

MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee
SUBJECT: Update to the District's Employee Handbook
DATE: December 4, 2020
FROM: Jean Tait, Administrative Coordinator

Attached for your review and consideration is a redlined version of the proposed changes to the Papio-Missouri River NRD Employee Handbook. The changes include:

- **Employee Handbook Changes:** The only changes to the Employee Handbook are changes to the date on EH cover page and the Employee Verification & Acknowledgement Forms.
- **Updates to the P-MRNRD Safety Manual:** A red-lined version of the Safety Manual is attached for your review. Most of the changes are housekeeping in nature. Proposed changes include:
 - a. Change date on Policy cover page;
 - b. Building Inspections - reflect changes to building monitoring by security firm, building access for visitors and in-house monthly AED inspection;
 - c. Accident reporting - adds an additional requirement to take photos at the scene and of any property damage; added the statement that an employee involved in a workplace accident may be sent for drug/alcohol testing when there is reasonable suspicion post-accident (in accordance with District's Drug-Free and Alcohol-Free Workplace Policy);
 - d. Bloodborne Pathogens - District offers annual training in this area;
 - e. Motor Vehicles, Heavy Equipment and Tractors - Directs employees to turned off engine and remove keys from the ignition before exiting a District vehicle, and ensure toolboxes are locked when vehicle is left unattended;
 - f. First Aid Training/Treatment - Replaces reference to in-house first responders with employees trained in First Aid and CPR;
 - g. Ice Measuring Procedures - References ice rescue suits are to be worn by employees when taking ice measurements;

Upon the Board's approval, the updated Employee Handbook and Safety Manual will be distributed to all District employees for individual verification and acknowledgement.

Staff recommends that the Subcommittee recommends to the Board of Directors that the proposed amended language to the Papio-Missouri River NRD Employee Handbook and Safety Manual be approved and incorporated to the District Policy Manual.

PAPIO-MISSOURI RIVER NRD

EMPLOYEE HANDBOOK

Updated: December 20~~2019~~²⁰¹⁹

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PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT
an Equal Opportunity Employer
W E L C O M E

The Papio-Missouri River Natural Resources District takes this opportunity to extend to you, our employee, a warm WELCOME!

Mutual understanding is vitally important to the success of any enterprise. To provide a basis for developing mutual understanding, this Employee Handbook contains many of the policies, rules, and procedures by which the District generally operates. You should study and retain this Employee Handbook for future reference, as you will be responsible for understanding and complying with the District's policies, rules, and procedures throughout your employment. Failure to abide by the District's policies, rules, and procedures may result in disciplinary action, up to and including termination of employment.

The policies, rules, and procedures contained in this Employee Handbook supersede all previous District policies, rules, and procedures and apply to you regardless of your date of hire. After reading this Employee Handbook you must sign the "Employee Verifications Form" at the end and give it to the Administrative Coordinator. Your decision to continue working for the District is conditioned upon your agreement to be bound by the terms of this Employee Handbook and the District's current and future policies, rules, and procedures.

In writing this Employee Handbook we have tried to avoid legal words and phrases as much as possible. This Employee Handbook was written for our employees as a matter of information only. It is **not a contract** between the District and any employee for employment for a specific duration, or any other purpose. New situations develop constantly, and the District reserves the right to change, suspend, or cancel any part of this Employee Handbook and/or its policies, rules, or procedures as circumstances (in the sole discretion of the District's General Manager) warrant, with or without notice to employees.

All employees of the District are employed **at-will**, meaning that either the employee or the District may terminate the employment relationship at any time and for any (or no) reason. No District representative has the authority to make any promise or agreement which is inconsistent with this Employee Handbook or any of the District's policies, rules, or procedures without the express, written approval of the General Manager. Likewise, no manager, supervisor, or representative of the District has the authority to enter into an agreement with an employee for employment for any specified time, and any such agreement or terms will be unenforceable, unless they are in a writing signed by the employee, the General Manager, and the Administrative Coordinator. Employees of the District have no property right or interest in their employment or any term of their employment.

There are employee benefit documents (insurance policies and plan documents) containing more complete information. You should refer to those documents and not rely upon this Employee Handbook with respect to any specific benefit, especially a benefit which is provided through insurance or is governed by a plan document because the terms of the insurance policy or plan document supersede the terms of this Employee Handbook in the event of any inconsistency. All benefits are subject to the employee meeting whatever eligibility requirements, qualifications, and conditions are set forth in the insurance policies and plan documents.

Please speak with your supervisor or the Administrative Coordinator if you have a question after reading this Employee Handbook.

WORKING TOGETHER FOR A BETTER FUTURE

YOU WANT

OPPORTUNITY	A chance to learn, grow, and be fairly paid for what you do.
RECOGNITION	Acknowledgment of your abilities and appreciation for your efforts through recognition as an individual and advancement within the District.
SECURITY	A steady, responsible job to provide for you and your family's future.
TO BELONG	The satisfaction of being a part of an organization that is vitally important to the community and knowing that you are a valued member of the team.

WE WANT

RESULTS	Accomplishing that which you are paid to do and taking pride in doing so.
TEAMWORK	Working with management and coworkers to combine efforts for the benefit of all--the District, the employees, and the community. Realizing that we can accomplish more together than we can individually.
GOOD EMPLOYEES	Employees who know their jobs, who accept responsibility, who are happy and enthusiastic about what they do, and who help us accomplish our mission.
A JOB WELL DONE	Doing your job to the very best of your ability. To excel and not just "get by." Respectfully letting us know how we can improve the District and serve the community.

PERSONNEL POLICIES

This section of your Handbook covers the policies, procedures and rules relating to your job. Familiarity with the contents will make you aware of what is expected of you, as well as what you can expect from the District.

EMPLOYMENT QUALIFICATIONS:

All persons 18 years of age or older are eligible to apply for employment. All applicants and employees will be treated fairly and no individual will be discriminated against or given preference in any term, condition, or privilege of employment because of race, religion, national origin, sex, age, color, marital status, military/veteran status, genetic information, disability (if the individual is otherwise qualified to perform the essential functions of the job, with reasonable accommodations if necessary), or any other category protected by applicable local, state, or federal law. It is our policy to select the most qualified person for each position, whether that is a new hire, a transfer to another position, or a promotion.

Each applicant for employment must complete an application form in the fullest, most accurate manner possible. Since this information is used as fact for hiring, employment, and on all records, any misrepresentations, falsifications, or material omissions on the application may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

Before entering employment with the District, a background investigation and pre-employment drug test will be required of all individuals who receive a conditional job offer. Assuming the background investigation is satisfactory and the pre-employment drug test is negative, a pre-employment medical examination by a licensed physician will be required to determine the individual's ability to perform the essential functions of the position (with reasonable accommodations if necessary) for which they have applied. Such examinations shall be at the expense of the District.

PROBATIONARY PERIOD:

A new employee is on probation during the first ninety (90) calendar days of employment. During this period of employment, the employee must demonstrate good quality and quantity of work, as well as cooperation and teamwork. In addition, the employee must show a strong interest in doing his/her job. At the end of the probationary period, or earlier if necessary, an evaluation shall be conducted to determine whether the employee is sufficiently well-suited to the job to continue employment by the District; employees discharged during or at the end of the probationary period shall not have recourse to the grievance procedure. The probationary period may be extended in the discretion of the General Manager.

After satisfactory completion of the probationary period, the individual becomes a regular District employee with the anniversary date being the original date of hire. Successful completion of the probationary period and continued employment thereafter does not alter the at-will employment relationship between the employee and the District.

