other accrued benefits.

Employees returning from an FMLA leave will generally be re-employed in either the same job or one of equivalent status and pay, depending on the conditions which exist when the employee is ready to return to work. Exceptions may exist for “key” employees. Returning employees may also be required to provide medical certification that they are able to return to work.

This policy merely outlines your benefits under the FMLA. Some additional leave may be available under state or local laws. Where allowed by state or federal law, all leaves will run concurrently. Where the law allows, all approved leave, whether paid or unpaid, will be counted against an employee’s annual family and medical leave entitlement under

this policy and the law. This means that workers' compensation leave, leave for a non-industrial injury or illness, leave as a reasonable accommodation for a qualified individual with a disability, federal family medical leave, and/or state family leave may all run concurrently where allowed by law and be counted against the employee's annual family leave entitlement. If you believe you may need to avail yourself of this policy, you are encouraged to contact the Office Manager for more specific information.

## SECTION 6 - COMPENSATION

### A. Employee Compensation

1. The Board of Commissioners shall have the exclusive authority to determine the General Manager's salary. The Board shall also have the authority to determine the salaries of the Superintendent and the Office Manager, based upon consultation and recommendation by the General Manager. The Board shall also determine the salary for the various classified positions.
2. Hourly rate of pay will be calculated by taking the employee's monthly rate and multiplying by 12, dividing by 2080.
3. Pay periods for all employees will be monthly, on the last day of the month. If a payday falls on a holiday or weekend, payment will be made on the preceding work day.
4. The Board shall review annually cost of living and merit increases in salary and wages of employees based upon recommendations by the General Manager.

### B. Overtime Pay

1. All employees who are classified as "non-exempt employees" are eligible for overtime pay. All overtime pay must be approved by the Division Head or General Manager.
2. Overtime pay is defined as that time spent on the job over eight (8) hours in one (1) normal work day or any time spent on the job on either holidays, Saturday or Sundays. (On-Call duty and pay are defined elsewhere herein.)
3. The rate paid for overtime pay is the regular hourly rate times one and one-half (1-1/2) for each hour of overtime worked, or portion thereof in one-half (1/2) hour increments.

### C. On-Call Pay

Each employee of the District who is on weekly On-Call will receive seven (7) hours of overtime pay for each week that the employee is performing On-Call duties. This pay shall include normal field rounds performed on Saturdays and Sundays. If a holiday occurs during the weekly

On-Call duties, the employee performing the On-Call duty, the employee will receive eight (8) hours of holiday leave the following Friday after his/her duty is performed or as scheduled by the General Manager.

D. Certification and Educational Reimbursement

Upon successfully passing the tests and certifications for the following certifications: State of Washington Department of Health Services Water Treatment Operator certification; State of Washington Department of Health Services Water Distribution Manager certification; American Water Works Association Water Conservation Specialist certification; State of Washington Department of Health Services Cross Control Specialist certification; Notary Public of the State of Washington; or certified Backflow Prevention Assembly Tester licensed by the State of Washington., the District will reimburse the employee for the cost of the test and certification. The District will pay for the cost of certification renewal for certifications listed above, minus any late fees. Upon the prior written approval of the General Manager, employees may be entitled to reimbursement of actual expenses for tuition, books and supplies incurred in conjunction with work-related courses taken at an accredited institution, provided the employee receives a passing grade for the course. Expenses for certification and education are limited to a maximum of \$1,000 per calendar year.

E. Reimbursement for District Related Business

Use of personal automobiles by employees on District business shall be reimbursed for miles driven at the current standard mileage rate allowed by the Internal Revenue Service.

## SECTION 7 – NONDISCRIMINATION AND COMPLAINT PROCEDURE

A. Nondiscrimination Policy

1. The District is an equal opportunity employer and makes employment decisions on the basis of merit. Unless based upon a bona fide occupational qualification as defined by law, no personnel action (including appointment to or removal from a position in District employment) shall be based upon race, creed, color, age, religion, sex, ancestry, national origin, physical or mental disability, pregnancy, childbirth or related medical condition, marital status, non-disqualifying medical condition, sexual orientation or any other consideration unlawful by federal, state or local laws.
2. Any technique or procedure used in recruitment or selection of employees shall be designed to measure only the job-related qualifications of applicants. No recruitment or selection technique or any other personnel action shall be used that, in the opinion of the General Manager, is not justifiably linked to successful job performance.
3. To comply with applicable laws ensuring equal employment opportunities to qualified

individuals with a disability, the District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual unless undue hardship would result.

4. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his or her Division Head or the General Manager to request an accommodation. The individual with the disability should specify in writing what accommodation is needed to perform the job. The District will then conduct an investigation to determine whether reasonable accommodations exist that will not impose an undue hardship. The District does not guarantee that the employee or applicant will be given the accommodation requested.

