

NORTH KOOTENAI WATER DISTRICT

Employee Manual

RESOLUTION NO. 2003-04

APRIL 23, 2003

RESOLUTION 2003-4

A RESOLUTION OF THE NORTH KOOTENAI WATER DISTRICT, KOOTENAI COUNTY, IDAHO, PROVIDING FOR ADOPTION OF A REVISED EMPLOYEE MANUAL THAT COMPLETELY REPLACES THE PREVIOUS EMPLOYEE MANUAL AND ANY CONFLICTING RESOLUTIONS.

NORTH KOOTENAI WATER DISTRICT
Kootenai County, Idaho

BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF DIRECTORS OF THE NORTH KOOTENAI WATER DISTRICT, as follows:

Whereas, North Kootenai Water District (the "District"), is a duly incorporated and existing water district operating under the laws and Constitution of the State of Idaho; and,

Whereas, the District has previously adopted an employee manual for the purpose of clearly stating therein certain terms, provisions and objectives of the District with regard to its employees; and,

Whereas, the Board of Directors of the District has considered a revised employee manual that is intended to fully replace the prior employee manual and any other resolutions or policies in conflict therewith; and

IT WAS RESOLVED BY NORTH KOOTENAI WATER DISTRICT as follows:

That the North Kootenai Water District Employee Manual is adopted and effective on the date of adoption of this resolution.

That said Employee Manual fully replaces the previously adopted Employee Manual and all resolutions and policies that may be in conflict therewith.

PASSED AND ADOPTED THIS 8th day of May, 2003.

NORTH KOOTENAI WATER DISTRICT



CHAIRMAN



LINDA DAVIS, DIRECTOR

DEAN KASTENS, DIRECTOR



JACK BERGER, DIRECTOR

ATTEST:



District Secretary

Welcome to North Kootenai Water District

Thank you for joining North Kootenai Water District! We hope you agree that you have a great contribution to make to the water profession by way of North Kootenai Water District, and that you will find your employment here a rewarding experience. We look forward to the opportunity of working together to create a more successful district. We also want you to feel that your employment with the District will be a mutually beneficial and gratifying one.

You have joined an organization that has established an outstanding reputation for quality. Credit for this goes to everyone in the organization. We hope you too, will find satisfaction and take pride in your work here. As a member of our team, you will be expected to contribute your talents and energies to further improve the environment and quality of the district.

This Employee Manual may provide answers to most of the questions that you may have about North Kootenai Water District's benefit programs, as well as district policies and procedures. You are responsible for reading and understanding this Employee Manual. If anything is unclear, please discuss the matter with your supervisor.

We extend to you our personal best wishes for your success and happiness at North Kootenai Water District.

Sincerely,
Board of Directors
North Kootenai Water District

Notice

This Employee Manual has been prepared to inform you of North Kootenai Water District's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

Some Things You Must Understand

The policies in this Employee Manual are to be considered as guidelines.

- North Kootenai Water District, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the Board of Directors of North Kootenai Water District may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces (supersedes) any and all other or previous North Kootenai Water District Manuals, or other District policies whether written or oral.

Receipt and Acknowledgment

North Kootenai Water District Employee Manual

Please read the following statements, sign below and return to your supervisor.

Understanding and Acknowledging Receipt of North Kootenai Water District Employee Manual

I have received and read a copy of the North Kootenai Water District Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of North Kootenai Water District at any time.

At-Will Employment

I further understand that my employment is at will, and neither myself nor North Kootenai Water District has entered into a contract regarding the duration of my employment. I am free to terminate my employment with the District at any time, with or without reason. Likewise, North Kootenai Water District has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of the District. No employee of North Kootenai Water District can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the Board of Directors.

Bainhurst
Employee's Signature

4/25/03
Date

Robert A. Roe
Employee's Signature

4-25-03
Date

W. W. Sullivan
Employee's Signature

4-25-03
Date

Bill White
Employee's Signature

4-25-03
Date

Justin P. St. P.
Employee's Signature

4-28-03
Date

Carol Vineyard
Employee's Signature

4/29/03
Date

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An Overview of North Kootenai Water District

About North Kootenai Water District

In 1991, North Kootenai Water District was formed and a Board of Directors was elected to purchase Hayden Pines Water Company. This purchase was completed on November 25, 1998.

The objective of North Kootenai Water District is to provide it's customers with excellent quality water and service. The goals of the District are to upgrade water systems, improve all problem areas and to keep the water systems operating efficiently.

The office is located at 1841 W. Hayden Avenue and is open from 8:30 A.M to 5:00 P.M.
Monday –through Friday excluding District defined holidays .