HARASSMENT AND DISCRIMINATION:

Professionalism and respect for each individual's privacy and dignity are essential to the reputation and success of the District. Behavior which is inconsistent with these principles is not acceptable and will not be tolerated. More specifically, any form of harassment or discrimination on the job or related to the job -- including that based on sex, race, religion, national origin, age, color, marital status, military/veteran status, genetic information, or disability, or any other category protected by applicable federal, state, or local law, is absolutely prohibited and may result in severe corrective action, possibly including discharge from employment.

Harassment is a form of discrimination and is broadly defined to include any conduct which is personally demeaning or offensive, and tends to equate a person's worth to their gender, race, religion, national origin, age, color, marital status, military/veteran status, genetic information, or disability, or any other category protected by law, rather than their ability to perform their jobs and contribute to the success of the District. Without limiting the breadth of this definition, harassment specifically includes:

1. Sexual harassment in any form. Sexual harassment is defined by federal regulations as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of some of the kinds of conduct included in the definition of sexual harassment are:

Sexual relations, sexual contact, unwanted physical contact, or threats or intimation of sexual relations or sexual contact which are not welcome and freely and mutually agreeable to both parties;

Continual or repeated remarks with sexual implications, placing sexually suggestive objects or pictures in the work area, or propositions of a sexual nature; and,

Threats or insinuations that the person's employment wages, promotional opportunities, job assignments or other conditions of employment may be adversely affected by not submitting to sexual advances or promises or insinuations that any conditions of employment may be favorably affected by submitting to sexual advances.

It is important to note that sexual harassment does not have to involve conduct of a sexual nature in order to constitute improper behavior. For example, abusive, offensive, or demeaning behavior that is directed to members of one gender only

(whether male or female) may be deemed a form of sexual harassment, even though the conduct was not motivated by sexual desire or gratification. In addition, harassment of a male by another male, or a female by another female also constitutes a form of sex discrimination.

The fact that no objection is voiced or the other person seems to be “going along” does not mean the conduct is acceptable. In the interest of avoiding sexual harassment and maximizing the professionalism of this organization, extra care should be taken to prevent matters of a sexual nature from becoming part of our working environment.

2. Harassment on the basis of any other category protected by law. As with sexual harassment, any conduct which could be offensive and create an intimidating, hostile, or offensive working environment on the basis of race, religion, national origin, age, color, marital status, military/veteran status, genetic information, disability, or any other category protected by federal, state, or local law is improper and strictly prohibited. This could include, for example, racial epithets and religious jokes.

Reporting Harassment and/or Discrimination

An employee who believes that he or she has been harassed or discriminated against by a supervisor, co-worker, Director, vendor, or any other person in the workplace, or who has witnessed harassment of, or discrimination against, an employee, should tell the person doing the harassing or discriminating, politely but firmly, that such conduct is unacceptable, unless this places the employee in danger. Additionally, and at a minimum, a written report of harassment or discrimination must be brought to the Administrative Coordinator or General Manager. If the Administrative Coordinator or General Manager to whom the complaint can be voiced is not available, please bring your complaint to any other member of management. The worst alternative is to do nothing and allow the situation to continue.

All reports of harassment or discrimination will be promptly and thoroughly investigated; if the report is found to be justified, corrective action appropriate to the circumstances will be taken. All reports and all information given during an investigation will be treated as confidentially as possible, subject to the need to conduct a full and fair investigation, and to inform those individuals who will be involved in any corrective action.

Under no circumstances will any person who in good faith reports harassment or discrimination, or assists in its investigation, be subject to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to severe corrective action.

DEFINITION OF EMPLOYEES:

Full-Time Employee: Any employee who has completed their probationary period and is regularly scheduled to work thirty-seven and one-half (37-1/2) or more hours per week, unless the probationary period is extended.

Probationary Employee: Any employee in their first ninety (90) calendar days of employment, or longer if probation is extended.

Part-Time Employee: An employee who is regularly scheduled to work less than twenty-five (25) hours per week on a regular basis.

Temporary Employee: An employee hired with expectation that employment will be short-term, such as for seasonal work or on an “as-needed” basis.

Exempt/Salaried: An employee who is employed in a position which is exempt from overtime requirements by law. Exempt employees work all hours required to fully and properly perform the job, and do not receive overtime pay. Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Subject to certain exceptions, the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work, and an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. In certain instances, deductions may be made for personal leave when vacation or sick leave is exhausted, for jury or military leave, disciplinary suspensions for violations of the District’s safety or workplace conduct rules, or in the first or last week of employment, if the employee works less than a full week. It is the District’s policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state laws. Therefore, the District prohibits any improper deductions from the salaries of exempt employees. If an employee believes that an improper deduction has been made from his/her salary, the employee should immediately report this information to the District. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made and the District will make a good faith commitment to comply in the future with the terms of this policy so that improper deductions will not be taken in the future.

Non Exempt/Hourly: An employee whose pay is computed on an hourly basis, for all hours actually worked. Non-exempt employees are eligible for overtime pay at the rate of time and a half (1-1/2 time’s regular hourly rate) for all hours actually worked in excess of forty (40) hours during any work week. Non-exempt/hourly employees are not authorized to work “off the clock.” They shall record, and be paid for, all hours actually worked.

All employee classifications shall be determined by District management and may be changed from time to time as warranted by the circumstances. The employee’s official classification maintained by District management shall be controlling, regardless of the hours worked in any individual week.

PROMOTIONS:

A promotion is based on each individual's performance record and involves an increase in the amount of responsibility undertaken. The District's policy is to promote from within whenever possible and to select on a merit basis the employee best qualified and most deserving to fill each job vacancy or new position. Employees seeking promotion will be considered on the strength of many factors including: qualifications, job knowledge, capacity for further responsibility, ability, leadership potential, working relationships, length of service, past performance and employment record.

PERSONNEL RECORDS:

It is important for the District to have accurate records for every employee. You must advise your supervisor and the Omaha office of any changes in the following types of information:

- | | |
|--|---|
| <input type="checkbox"/> Address | <input type="checkbox"/> Next of Kin |
| <input type="checkbox"/> Name | <input type="checkbox"/> Change of Beneficiary |
| <input type="checkbox"/> Telephone Number | <input type="checkbox"/> Person to Notify in an Emergency |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Number of Dependents |
| <input type="checkbox"/> Physician's Name & Phone Number | |

Employee health or medical-related records will be maintained separate from the personnel records and will be subject to more strict confidentiality rules. Except as otherwise required by law, employee health records will not be available to District personnel other than the General Manager, persons responsible for creating and/or maintaining employee health records, and supervisors/department heads if they have a need to be apprised of restrictions on an employee's work duties, accommodations for an employee's disability, or possible emergency conditions involving the employee's health condition.

PERSONNEL FILE UP-DATE:

Employees are requested to keep the District advised of any additional training, educational courses completed, civic activities, etc. This information will be placed in the employee's personnel file for reference when considerations for promotion are made.

PAY ADJUSTMENTS:

Pay adjustments are based on an employee's job performance and the current Pay Program Administration Manual. Any questions you may have concerning your wage and pay adjustments should be addressed to your supervisor.

COMPENSATION FOR TEMPORARY DUTY:

If an employee temporarily serves in the capacity of a either a higher or lower grade position for an extended period of time (minimum of three months or 60 working days, consecutively), the General Manager shall have the authority to provide additional compensation to that employee for that period according to the general guideline of one-half the difference between the midpoints for the salary grade of the higher grade position and the employee's position. When compensating an employee for additional work performed for a lower grade

position, the General Manager shall determine the compensation amount and is required that he report it to the Board of Directors.