## B. Complaint Procedure

1. In adopting the above policy, the District assures its employees that every reasonable step will be taken to prevent discrimination from occurring. However, if an employee believes that he or she has been unlawfully discriminated against, the employee is urged to immediately do the following:

Provide a written or oral complaint to the employee's own Division Head or to the General Manager as soon as possible after the incident. Include all details of the incident(s), names of individuals involved and the names of any witnesses. All information and communication regarding the discrimination will be kept confidential except on a need-to-know basis.

2. The following procedures will be followed after an employee reports unlawful discrimination:
  - a. Anyone receiving a complaint of unlawful discrimination will immediately document the complaint in writing and refer the complaint to the General Manager who will insure that an immediate, effective, thorough and objective investigation of the discrimination allegation(s) is undertaken. In addition, the person to whom the complaint has been referred will fully inform the employee of (i) his or her rights to complain and redress the discrimination; (ii) the employee's own obligations to secure his or her rights; and (iii) any assistance available under the District's policies.
  - b. If it is determined that unlawful discrimination has occurred, effective remedial action will be taken as warranted by the circumstances. Any employee found to be guilty of discrimination will be subject to discipline ranging from verbal or written warnings, up to and including termination.
  - c. After the investigation and findings have been concluded, the District will



communicate the findings to the complainant, the alleged offender and any other concerned party as determined by the General Manager.

3. To achieve the goals of the District's policy, it is necessary that each employee understand the importance of the policy and his or her individual responsibility to contribute toward its maximum fulfillment. Employees are encouraged to report any and all incidents of discrimination and are assured that there will not be any retaliation for having reported, in good faith, any incident of suspected discrimination.
4. A copy of this Nondiscrimination Policy and Complaint Procedure shall be provided to each District employee after adoption of the Policy and Procedure, and it shall be provided to all new employees at the time of commencement of their employment. In that regard, each existing and new employee shall acknowledge receipt of the Policy and Procedure by executing the form specified in Section 9 of this manual and the executed form shall be retained in the employee's personnel file.

## SECTION 8 - ANTI-HARASSMENT AND COMPLAINT PROCEDURE

### A. Anti-Harassment Policy

1. All employees, customers of the District, and members of the public, are to be treated with respect and dignity. The District is committed to providing an atmosphere free of all harassment, particularly harassment based on such factors as race, creed, color, religion, sex, national origin or ancestry, physical or mental disability, non-disqualifying medical condition, pregnancy, childbirth or related conditions, marital status, age or sexual orientation.
2. Harassment is against the law. It is the policy of the District that harassment of any co-worker, co-employee or member of the public, by any employee, supervisor or customer of the District is absolutely prohibited and will not be tolerated. Failure to abide by this policy will result in disciplinary action, up to and including termination.
3. Harassment includes verbal, physical and visual contact that creates an intimidating, offensive or hostile working environment or ones that interferes with work performance. Some examples include racial or sexist slurs, ethnic or sexist jokes, posting of offensive statements, posters or cartoons, and unwanted touching or blocking of normal movement.
4. Sexual harassment includes, but is not limited to, the making of any unwelcome advances and/or visual, verbal or physical conduct of a sexual nature, offering employment benefits in exchange for sexual favors, or threatening reprisals after a negative response to a sexual advance. The definition of sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of

the same sex as the harasser. Some examples of sexual harassment are: requests for sexual favors, demeaning sexual remarks, leering, making sexual gestures, displaying of sexually suggestive objects or pictures, references to anyone in terms such as "honey," making or using derogatory comments, epithets, slurs or jokes, comments about an individual's body, touching, impeding or blocking movements, or any other conduct based upon an individual's sex that creates an atmosphere or environment that interferes with that individual's job performance or is intimidating, hostile or offensive to that individual.

5. If an employee thinks that he or she or one of his or her co-workers has been the victim of harassment, that person should immediately report such conduct to his or her Division Head, or to the General Manager. Every complaint of harassment that is reported to a supervisor or anyone else in management will be taken seriously and investigated thoroughly. If employees do not report harassment, it cannot be investigated. Every employee's cooperation is crucial. Retaliation against any employee by management or other employees for making a complaint of harassment in good faith or participating in the investigation of any complaint will not be tolerated. This is the firm "zero tolerance" policy of the District.
5. In addition to these internal policies and procedures, the Washington State Department of Labor and Industries provides additional information regarding the legal remedies and complaint process available through the government agencies. If an employee thinks he or she has been harassed or that he or she has been retaliated against for resisting or complaining, that person may file a complaint or obtain additional information from 1-800-547-8367.