What You Can Expect From North Kootenai Water District

North Kootenai Water District believes in creating a harmonious working relationship between all employees. In pursuit of this goal, the District has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees according to their effort and contribution to the success of our district.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Provide vacation, sick leave and holidays to all eligible employees.
6. Provide eligible employees with health and welfare benefits.
7. Assure employees, after talking with their manager, an opportunity to discuss any issue or problem with the Board of Directors of North Kootenai Water District.
8. Take prompt and fair action of any complaint that may arise in the everyday conduct of our business, to the extent that is practicable.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide buildings and offices that are comfortable, orderly and safe.
12. Promote employees on the basis of their ability and merit.
13. Make promotions or fill vacancies from within the District whenever practical.

14. Keep all employees informed of the progress of North Kootenai Water District, as well as the company's overall goals and objectives.
15. Promote an atmosphere in keeping with North Kootenai Water District's vision, mission, and goals.

What North Kootenai Water District Expects From You

North Kootenai Water District needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom North Kootenai Water District serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the quality of service provided by North Kootenai Water District. Consequently, whatever your position, you have an important assignment: perform every task to the best of your ability.

You are encouraged to grasp opportunities for personal development when offered to you. This manual provides insight on how you can perform positively and do your best to meet and exceed North Kootenai Water District expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making North Kootenai Water District a place where you can approach your supervisor, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve North Kootenai Water District. We're all human, so please communicate with each other and with management.

Remember, you help create the pleasant and safe working conditions that North Kootenai Water District intends for you. The result will be better performance for the District overall, and personal satisfaction for you.

Open Communication Policy

North Kootenai Water District encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat corporate rumors or office gossip. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our District can be made a better place to work and the service to customers enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. She/he can help you bring your idea to the attention of the people in the District who will be responsible for implementing it.

We have created a form to help you communicate your ideas and suggestions. We call it the "Bright Idea Form." You can get a copy of the form from your supervisor at any time. It's a template written to help you define the problem or situation, describe an ideal situation and your proposed solution, as well as list the requirements necessary for implementing your plan. The form also insures that you get maximum recognition for your contribution

EMPLOYMENT

At-Will Employment

Your employment with North Kootenai Water District is at-will. This means that neither you nor North Kootenai Water District has entered into a contract regarding the duration of your employment. You are free to terminate your employment with North Kootenai Water District at any time, with or without reason. Likewise, North Kootenai Water District has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of North Kootenai Water District.

No employee of North Kootenai Water District can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Board of Directors.

Termination of Your Employment

North Kootenai Water District will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from North Kootenai Water District,
2. Fail to return from an approved leave of absence on the date specified by North Kootenai Water District, or
3. Fail to report to work or call in after one work-day absence.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of North Kootenai Water District policies. However, your employment is at-will, and you and North Kootenai Water District have the right to terminate your employment for any or no reason.

Customer Relations

The success of North Kootenai Water District depends upon the quality of the relationships between the District, our employees, customers, suppliers and the general public. Our customers' impression of North Kootenai Water District and their satisfaction with us are to a great extent formed by you. In a sense, regardless of your position, you are North Kootenai Water District's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, North Kootenai Water District and our services.

Below are several things you can do to help give customers a good impression of North Kootenai Water District. These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Equal Employment Opportunity

North Kootenai Water District is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. North Kootenai Water District complies with the law regarding reasonable accommodation for handicapped and disabled employees. North Kootenai Water District's Board of Directors has issued the following policy stating North Kootenai Water District's views on this matter.

It is the policy of North Kootenai Water District to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). North Kootenai Water District will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. North Kootenai Water District will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on North Kootenai Water District.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that North Kootenai Water District's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to termination.

Harassment Policy

North Kootenai Water District intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All North Kootenai Water District employees, and particularly managers and supervisors, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting

While North Kootenai Water District encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to your supervisor or to the management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate shall be subject to severe disciplinary action up to and including termination. North Kootenai Water District will also take any additional action necessary to remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

North Kootenai Water District accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. North Kootenai Water District may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Policy Statement on Sexual Harassment

What Is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and can not be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment.

Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against North Kootenai Water District policy to view or to download inappropriate pictures or materials from computer systems.

North Kootenai Water District prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

North Kootenai Water District will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

How You Were Selected

North Kootenai Water District is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to the District as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated, you were selected to become a member of our team!

This selection process helps North Kootenai Water District find and employ people who are concerned with their own personal success and the success of the District; people who want to do a job well; people who can carry on their work with skill and ability; and people who are comfortable with North Kootenai Water District and who can work well with our team.

Employee Background Check

Prior to becoming an employee of the District, a job-related background check was conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, criminal, health examination and/or driving record history may have also been obtained.