TARDINESS:

Consistent and timely attendance is vital for each employee to adequately perform his or her job functions. Employees are expected to be at their work stations at their designated work time. If you must be late, make every effort to notify your supervisor. Excessive tardiness may result in disciplinary action, up to and including termination of employment.

ABSENCES:

Regardless of your reason for absence, always notify your office or supervisor as soon as possible. The District's Outlook Calendar will be used to schedule all leave, meetings, and all other absences. All unscheduled absences should be coordinated through your supervisor. If you are unable to reach your supervisor via phone, text, or email, you should call the office or have an immediate family member do so for you.

Always give the specific reason for your absence; and,

Notify your office or supervisor when you expect to return.

Excessive or unwarranted absenteeism will result in dismissal. If you are absent for two (2) consecutive working days without notifying your office or supervisor, and without approved leave of absence, you will be considered to have voluntarily resigned.

An UNEXCUSED absence will be considered as leave without pay, and paid sick leave, vacation, or other paid time off may not be used. When a person does not call their office or supervisor when they are absent, even if they are ill, it shall be considered an UNEXCUSED absence.

An EXCUSED absence is an absence approved by your supervisor for reasons recognized as valid by the employer, and for which available vacation leave, sick leave or other paid time off may be used. The following reasons are generally considered valid: Personal illness; death in the family; illness in the family (when the employee is needed at home); accidents - on or off the job.

Use and accrual of vacation leave, sick leave, and other paid time off is set forth in the "Employee Benefits" section, below.

TIME RECORDS:

Each employee is required to record daily work activities through the District's Pacific Timesheet Program and submit this report every week. This weekly work report contains space designated for the recording of:

1. Total hours worked daily.
2. Total hours worked on a particular program, project or miscellaneous activity (each activity, program or project has been assigned an individual work number).
3. A short description of work performed and equipment use number when appropriate.

HOURS OF WORK:

For full time employees, the basic work day shall consist of seven and one-half (7-1/2) hours or eight (8) hours; and the basic work week shall consist of thirty-seven and one-half (37-1/2) hours or forty (40) hours, depending on your job description, or as set by your immediate supervisor.

The Omaha office hours shall be 8:00 a.m. - 4:30 p.m., Monday through Friday. Field offices will be open 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m.

OVERTIME:

All employees of the District classified as hourly employees (non-exempt) will be paid at the rate of one and one-half (1-1/2) times the regular hourly rate for work in excess of forty (40) hours in any work week. Regular pay rates will be paid for work of less than forty (40) hours. A work week is defined as the period from 12:00 a.m. on Monday to the following Sunday at 11:59 p.m. Work is defined as only those hours in the work week during which the employee is actually working on the job and shall not include any hours for which paid or unpaid leave was used.

Overtime work will generally be distributed as fairly and as practicable among qualified available employees within each classification in a department. A record of overtime hours worked by each employee will be kept.

All overtime must be authorized by your supervisor in advance. All employees may be required to work overtime from time to time.

FLEXIBLE WORK ARRANGEMENTS:

To assist the District in achieving optimal productivity, provide employees with a potential methodology for balancing their personal responsibilities and professional work demands, and facilitate the recruitment and retention of a diverse work force of the highest caliber at every level, the District is instituting flexible work arrangements (FWAs).

Employees interested in being considered for an FWA should discuss the matter with their immediate supervisor or with the General Manager. FWAs are not granted automatically but must be considered on a case-by-case basis, based on job-related factors such as the nature of the employee's job, departmental work flow, customer service needs, and so forth. In addition, because FWA are considered a privilege, to be eligible for consideration for an FWA, employees must be in good standing on the basis of their overall work record.

Individuals with a medical need for an FWA should contact human resources to discuss their need. (FWAs to accommodate a disability or an employee's or a covered family member's serious health condition will be handled under the District's family and medical leave policy. Please consult that policy for details).

Daily and weekly work schedules, including FWAs, may be changed from time to time at the discretion of an employee's supervisor and/or the General Manager to meet the varying conditions of the District's business. Changes in work schedules will be announced as far in advance as practicable.

Flextime Work Schedule:

Employees on a flextime schedule are normally permitted to begin their workday anytime between 8:00 A.M. and 10:00 A.M. daily on the hour or half hour unless otherwise notified by their immediate supervisor that certain designated hours are required for a given workday. Regardless of an employee's starting time, the employee must be present during the District's core hours daily, which are from 10:00 a.m. to 3:00 p.m. Employees will receive a one-hour unpaid meal period, which will normally be taken between 12:00 P.M. and 2:00 P.M. or as otherwise required by applicable state law. The time of your meal period will be designated by your immediate supervisor. If you are a part-time employee, your working hours will be arranged by your supervisor.

EMERGENCY OPERATIONS WORK:

The District will compensate non-exempt (hourly) employees of the District for Emergency Operations Work in accordance with the overtime pay policy. This policy doesn't apply to exempt (salaried) employees, unless approved by a majority vote of the Board of Directors .

It shall be the policy of the District to allow reimbursement to employees for meals and other actual expenses incurred while on Emergency Operations Work for the District. An employee must work a complete full shift, (i.e., 8 hours) either during normal office hours or an assigned work period and an additional two (2) hours to be eligible for reimbursement for a meal. Meal expense shall be reimbursed at a rate per meal established by the District for employees working more than a ten (10) hour work period. This will be paid only if submitted for payment by the employee on an Expense Claim form.

LUNCH BREAKS:

Lunch breaks for employees may vary from one-half hour to one hour, as designated in your job description and approved by your supervisor. This includes going from and to work stations.

PAY PERIOD - PAY DAY:

Payroll periods shall consist of a two (2) week period, with payments made every other Friday via automatic deposit to a financial institution of the employee's choice. Payroll automatic deposit is mandatory for all District employees.

PAY TRANSPARENCY:

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information

PAYROLL DEDUCTIONS:

The District is required by Federal and State laws to make certain deductions from employee earnings. Tax deductions are turned over to the proper government department by the District. The records of your tax deductions are noted on each payroll statement. Tax deductions are based on the number of dependents declared on the employee's W-4. Employees are responsible for properly completing their own W-4 forms, and notifying the Accounting Department whenever, due to family changes or otherwise, they wish to change their declared exemptions.

Deductions will include:

- ☐ Social Security (FICA)
- ☐ Medicare portion of FICA (MEDFICA)
- ☐ Federal Withholding Tax
- ☐ State Withholding Tax
- ☐ Retirement Program
- ☐ Other deductions required by law

Voluntary deductions may include:

- ☐ Group Health Insurance for Dependents
- ☐ Retirement Program (additional individual contribution)
- ☐ United Way
- ☐ Supplemental Insurance (AFLAC)
- ☐ Dependent Life Insurance
- ☐ Flexible Benefits Plan

RESIGNATION:

All employees should notify your immediate supervisor in writing of your decision to resign. Two (2) calendar weeks advance written notice is required in order for the employee to be deemed to have resigned in good standing. Employees who do not resign in good standing will not be paid any of their accrued but unused sick leave upon separation. Employees who resign in good standing will be paid 25% of their accrued but unused sick leave.

RE-HIRE:

An employee who is re-employed will be considered the same as any other new employee for the purposes of all employee classifications and must serve the usual probationary period.

RETIREMENT:

In preparation for retirement from the District, an employee should notify his/her immediate supervisor and the Administrative Coordinator, in writing, of their retirement date. This notice must be given at least thirty (30) calendar days prior to the retirement date in order for the employee to be deemed to have retired in good standing. Employees who do not retire in good standing will not be paid any of their accrued but unused sick leave upon retirement. Employees who retire in good standing will be paid 25% of their accrued but unused sick leave.