#### B. Complaint Procedure

1. In adopting the above policy, the District assures its employees that every reasonable step will be taken to prevent harassment from occurring. However, if an employee believes that he or she has been unlawfully harassed, the employee is urged to immediately do the following:
  - a. The employee should make it clear to the offender that the behavior is offensive and unacceptable. When possible, confront the offender and attempt to persuade him or her to stop the behavior. The offender may not realize that the advances or behavior are unacceptable. Sometimes a simple confrontation will end the situation.
  - b. The employee should not let confusion and self doubt stop her or him from speaking out regarding the behavior and actions of the offender.
  - c. The employee should keep a record of dates, times, places, witnesses and the

nature of the harassment. Such records may be very helpful if the employee finds it necessary to pursue a formal complaint.

- d. If the employee feels that she or he has been or is being sexually harassed, or is aware of or suspects the occurrence of sexual harassment, or desires counseling on coping with sexual harassment, the employee should immediately contact her or his Division Head or the General Manager.
  - e. The employee should maintain good confidentiality insuring the privacy of all parties concerned.
  - f. The employee should provide a written or oral complaint to the employee's Division Head or to the General Manager as soon as possible after the incident. Include all details of the incident(s), names of individuals involved and the names of any witnesses. All information and communication regarding the harassment will be kept confidential except on a need-to-know basis.
2. The following procedures will be followed after an employee reports unlawful harassment:
- a. Anyone receiving a complaint of unlawful harassment will immediately document the complaint in writing and refer the complaint to the General Manager who will insure that an immediate, effective, thorough and objective investigation of the harassment allegation(s) is undertaken. In addition, the person to whom the complaint has been referred will inform the employee of (i) his or her rights to complain and redress the harassment; (ii) the employee's own obligations to secure his or her rights; and (iii) any assistance available under the District's policies.
  - b. If it is determined that unlawful harassment has occurred, effective remedial action will be taken as warranted by the circumstances. Any employee found to be guilty of harassment will be subject to discipline ranging from verbal or written warnings, up to and including termination.
  - c. After the investigation and findings have been concluded, the District will communicate the findings to the complainant, alleged harasser and any other concerned party as determined by the General Manager.
3. To achieve the goals of the District's policy, it is necessary that each employee understand the importance of the policy and his or her individual responsibility to contribute toward its maximum fulfillment. Employees are encouraged to report any and all incidents of harassment and are assured that there will not be any retaliation for having reported, in good faith, any incident of suspected harassment.

4. A copy of this Anti-Harassment Policy and Complaint Procedure shall be provided to each District employee after adoption of the Policy and Procedure, and it shall be provided to all new employees at the time of commencement of their employment. In that regard, each existing and new employee shall acknowledge receipt of the Policy and Procedure by executing the form specified in Section 9 of this manual and the executed form shall be retained in the employee's personnel file.

## SECTION 9 – COMPUTER, INTERNET AND E-MAIL POLICY

The purpose of this policy is to establish guidelines and procedures for computer, e-mail and Internet usage. The following guidelines are provided to employees to ensure responsible and productive use of electronic resources.

### DEFINITIONS

- E-Mail (Electronic Mail) - The transmission of information or reproductions from one computer terminal or workstation to another using surface transmission lines or satellite stations.
  - Internet - A worldwide network of computer networks that provides access to electronic mail, remote login, file transfer, and other services.
  - Hardware – North Beach Water District computers and other electronic components and equipment used in support of North Beach Water District information system operations including printers and copy machines.
- A. Computers, computer files, hardware, software, the e-mail system, Internet system hardware, printers and copy machines are North Beach Water District property and intended for business use only.
  - B. Employees may only use software on local area networks or on multiple machines according to the software license agreement. North Beach Water District prohibits the illegal duplication of software and its related documentation.
  - C. All messages or files composed, sent, or received on North Beach Water District computers, Internet and e-mail system are, and remain, the property of North Beach Water District. They are not the private property of any employee. All E-mail messages and downloaded Internet files are considered to be North Beach Water District records and are not "private" or considered "confidential" to the employee in any way.