Criminal Records

In response to the District's zero-tolerance Violence in the Workplace Policy, North Kootenai Water District may conduct a pre-employment criminal check on those applicants for positions that may involve close, unsupervised contact with the public. When appropriate, the criminal record is checked to protect the District's interest and that of its employees and customers.

Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to North Kootenai Water District from time to time. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination.

Health Examinations

North Kootenai Water District reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his/her essential job functions. All such health exams shall be paid by the District.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to North Kootenai Water District and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place for everyone to work.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or North Kootenai Water District may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any company rule; any action that is detrimental to North Kootenai Water District's efforts to operate efficiently.
2. Violation of security or safety rules or failure to observe safety rules or the District safety practices; failure to wear required safety equipment; tampering with equipment or safety equipment.

3. Negligence or any careless action that endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on company premises, except medications prescribed by a physician that do not impair work performance.
5. Unauthorized possession of firearms, weapons or explosives on company property or while on duty.
6. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing North Kootenai Water District; fighting, or provoking a fight on company property, or negligent damage of property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of District property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of District property or the property of fellow employees; unauthorized possession or removal of any District property, including documents, from the premises without prior permission from management; unauthorized use of District equipment or property for personal reasons; using District equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by North Kootenai Water District; alteration of company records or other District documents.
12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
13. Immoral conduct or indecency on District property or while conducting District business.
14. Conducting a lottery or gambling on District premises or while conducting District business.
15. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
16. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
17. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
18. Sleeping or loitering during working hours.
19. Excessive use of District telephone for personal calls.

20. Smoking in restricted areas or at non-designated times, as specified by District rules.
21. Creating or contributing to unsanitary conditions.
22. Posting, removing or altering notices on any bulletin board on District property without the permission of the District manager.
23. Failure to report an absence or late arrival; excessive absence or lateness.
24. Buying District surplus items for resale.
25. Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on District premises or while conducting District business.
26. Speeding or careless driving of District vehicles.
27. Failure to immediately report damage to, or an accident involving, District equipment.
28. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on District premises.
29. Failure to use your timesheet; alteration of your own timesheet or records or attendance documents; punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records.

Disciplinary Actions

This Disciplinary Actions Policy applies to all regular employees who have completed the Introductory Period.

This policy pertains to matters of conduct as well as to the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, managers are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the District may decide to repeat a disciplinary step.

Discipline Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in the following manner:

1. Oral Reminder
2. Written Warning
3. Decision-Making Paid Leave / Counseling Session

4. Termination

To insure that North Kootenai Water District business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your Supervisor will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures will be implemented.

Step One: Oral Reminder

Your supervisor will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet North Kootenai Water District's expectations.

You will be informed that the Oral Reminder is the first step of the discipline procedure. Your supervisor will fully document the Oral Reminder, which will remain in effect for three (3) months. Documentation of the incident will be placed in your confidential personnel file.

Step Two: Written Warning

If your performance does not improve within the three (3) month period, or if you are again in violation of District practices, rules or standards of conduct, your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your supervisor will advise you that you are now at the second formal level of disciplinary action. After the meeting your supervisor will write a memo to you summarizing the discussion and your agreement to change. A copy of the memo will be sent to your personnel file. The Written Warning will remain in effect for three (3) months.

Step Three: Decision-Making Leave / Counseling Session

If your performance does not improve within the three (3) month period following the Written Warning, or if you are again in violation of District practices, rules or standards of conduct, you will be placed on Decision-Making Leave. The Decision-Making Leave is the third and final step of the District's disciplinary process.

Decision-Making Leave is a paid, one (1) day disciplinary suspension. Employees on Decision-Making Leave will spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all of the District's practices, rules and standards of conduct, or to terminate your employment with North Kootenai Water District.

If your decision following the Decision-Making Leave is to return to work and abide by the District's practices, rules and standards of conduct, your supervisor will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within the next three (3) months your employment will be terminated.

If you are unwilling to make such a commitment, you may either resign or your employment will be terminated.

Crisis Suspension

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending an investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft.
2. Falsification of North Kootenai Water District's records.
3. Failure to follow safety practices.
4. Threat of, or the act of, doing bodily harm.
5. Willful or negligent destruction of property.
6. Use and/or possession of intoxicants, drugs or narcotics.

The provision of this Disciplinary Policy is not a guarantee of its use. North Kootenai Water District reserves the right to terminate employment at any time, with or without reason. Additionally, the District reserves the right to prosecute any employee for any of the above infractions.

Introductory Period

Your first ninety (90) days of employment at North Kootenai Water District are considered an Introductory Period, and during that period you will not be eligible to use accrued vacation described in this Employee Manual unless otherwise required by law. This Introductory Period will be a time for getting to know your fellow employees, your supervisor and the tasks involved in your job position, as well as becoming familiar with North Kootenai Water District services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a "getting acquainted" time for both you, as an employee, and the District, as an employer. During this Introductory Period, North Kootenai Water District will evaluate your suitability for employment, and you can evaluate the District as well. Please understand, however, that completion of the Introductory Period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and North Kootenai Water District may choose to terminate your employment at any time, with or without reason.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time or part-time employees on an annual basis.