It is important for employees who intend to retire to continue to work until their retirement date so they can train their successor and ensure a smooth transition. Therefore, in order for an employee to retire in good standing with the District, the employee must also work all of their scheduled days/hours from the date they provide their retirement notice until the date they actually retire. The only exception will be the employee's use of vacation leave during this timeframe which has been approved in writing by the employee's supervisor and either the Administrative Coordinator or the General Manager.

SUGGESTIONS:

The management of the District does not pretend to know the best answers to every problem. There may be a better way to do each job. We earnestly ask all employees who have ideas or suggestions for the improvement of the District to feel free to offer them, preferably in writing, to their supervisor. Refer to District's Employee Suggestion Program, pages 30-31 of this handbook.

YOUR SUPERVISOR:

Your supervisor is responsible for the on-the-job wellbeing of those who report to him/her. It is part of your supervisor's job to see that your working conditions are satisfactory, that your questions are answered, that you are informed about the District and that your problems receive fair consideration. When you are troubled, your supervisor expects you to come to him/her for help. Your supervisor also appreciates an opportunity to discuss your viewpoints and suggestions. A good working relationship between you and your supervisor is essential to the smooth functioning of your department.

GRIEVANCES:

The District provides a fair and efficient means to receive, investigate and resolve employee complaints and grievances. Each employee is encouraged to informally discuss grievances with their immediate supervisor. The General Manager shall ensure employees' freedom from restraint, interference, discrimination or reprisal in the presentation of grievances of any supervisory level.

FORMAL GRIEVANCE PROCEDURE:

When an instance occurs that an employee considers to be unfair or incorrect relative to that employee's working situation, the following procedure will be followed to resolve the matter. If the grievance directly involves the immediate supervisor, and the employee for good reason is unable to take the issue to the immediate supervisor, the employee may go directly to the next level of supervision according to the District's Administrative Flow Chart.

The aggrieved employee, within two (2) working days after the instance, shall submit a written claim of the grievance to the immediate supervisor as a formal grievance. The supervisor shall make careful inquiry into the facts and circumstances of the grievance and shall verbally advise the employee of the findings of the investigation and his or her decision usually within seven (7) calendar days after hearing the employee's grievance.

If the grievance is not resolved by action of the immediate supervisor, the employee may submit the grievance in writing to the Department Head, on a form furnished by the immediate

supervisor and within seven (7) calendar days after being advised of the supervisor's decision. The Department Head shall make a separate investigation and inform the employee in writing of his or her decision and the reasons for it usually within seven (7) calendar days after receipt of the employee's grievance form.

If the grievance is not resolved by action of the Department Head, the employee may obtain a review by the General Manager by submitting a written request for review to the General Manager within seven (7) calendar days following receipt of the written decision of the Department Head. The General Manager shall make such investigation as appropriate, and within approximately fifteen (15) calendar days after the receipt of the employee's request for review, shall inform the employee in writing of his or her findings and decision. Routine Grievances shall be concluded with the determination of the General Manager.

When an employee believes that the matter has not been satisfactorily resolved by the General Manager's decision, the employee may request a review by the Personnel, Legislative and Public Affairs Subcommittee by submitting a written request for review, stating the complaint, and the decision received from the General Manager. The concerns of the employee will be considered by the Personnel, Legislative and Public Affairs Subcommittee in making a determination of whether to submit the matter to the Board of Directors for review and guidance.

Within the foregoing procedure the burden of proof shall be on the aggrieved employee.

Please note that the Grievance Procedure is not intended to cover complaints or reports of workplace discrimination or harassment. Instead, please immediately report any such discrimination or harassment pursuant to the District's "Harassment and Discrimination" policy.

BAD WEATHER CLOSING:

There are occasions where storms during non-duty hours render roads hazardous to traffic so that it is deemed that employees, except those engaged in services which cannot be suspended or interrupted, will not report for work.

For employees located at the Chalco Hills Natural Resources Center: Delayed opening will automatically occur if the Millard Public Schools (MPS) cancel classes due to inclement weather. Employees will automatically report for duty at 10:00 a.m. when MPS is closed due to inclement weather. The General Manager will decide office closure by 9:00 a.m., if necessary. Hazardous weather that develops during the workday requiring early office closing will be addressed by the General Manager. Employees should monitor local media for closing information.

For employees located at field offices: The Natural Resources Conservation Service Resource Conservationist at the respective field office may declare the office closed for all or a portion of the day if weather conditions require. Employees should monitor radio announcements or contact their supervisor for closing information.

For employees located at the Dakota County Rural Water Office: The Water Supply Superintendent may declare the office closed for all or a portion of the day if weather conditions require. Employees should monitor radio announcements or contact their supervisor for closing information.

If hazardous conditions exist before regular working hours and the office is declared closed, employees will be on administrative leave for that work day. Employees who had scheduled leave are to remain on scheduled leave, not administrative leave.

In the case of late start, i.e., if the office is declared open at 10:00 a.m., employees will be on administrative leave until the time the office opens. Employees who had scheduled leave are to remain on scheduled leave, not administrative leave. Examples of how to charge administrative leave based on established working hours are described in the following scenarios:

If established hours are 7:30 a.m. - 4:00 p.m. and the office opens at 10:00 a.m., the employee is approved for 2-1/2 hours of administrative leave.

If the established hours are 8:00 a.m. - 4:30 p.m., the employee will be approved for 2 hours of administrative leave.

In the event hazardous weather conditions occur during office hours, employees on duty are to receive administrative leave based on established working hours. Employees who had scheduled leave are to remain on scheduled leave, not administrative leave. Examples of how to charge administrative leave based on established working hours are described in the following scenarios:

If established working hours are 7:30 a.m. - 4:00 p.m., and the office is closed at 3:00 p.m. due to weather conditions, the employee is approved for 1 hour of administrative leave.

If established working hours are 8:00 a.m. - 4:30 p.m., and the office is closed at 3:00 p.m. due to weather conditions, the employee is approved for 1-1/2 hours of administrative leave.

Administrative Leave will be recorded in the timesheets program as such.

VEHICLE USE POLICY:

Some employees, at the discretion of the General Manager, shall be assigned a District vehicle to drive to and from work. Personal use of the District vehicles, other than driving to and from work, is not allowed.

1. Employees who utilize a vehicle for commuting purposes have the option to utilize a personal vehicle for commuting purposes or can continue to utilize a District vehicle for commuting only after agreeing to reimburse the District an amount not less than the IRS mandated minimum taxable value under the commuting rule. The employee would sign an agreement with the District to have funds withheld from their bi-weekly pay checks.
2. All employees utilize a District vehicle, when available, for attending District related functions and or conducting work related duties. Personal vehicle use should be discouraged for conducting District business unless no other transportation is available to the employee.

Vehicles should be eliminated through attrition whenever feasible.

EMPLOYEE BENEFITS

As a member of the Papio-Missouri River Natural Resources District team, you will enjoy a number of benefits, above and beyond your paycheck, subject to eligibility requirements. The following descriptions of benefits are summaries only, designed for the convenience of the employee, and an employee's eligibility for benefits and benefits rights will be governed by the plans and policies themselves, and applicable law. District management reserves the right to exercise discretion when interpreting and applying benefit plans, and to modify benefit policies and plans at any time.

SOCIAL SECURITY:

Each pay day, the District deducts from your pay a tax which is paid into the Treasury of the United States Government to provide a Retirement Fund for you when you are eligible. The District also contributes an equal amount.

UNEMPLOYMENT INSURANCE:

This benefit is paid entirely by the District. Employees who qualify for benefits will receive a check from the Nebraska Department of Labor for a limited period.