- D. It is possible for deleted documents, messages, and other correspondence to be retrieved from a variety of points in the network. Employees should assume that electronic evidence discovery may recover deleted or unsaved data.
- E. All computers, printers, copy machines, electronic mail, and Internet usage must be in compliance with all applicable laws and policies-for example, all Federal, State and local laws, and North Beach Water District policy. All of the North Beach Water District Personnel Policies, with regard to Sexual Harassment, apply to computer, printer, copy machine, Internet, and E-mail usage.
- F. Use of North Beach Water District hardware, Internet, and E-mail system requires appropriate, efficient, ethical, and legal utilization of network resources. The information systems, including Internet, E-mail, hardware, copiers, and printers of North Beach Water District are not to be used in a way that may be disruptive, offensive to others, harmful to morale, or potentially damaging to North Beach Water District or its employees.
- G. The North Beach Water District Internet and E-mail systems are to be used primarily for North Beach Water District job related and business activities. North Beach Water District policy allows for incidental and occasional personal use of North Beach Water District Internet access unrelated to work assignments. Limited personal use may be permitted according to the following principles:
  - 1. Use involves no additional expense North Beach Water District;
  - 2. Use is incidental, occasional and of short duration;
  - 3. Use is not for personal gain, conducting private business, political campaigning, or any fraudulent, harassing, obscene or illegal uses;
  - 4. Use does not infringe on any other North Beach Water District policies or guidelines; and
  - 5. Use does not violate the “Prohibited Uses” outlined in this policy.
- H. Prohibited Uses of Computers, Hardware, Internet and E-mail:
  - 1. Use for personal gain or personal business use.
  - 2. Use to solicit other employees for ventures.
  - 3. For commercial activities, religious causes, political causes, charitable solicitations, support for outside organizations or other personal causes or activities not related to North Beach Water District business.
  - 4. Use for any illegal purpose.
  - 5. For access to web sites, chat channels, newsgroups, messaging, etc. of an adult nature (i.e. sexual or pornographic) including online dating services.
  - 6. Expression of ill will or bias against employees, individuals, or groups.

7. Development, transmission, copying, or printing of offensive or sexually explicit material.
  8. Use of aliases or anonymous messages or misrepresentations of position or authority.
  9. Intentional intercepting, reading, copying, or otherwise compromising of information to a non-authorized person or entity.
  10. Developing, transmitting, accessing, copying, or printing material which may be considered obscene, sexually suggestive, offensive, demeaning, insulting or disparaging of others. Such as files/messages/websites that contain sexual implications, pornography, racial slurs, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
  11. Downloading files is restricted to North Beach Water District business only. Users must not download any files unrelated to North Beach Water District business from the Internet without prior approval from the General Manager.
  12. Downloading and/or installation of any software application onto a North Beach Water District computer is not allowed without prior written permission from the General Manager.
  13. Sending, receiving, posting, reproducing, or distributing copyrighted materials or confidential information without prior authorization.
  14. Use of aliases while using the Internet is prohibited. Anonymous messages are not to be sent. Also, the misrepresentation of an employee's job title, job description, or position is prohibited.
  15. Passing off personal views as representing those of North Beach Water District.
- I. There is a wide variety of information on the Internet. When accessing the Internet, some individuals may unintentionally find some information on the Internet that he or she finds offensive or otherwise objectionable. Individual users should be aware that North Beach Water District has no control over and, therefore, cannot be responsible for the content of information available on the Internet.
- J. Users must not give out their individual E-mail password, and passwords should be changed on a regular basis. Users are responsible for messages sent via their account. Users should not tamper with someone else's account without their knowledge and consent. Unauthorized use of an E-mail account is in violation of policy.
- K. Notwithstanding North Beach Water District's right to retrieve and read any E-mail messages and monitor Internet usage, E-mail should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval from the General Manager.

- L. Computer, E-mail and Internet usage are subject to monitoring by District staff. Security features, such as passwords, will not prevent monitoring of files and usage.
- M. E-mail files, downloaded Internet files, and Internet history, like any other file on a hard drive, are potentially retrievable and may be subject to public disclosure. Deleting an E-mail message or a file does not necessarily erase it from the system, and it could be retrieved later.
- N. North Beach Water District retains the right to monitor computer, Internet and e-mail usage. Information gathered includes time spent on the Internet, sites visited, and e-mail content.
- O. Employees are subject to disciplinary action for charging North Beach Water District for unauthorized personal expenses made on the Internet.
- P. Any employee who discovers a violation of this policy should notify the General Manager. Any employee who violates the terms of the contract or the policies set forth here may be subject to disciplinary action up to and including termination of employment.

[Retain in Employee Personnel File.]

**SECTION 9 - EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE POLICIES AND PROCEDURES MANUAL**

Each existing District employee and all new employees are required to receive and read a copy of this Manual and any revisions. Each existing employee shall, within 30 days of the adoption of this Manual, receive and sign an acknowledgement that he/she has received and read this Manual and that acknowledgement shall be placed in the employee's personnel file. Each newly hired employee shall, at the time of commencement of employment, receive a copy of this Manual and sign an acknowledgement that he/she has received and read this Manual and that acknowledgement shall be placed in the employee's personnel file.

**EMPLOYEE ACKNOWLEDGEMENT  
RECEIPT OF EMPLOYEE POLICIES  
AND PROCEDURES MANUAL ADOPTED April 20, 2009**

This acknowledges that I have received and read my copy of the North Beach Water District's Employee Policies and Procedures Manual. I understand that this acknowledgement will be placed in my personnel file and that I will receive a copy of it upon request.

\_\_\_\_\_  
[Print Full Name]

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
[Signature]