A former employee who has been rehired after a separation from North Kootenai Water District of more than one (1) year is considered an introductory employee during their first ninety (90) days following rehire.

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Manual.

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, North Kootenai Water District may be obliged to terminate your employment.

New Employee Orientation

On your first working day, you will be asked to complete employment paperwork. Depending on your department's workload, your supervisor will introduce you to your co-workers and office layout. Please feel free to ask your colleagues any questions not answered during your orientation.

Work Schedule

Business Hours

Our normal operating hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday. The normal workweek consists of five (5) days, each eight (8) hours long, Monday through Friday.

Your particular hours of work and the scheduling of your meal period will be determined and assigned by your supervisor. Most employees are assigned to work a forty (40) hour workweek. You are required to take a 30 minute lunch break and two 15 minute coffee breaks (one in the morning and the other in the afternoon) per day. Should you have any questions concerning your work schedule, please ask your supervisor .

Attendance

North Kootenai Water District requires that you be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours. Please let your supervisor know if you will be away from your work station for an extended period of time and when you expect to return.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. North Kootenai Water District is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days / vacation / personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

When you call in to inform North Kootenai Water District of an unexpected absence or late arrival, simply ask for your supervisor. If you're arriving late, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for three (3) consecutive days without notifying your supervisor will be considered a voluntary resignation.

If you are absent because of an illness for three (3) or more successive days, your supervisor may require that you submit written documentation from your doctor stating that you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including dismissal.

Note: Information on the types of leaves offered and their qualification criteria are included in the "Leaves" section of this Employee Manual.

Meal and Break Periods

You are entitled to two (2) fifteen (15) minute paid breaks each work day. Normally these breaks will be scheduled at two different intervals, one prior to your meal period and one after your meal period. These breaks should be scheduled with your supervisor.

If you work longer than four (4) hours, you will be given an unpaid thirty (30) minute meal period. The time when meal periods are scheduled varies among departments, depending on the needs of each department. You are requested not to perform any work during your regularly scheduled meal period. It is important to return to work on time at the end of your meal period.

Meal Room Facility

For your convenience and comfort, the District provides a meal room. This area is for everyone's use and it is your responsibility to do your share in keeping this facility clean and sanitary.

Please remember to use containers with reliable seals and label your food with your name and date. Food stored in the refrigerator for a period of more than seven (7) days will be disposed of.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the Board of Directors or the District manager may decide to close North Kootenai Water District for the remainder of the day. As such, you will be notified as soon as possible by your supervisor. No loss of pay will occur as a result of early dismissal for this reason. Likewise, if you report to work and find that North Kootenai Water District is unexpectedly closed due to an emergency, no loss of pay will occur.

If your supervisor asks that you remain at work to complete assigned work duties after the District has closed because of severe weather conditions or another emergency, you will be paid at time and one half for the remaining hours that you work beyond the announced closing time.

Any employee who was on a previously approved leave day during a declared emergency, shall not be charged leave for the emergency period.

Employment Classifications

At the time you are hired, you are classified as either full-time, part-time or temporary. In addition, you are classified as either non-exempt or exempt. All other policies described in this Employee Manual and communicated by North Kootenai Water District apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

Full-Time Employees

An employee who has successfully completed their introductory period of ninety (90) days and who works at least thirty (30) hours per week is considered a full-time employee.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not laid off for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than thirty (30) hours per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

Regular Employees

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full- or part-time.

Temporary Employees

From time to time, North Kootenai Water District may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the section titled "Non-Exempt and Exempt Employees" below) who work more than forty (40) hours during any workweek will receive overtime pay.

Non-Exempt and Exempt Employees

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These employees are referred to as "non-exempt" in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are managers, directors, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at North Kootenai Water District has been assigned to the Office Supervisor. Questions regarding insurance, wages, and interpretation of policies may be directed to the Office Supervisor.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify the Office Supervisor as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any [Company] vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License

Upon experiencing a family status change, please notify the Office Supervisor within 31 days for benefit modifications, if necessary.

You may see information that is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please make arrangements with the Office Supervisor.

Your Medical Records File

All medical records, if any, will be kept in a separate confidential file. North Kootenai Water District maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Compensation

The goal of North Kootenai Water District's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and North Kootenai Water District needs.

Wage and Salary Policies

Compensation Philosophy

It is North Kootenai Water District's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and District performance and in compliance with all applicable statutory requirements.