WORKERS' COMPENSATION:

This benefit is also paid entirely by the District and covers all employees, while working here, in case of occupational illness or injury. The benefits allowed are set in accordance with State law.

GROUP INSURANCE:

The District provides a comprehensive insurance plan for all eligible full-time employees through participation in the Nebraska Association of Resources Districts Insurance Plan. An employee is eligible to participate in the plan the first day of the month after hire. A full description of the coverage, eligibility dates and benefits is available to employees and their dependents at the Omaha office.

An employee who is discharged or voluntarily leaves his or her employment may be entitled to a continuation of the District's health benefits at the employee's cost, pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA), depending on the specific provisions of the District's health insurance policy. Additional information regarding continuation rights will be provided upon termination from employment or another COBRA event.

The plan includes the following:

1. **Medical Insurance:** The District pays the entire premium cost for the employee. The employee may enroll his/her eligible dependents under the District's employee health insurance coverage. The District will pay a portion of the applicable monthly

premium and the employee will pay for the remaining premium for dependent medical coverage.

2. Dental Insurance: The District pays the entire premium cost for the employee and eligible dependents.
3. Vision Care: The District pays the entire premium cost for the employee and eligible dependents.
4. Life Insurance: The District pays the entire premium cost for the employee but employees must pay the withholding tax on premiums for the amount over \$50,000. Dependent coverage is available for eligible dependents at the employee's cost.
5. Long Term Disability Insurance: The District pays the entire premium cost for the employee.

FAMILY AND MEDICAL LEAVE ACT LEAVE:

In accordance with the Family and Medical Leave Act (FMLA) and its regulations, eligible employees may take a leave of absence because (1) of the birth of a son or daughter and in order to care for such son or daughter; (2) of the placement of a son or daughter with the employee for adoption or foster care; (3) the employee is unable to work due to his/her own serious health condition; (4) the employee needs to care for a spouse, son or daughter or parent with a serious health condition; (5) of a qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves; or (6) the employee is the spouse, son or daughter, parent or next of kin of a covered service member with a serious injury or illness and the employee needs to care for that person.

To be eligible for FMLA leave, an employee must:

1. Have been employed by the District for at least 12 months, which need not be consecutive; and
2. Have worked at least 1250 hours for the District during the 12 month period immediately preceding the commencement of the leave.

Except in the case of service member family leave, an employee's total cumulative FMLA leave may not exceed 12 weeks in any 12-month period. Additionally, all employees must use available sick leave and vacation leave while on FMLA leave. An employee has the right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as a "rolling" 12-month period measured backward from the date of any FMLA leave usage. A husband and wife who are eligible for FMLA leave and are employed by the District are limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken to care for the employee's parent with a serious health condition, for the birth of the employee's son or daughter or to care for the child after the birth, or for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement. FMLA leave for the birth or placement of a child must be completed within one year after the birth or placement of that child.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. The District may require employees to provide a copy of the covered military member's active duty orders or other military issued documentation that indicates that the covered military member is on active duty in support of a contingency operation, and the dates of the active duty service.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Eligible employees are required to apply for Family and Medical Leave Act (FMLA) when more than 5 consecutive days are needed to tend to their own serious health condition or that of a family member. When the need for FMLA leave is foreseeable, an employee must give the District at least 30 days' notice, or as much notice as is practicable. When leave is not foreseeable, the employee must provide notice as soon as possible. Refer to the District's Family and Medical Leave and Family Military Leave (Appendix V) policy for more details.

FAMILY MILITARY LEAVE UNDER NEBRASKA STATE LAW:

Employees who: 1) are the spouse or parent of a person called to active military service lasting 179 days or longer with the State or United States pursuant to the orders of the Governor or the President of the United States; 2) have been employed by the District for at least 12 months; and 3) have worked at least 1,250 hours during the 12 months immediately preceding commencement of the leave, may be entitled to unpaid family military leave under Nebraska state law. This leave shall run concurrently with any other leave to which the employee is entitled. Employees will be required to provide certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Employees taking leave for less than five consecutive work days must give as much advance notice as practicable. Employees taking five or more consecutive work days of leave under this policy must give at least fourteen days' notice of the intended date upon which the leave will commence. Where the employee is able, he or she shall consult with the District to schedule the leave so as to not unduly disrupt our operations.

LONG-TERM DISABILITY:

Long-term disability is a benefit provided all full-time employees. After the 90-day elimination period has been met the insurance carrier for this plan determines if an employee is disabled and coordinates all benefit payments. An employee who qualifies for long-term disability is ineligible to use available sick leave or vacation leave.

The District will continue to pay its share of premiums under the District's Employee Benefit Program (i.e., dental insurance, medical insurance, and vision care) for up to two years on behalf of employees on long-term disability, subject to their continuing eligibility under the plan documents. If employment is separated due to the employee's disability, the District's payment of the premiums on behalf of the employee may be contingent upon the employee electing COBRA continuation coverage. If the employee on long-term disability has elected dependent coverage under the insurance program, the District will continue to pay its share of the premiums for dental coverage and applicable medical insurance premium for up to two (2) years after the first long-term disability benefit payment is made to the employee subject to Plan document limitations. Any employee payments normally required for dependent coverage shall be reimbursed to the District on a monthly basis prior to the month being covered. Dependent medical, dental and vision coverage may continue after the two-year period, but the employee is responsible for the entire premium payment for any dependent coverage. Sick leave and vacation leave does not accrue while an employee is receiving long-term disability benefits.

NON-DISABILITY LEAVE OF ABSENCE:

The District recognizes that there will be instances where, for various reasons, an employee may require time off from his or her job without pay or benefits, for personal reasons. Anyone requesting a leave of absence for personal reasons must receive prior permission from the General Manager. Each request for leave of absence will be considered on an individual basis, and the granting of a leave will be at the sole discretion of the General Manager. The duration of the leave, and whether the employee's job will be held open during the leave, will be determined on a case-by-case basis.

Any such leave will be without pay or benefits. The employee will be allowed to use accrued but unused vacation leave. Sick leave and vacation leave does not accrue while an employee is on a non-disability leave of absence. If insurance benefits are continued during the leave, the employee shall pay the full cost of the benefits.

VACATION LEAVE:

Vacations must be earned before they can be taken. Vacations will be considered "earned" only to the extent that vacation time has been accrued according to the following schedule, and all conditions for using vacation have been met. The employee's date of hire will be the eligibility date for determining the amount of vacation earned.

Each full-time employee shall accrue vacation leave bi-weekly at the following rates:

0 through 4 years of service -- 13 working days per year

5 through 9 years of service -- 18 working days per year

10 years of service or greater -- 23 working days per year

Employees may carry-over all unused vacation leave days into the next calendar year; however, no employee will continue to accrue vacation leave once he or she has accumulated 53 days of vacation leave. Vacation leave does not accrue when an employee is on an unpaid leave or long-term disability.

All vacation leave shall be scheduled in advance and taken at a time that is agreeable to the employee and the employee's supervisor. Any paid vacation more than 10 consecutive working days in duration will require a minimum of thirty (30) day notice and approval of the General Manager.

Vacation leave is accrued on a bi-weekly basis and an employee may not take more time than that which the employee has already accrued and has available at the time vacation leave is taken.

Employees will be paid for all accrued but unused vacation upon termination from employment.

Part-time employees will accrue vacation leave on a pro-rata basis according to average hours worked. Temporary employees are not eligible for annual leave.

FUNERAL LEAVE:

Funeral leave is allowed for all full-time employees only for family funerals. The term "family" is defined to include spouse, children, parents and parents of the employee's spouse, brothers, sisters, grandparents, and grandchildren and those similarly related to the employee's spouse. The amount of funeral leave (not to exceed 5 days) will be determined by the General Manager based on the particular situation involved. Employees will be paid at their regular rate of pay for any funeral leave granted.

SICK LEAVE:

Each full-time employee will accrue one and one-half (1-1/2) days per month sick leave. This leave may only be used in the case of actual sickness and/or for actual, necessary visits to health care providers (including dentists).

The purpose of this benefit is to assist eligible employees when they suffer the misfortune of an extended illness or disability. Therefore, to avoid possible abuse of this benefit, a physician's statement will be required by the District as verification of illness or accident before sick leave benefits are paid when an employee has been absent for three (3) consecutive working days. Sick leave pay benefits for work related injury/accidents will be coordinated with workers' compensation benefits received by the employee.

An employee may utilize sick leave to tend to the needs of his/her ill "immediate family." The term "immediate family" is defined to include spouse, children and parents of the employee and children and parents of employee's spouse. An example of sick leave under this situation would be where an employee's spouse is ill, and children require attention until other adequate arrangements can be made. The illness of a spouse requiring a doctor's attention would be a second example.

Accrued but unused sick leave may be carried forward from year to year, up to a cumulative total of 180 days. For those employees who have over 180 days of accumulated sick leave, their cap will be set at the amount of accumulated sick leave as of June 30, 1994. If an employee whose cap is over 180 days drops below 180 days of sick leave as of December 31st of any given year, that employee's cap will be re-established at 180 days. Sick leave does not accrue when an employee is on an unpaid leave or long-term disability.

Abuse of this sick leave policy may result in loss of the sick leave benefit and/or discharge.

Part-time and temporary employees are ineligible for sick leave.

WELLNESS BENEFIT:

Each full-time employee will be compensated for unused sick leave upon retirement, termination/resignation in good standing, or death at the rate of 25% of salary. No payment of accumulated sick leave will be made to an employee in the event of termination for any other reasons, including resignation prompted by an action of the employee that could result in disciplinary action.

MILITARY LEAVE:

The District is proud to grant time off to our employees in the military service for necessary training, reserve duty and active duty. Full pay will be provided for the first fifteen workdays in any one calendar year. Other pay, benefits, and return-to-work rights will be followed in accordance with applicable state and federal law governing absence for military duty. All employees with military obligations are expected to notify the District of their obligations and expected absences as far in advance as possible, and to provide return-to-work notification as provided by law.

JURY DUTY - ELECTION BOARD - CRIMINAL TESTIMONY:

All employees will be granted time off for jury duty and election board duty and will be paid the difference between their jury and/or election board pay and their regular wages for time lost from their regularly scheduled work. The same will apply for an employee when subpoenaed as a witness in a criminal case. Employees are required to provide a copy of the summons/subpoena for jury service or to testify as a witness in a criminal case, to the District as soon as possible and in advance of the day of the resulting absence, and in no event later than ten days after the summons/subpoena was issued.

The pay voucher the employee receives from the court for his/her services must be presented to the office to receive supplemental pay. Employees released from jury duty prior to noon on any day must return to work.

HOLIDAYS:

All full-time and part-time employees will receive and be paid the following ten (10) holidays:

- | | |
|---|---|
| <input type="checkbox"/> New Year's Day | <input type="checkbox"/> Labor Day |
| <input type="checkbox"/> Martin Luther King Day | <input type="checkbox"/> Veteran's Day |
| <input type="checkbox"/> Presidents Day | <input type="checkbox"/> Thanksgiving Day |
| <input type="checkbox"/> Memorial Day | <input type="checkbox"/> Day After Thanksgiving |
| <input type="checkbox"/> Independence Day | <input type="checkbox"/> Christmas Day |

Full-time hourly employees will be paid for seven and one-half (7-1/2) hours or eight (8) hours, according to their regular work schedule. Full-time salaried employees will be paid at their regular rate of pay according to their regular work schedule. Part-time employees will be paid on a pro rata basis according to average hours worked. Temporary employees are not eligible for holiday pay.

In the event that any of the paid holidays fall on a Saturday, the preceding Friday will be observed as the paid holiday. Holidays falling on Sunday will be observed on the following Monday. District offices will be closed on holidays.

Hourly (non-exempt) employees who are eligible for paid holidays but who may be required to work on the holiday will be paid their regular rate of pay for hours worked, in addition to the paid holiday. Holiday pay is not to be considered hours worked in the computation of overtime.

BREAKS:

Breaks are not required by law, but are a benefit provided by the District to employees. The breaks are fifteen (15) minutes each – with one generally scheduled before lunch and one generally scheduled after lunch, as set by your supervisor. No employee may use more than fifteen (15) minutes total for each break period, including going from or to work stations.

RETIREMENT PLAN:

The District provides, on a matching contribution basis, a retirement income program for eligible District employees. Eligibility and participation in the retirement income program is mandatory for new full-time employees of the District. Participation in the retirement income plan begins six (6) months after employment. Time previously worked at any Natural Resources District will count towards the six (6) months of eligibility. Employees are vested at the rate of 20% for each year of employment (i.e., 1 year = 20%; 2 years = 40%, etc.). After 5 years of employment, the employee is 100% vested. The vesting percentage is applicable only to the employer's contribution.

DEFERRED COMPENSATION PLAN:

A voluntary plan of deferred compensation is available for eligible employees of the District. The plan provides the employees of the District with an option whereby salary and wages may be contributed to a fund maintained by the District or its designate. No State or Federal Income Tax is paid on the contributions in the year contributed. Tax is payable in a later year when distributed to the employee.

FLEXIBLE BENEFITS PLAN:

A Flexible Benefits Plan is available to eligible employees of the District pursuant to Section 125 of the Internal Revenue Code of 1986, as amended. **Employee participation in the plan is on a voluntary basis.** The plan features three benefit options:

1. Insurance Premium Payment Option - This allows participants to pay for dependent coverage with pre-tax dollars.
2. Health Flexible Spending Account - This will allow employees to pay for medical expenses not covered under the insurance plan, i.e., deductibles, co-pays, prescription drug co-pays, dental co-pays, etc., with pre-tax dollars. Maximum contributions are set by federal law. The minimum contribution is \$40/month to offset administrative costs.
3. Dependent Care Flexible Spending Account - This option would allow participants to pay for dependent care with pre-tax dollars. In most cases employee contributions may not exceed \$5,000 during the plan year.

TRAVEL AND EXPENSE ACCOUNTS:

It is the District's policy to pay actual and necessary travel expenses to those employees required to travel away from the office on business.

Employees will not be paid for ordinary home to work travel. If an employee has gone home after completing the work day and is called out to travel a substantial distance to a remote location to perform emergency work, then all time spent on such travel will be paid. If an employee is given a special 1-day work assignment in another city then travel time will be paid, less the amount of time the employee would normally spend on home to work travel. Time an employee spends as part of his or her principal activity, such as travel during the workday, will be paid. Travel that keeps an employee away from home overnight will be paid if it cuts across the employee's normal working hours, even during the corresponding hours on nonworking days, but time spent in such travel outside of regular working hours as a passenger on an airplane, train, or automobile will not be paid. Hourly employees will be paid for all hours actually worked or attending meetings, classes, etc.

Expenses of the District employees will be reimbursed only upon the completion of an Expense Claim, Form 14.3.B. Manual of Standard Forms (Appendix E) and as necessary for the District to remain compliant with Internal Revenue Service requirements for an accountable plan. An expense claim shall be submitted within sixty (60) days after the occurrence of the claimed expense. The expense claim shall itemize and describe the nature of the expense. Receipts for expenses shall be attached to the claim. The following rules apply to Expense Claim, Form 14.3.B.

Description - Record the purpose of the visit. If any amounts are included for guest meals, you should record name and title of the guests, business purpose and nature of expenditure(s), i.e., meals, etc.

Lodging - Receipts are required for all lodging expenditures, show single rate, if applicable.

Transportation - Air, limo, taxi, etc. Receipts are required for all air expenditures; however, receipts are not required for normal local transportation such as taxi, subway, limousine, etc. Automobile expenses (not to be used if you use District vehicle) — for use of personal automobile. Record number of miles driven and the amount of reimbursement. For rental car insert appropriate amount and attach copy of receipt.

Tolls/Parking - Receipts should be attached if available for parking or tolls incurred while using a District or personal vehicle for District business.

Meals - This should reflect amount expended on meals. Itemized receipts are required for all meals if daily total exceeds \$39.00 and/or individual meal exceeds \$20.00. An employee will only be reimbursed for meals if in conjunction with overnight travel away from his or her regular place of business or if there is a valid business purpose to the meal.

Telephone - Charges should be accompanied by telephone bill which indicates business called and purpose.

Other Expenses - Other expenses such as meeting/conference registration fees, internet connection expenses, miscellaneous supplies, etc. Receipts should be attached if available.

Daily Total - The total amount of expenses expended for each day should be accumulated and entered here.

Travel Advance - If you have drawn a travel advance for a trip, insert the amount and calculate the balance owed to you or if the advance exceeds the expenses, return the amount due to the District.

Credit Card Use - A credit card receipt, except for fuel purchases, must be accompanied by an itemized receipt.

Signature - Sign and date and return to the NRC office.

If the spaces provided for explanations are not adequate, please use the space provided on the back of the form or attach additional pages as required.

Be sure report is completely and correctly identified and columns totaled.

Staff expense claims will be furnished to the Accounting Department by the first work day of each month. Staff expense claims shall have the written approval of the staff member's supervisor prior to being processed for payment.

District employees are eligible for a travel advance against the otherwise reimbursable expenses of any authorized out-of-District travel. The maximum amount for a travel advance shall be \$500.00. A written request for a travel advance must be submitted to the Accounting Department at least five (5) days but not more than thirty (30) days prior to the date of travel. Any excess reimbursement or excess travel advance shall be returned within one hundred twenty (120) days after the expense was incurred.

It shall be the policy of the District to pay the standard mileage rate allowed by the State of Nebraska Administrative Services Department, pursuant to Section 81-1176, R.R.S., 1943, for those employees required to provide their own vehicles. This mileage shall start from his/her office and end at his/her office except for the case of meetings at the District office during other than regular office hours, at which time a round-trip mileage would be applicable.

TUITION REIMBURSEMENT PROGRAM:

The District will reimburse 75% of the tuition cost of full time employees who enroll in approved courses related to job requirements. Approval of the General Manager is required prior to enrollment and grades of "C" or higher must be achieved in the course.

Reimbursement will be made after the school notifies the District of satisfactory course completion. A maximum of five (5) courses per year is allowed with a maximum of two (2) courses per semester or quarter. Approval for enrollment will be granted only to employees who have completed at least six months of employment with the District prior to requesting such approval.

PROFESSIONAL ORGANIZATION MEMBERSHIP:

The District encourages participation by employees in professional organizations and societies. The District will pay the annual membership fee for one professional organization/society membership for each employee if the employee requests. The organization selected must be approved by the General Manager and related to the employee's job responsibilities.

EMPLOYEE RECOGNITION PROGRAM:

Each full or part-time District employee with 5 years of continuous employment will receive a certificate of appreciation and a \$50.00 check recognizing their service to the District. Following 10 years of continuous employment a \$100.00 check will be awarded; after 15 years a \$150.00 check will be awarded; after 20 years a \$200.00 check will be awarded; after 25 years a \$200.00 check and 1 day of vacation leave (vacation leave to be taken the following calendar year) will be awarded; after 30 years a \$200.00 check and 2 days of vacation leave (vacation leave to be taken the following calendar year) will be awarded; after 35 years a \$200.00 check and 3 days of vacation leave (vacation leave to be taken the following calendar year) will be awarded; and, after 40 years a \$200.00 check and 4 days of vacation leave (vacation leave to be taken the following calendar year) will be awarded.

In addition to the certificate and the monetary award, the names of employees recognized for five, ten, fifteen, twenty, etc., years of service will be noted on a plaque to be displayed in the headquarters office of the District.

Temporary employees are not eligible to participate in this program.

EMPLOYEE WELLNESS PROGRAM:

The District encourages employees to practice healthy lifestyles and sponsors a wellness program. A wellness committee, designated by the General Manager, will develop and distribute information materials and will organize activities and workshops with speakers on various topics, such as nutrition, exercise, etc., which normally will be held in conjunction with District All Employee Meetings.

As a part of the Wellness Program, the District will reimburse participating employees 50% of the monthly individual membership cost, up to \$25.00 per month, in a health club, based on active participation on the employees' own time.

EMPLOYEE ASSISTANCE PROGRAM (EAP):

The District has contracted with the Best Care Employee Assistance Program (EAP) to provide short-term counseling services designed to help employees and their families work through issues in their work and personal lives. EAP counselors typically provide assessment, support, and, if needed, referrals to additional resources. The issues for which the EAP provides support vary, but examples include substance abuse, emotional distress, major life events (including births, accidents and deaths), health care concerns, financial or legal concerns, and family/personal relationship issues. The EAP's services are confidential.

The majority of the EAP's services are free. If a referral is to another resource, there may be a cost involved. The District's health insurance program may pay for a portion of costs associated with advanced counseling by a licensed professional.

At times, personal difficulties may affect an employee's work performance. The District's administration is not trained in counseling, so may refer an employee to the EAP for support. If the District refers an employee to EAP as a condition of employment, only the District's administration will have knowledge of the particular service used.

To inquire about services EAP provides, or to schedule an appointment, call 402-354-8000. You can also contact the Administrative Coordinator for further information.

VOLUNTEER TIME OFF POLICY:

The purpose of the District's Volunteer Time Off (VTO) policy is to support activities that enhance and serve communities in which we live and work and the issues that impact quality of life. The intention is to participate in giving back and supporting the community and to allow the employees of the District to share in that effort. At the same time, the District recognizes that participating in these sorts of activities enriches the lives of its employees. Community is not defined as just local community but may encompass the global community.

Employees can donate up to 4 hours per month toward a 501c3 charitable organization, in accordance with the District's giving and volunteering guidelines. More than one organization may be chosen.

This donated time, up to 4 hours per month, will be treated like paid time off. The pay rate will be the employee's current base salary on the day(s) the time is taken and will be coded Volunteer Leave.

This time is refreshed at the beginning of each calendar year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect vacation accrual or sick leave usage. Because this time may only be used for approved volunteer activities during employment with the District, any unused time is not paid upon separation of employment.

All full time regular employees of the Papio NRD are eligible to participate in this program. There is no minimum service requirement for participation in this program. Employees can choose a charity of their choice or work together with other employees of Papio NRD on a team effort.

An employee is ineligible to participate in the Program, if:

1. The Program is discontinued. The District reserves the right to amend or terminate this program at any time without prior notice.
2. The District also reserves the right to revoke approval if it is felt that the employee is misusing the Program.

Employees must fill out the VTO Request Form and submit it to their manager at least one week before the requested time off. The manager should then get approval with the Wellness Coordinator as well. Approval is at the discretion of the employee's manager and the Wellness Coordinator. Following the time volunteered, each employee needs to have the VTO Follow-Up Form completed by the organization's supervisor and return this to the Wellness Coordinator. If this form is not returned, the VTO will not be granted.

District sponsored VTO may not be used for organizations that discriminate based on sex, race, religion, national origin, age, color, marital status, military/Veteran status, genetic information, disability, or any other category protected by law.

Examples of appropriate uses for VTO:

Building a house for Habitat for Humanity

Donating your time at a food bank

Cleaning up the highway or park

Coaching a basketball team of disadvantaged young adults

Participating in Big Brother/Big Sister programs

Inappropriate examples:

Taking a ski vacation and charitably giving ski lessons

Coaching your kid's basketball team

Attending a professional, religious, or personal interest conference

Employee Suggestion Program:

Policy

The Employee Suggestion Program (ESP) encourages all employees to develop suggestions that improve the performance and quality of their work while achieving the objectives of the Papio-Missouri River NRD. Those suggestions that identify specific problems and propose suitable solutions to enhance the efficiency and effectiveness of the Papio-Missouri River NRD through increased productivity, reduced costs, improved and safer working conditions, conservation of resources and improved public services are considered

Eligibility

All District employees (part time, full time or temporary) are eligible to receive awards with the exception of: General Manager, Assistant General Manager and elected officials of the District.

Procedures

Suggestions must be submitted in writing to the General Manager. The General Manager will conduct a detailed investigation and evaluation of the suggestion, and then make a recommendation to the Suggestion Award Board regarding eligibility, implementation and award structure. If the suggestion is not adopted by the Suggestion Award Board, a written notification will be sent to the employee. If the suggestion is adopted by the Suggestion Award Board, a determination will be made as to the amount of the award and sent to the employee. The Suggestion Award Board shall make the final decision as to whether the suggestion is to be adopted within the District.

Group suggestions may be eligible when submitted by more than one employee and if the suggestion is adopted, the award will be prorated evenly among the eligible employees. A suggestion will not be considered a group effort unless signed by all parties concerned.

Exclusions

Suggestions that cannot be considered include the following:

- Suggestions that would normally be expected in the performance of the employee's job or those that the employee can implement without higher-level approval.
- Suggestions that do not include a solution or plan for improvement.
- Suggestions that result from assigned audits, surveys, reviews or research.
- Suggestions that concern proposals that management can document as already under active consideration.
- Suggestions that duplicate another suggestion under consideration or for which an award previously has been granted.
- Suggestions that propose changes to salaries, benefits or employment classifications.
- Suggestions that are already enforced by existing laws or regulations.
- Suggestions that pertain to complaints or grievances open or closed.

Suggestion Award Board

The Suggestion Award Board shall be composed of the General Manager, Assistant General Manager, Board of Directors Chairman and Board of Directors Treasurer. The Suggestion Award Board shall govern the rules and regulations of the program, determine the eligibility of suggestions, determine the amount of the award for each adopted suggestion and at its discretion, determine when an award will be paid to the employee.

Award

A one-time payment of 10 percent of the first year's dollar cost savings is to be awarded for suggestions which are adopted and implemented. [Example, first years cost savings is \$4,000.00; minus cost of implementation of \$500.00; award is based on \$3,500.00 @ 10% = \$350.00]. Awards will begin with a minimum of \$25.00 and end with a maximum cash award of \$3,000.00. State and federal taxes laws will be withheld from awards. The decisions of the Suggestion Award Board are final and binding. This includes all questions of policy, procedure, entitlement to an award and the nature and amount, if any, of such award.

Rights

The employee has the sole right to: 1) Receive an award subject to the provisions of the Employee Suggestion Program; 2) Anonymity, for all non-adopted or rejected suggestions; 3) Appeal to the Suggestion Award Board if a suggestion has been declared ineligible or rejected.

The District has the right to use a suggestion in any form or modification it deems appropriate without making any payment except for an award determined by the Suggestion Award Board. All submitted suggestions become property of the District, whether adopted or not. The District has the right to make public all employee identities that are granted an award under the Employee Suggestion Program.

GENERAL WORK REGULATIONS

All employees are expected as a continuing condition of employment to comply with all personnel policies, general work regulations, safety regulations, and other District policies, to display respect for their coworkers, to accept and carry out reasonable job assignments, to refrain from insubordination, carelessness, mishandling of District property, repeated absenteeism and tardiness, and to avoid any other conduct which is disruptive or adverse to the best interests of the District. Whenever an employee fails to do so, appropriate corrective action may be imposed. The nature of corrective action will be determined in the discretion of the supervisor, department head, and/or General Manager, depending on the circumstances, the employee's prior work record and conduct, and the manner in which similar problems have been treated in the past. Corrective action may include a verbal or written warning, suspension without pay, probation, discharge, or other appropriate action. Whenever possible, corrective action will be designed to assist the employee in improving his or her performance or conduct, and not to be punitive in nature, but severe action may be taken without prior warning when deemed necessary.

The three basic steps in the progressive disciplinary process are set forth below. However, this progressive disciplinary policy is not mandatory, and is provided as a guideline ONLY. One or more steps may be skipped or repeated, or other corrective action may be taken at the discretion of the district management and based on all of the facts and circumstances in each individual case. Furthermore, the same rule need not be violated in order to progress through the disciplinary procedure.

- 1. First offense: a verbal reprimand from their supervisor.*
- 2. Second offense: a written notice may be issued.*
- 3. Third offense: further disciplinary action and/or dismissal.*

The following are some of the general work regulations which all employees are responsible to abide by, in addition to the general personnel policies, safety rules and other District policies. This list is not exhaustive.

CONDUCT AND COURTESY:

Consideration for the rights of others requires that each employee conduct himself/herself in a respectable and orderly manner. The District's effectiveness is helped greatly by the high degree of courtesy and willing service shown by employees in their dealings with the general public and coworkers.

HONESTY:

Honesty is expected of each employee in dealing with the District, the District's property, and their coworkers. Falsification of District records, or theft from the District or from coworkers will result in dismissal.

DRUGS AND ALCOHOLIC BEVERAGES:

See Employee Handbook Attachment 1 – Drug-Free and Alcohol-Free Workplace Policy, adopted by the District's Board of Directors on June 12, 1990.

SOLICITATIONS:

The District prohibits solicitations for sales, membership in organizations and other causes, or distribution of materials for outside interests. Accordingly, solicitation or distribution by employees is not permitted when either the employee doing the soliciting or distributing, or the employee being solicited or receiving materials, is on working time. In addition, solicitations or distribution of materials by non-employees is not permitted at any time in any part of District premises which is accessible only to employees and is not open to the public.

SMOKING AND TOBACCO USE:

The use of tobacco products is prohibited in all District buildings, vehicles, and motorized equipment with cabs. Additionally, the use of tobacco products is prohibited within a reasonable distance outside the entrances to and air intakes and operable windows of District buildings, and at such other locations as provided by laws or government regulations. Contractors, vendors, suppliers, and visitors are expected to comply with this policy.

For purposes of this policy, "use of tobacco products" means the smoking of, or carrying in one's hand or mouth, any kind of cigarette, electronic cigarette, cigar, or pipe, or any other smoking or vaping equipment or material, or the use of smokeless tobacco ("chew") or snuff.

Special or additional work breaks will not be given for the use of tobacco products. Employees may use normal work breaks for this purpose.

TRESPASSING:

Employees shall enter District property or work areas only when they are here on specific business or during working hours. This policy shall not prohibit employees from enjoying public-access areas of the District on the same basis as other members of the public.

TELEPHONE CALLS:

The District's telephones (both landlines and cellular telephones) are for business purposes; therefore, all employees are requested to use discretion in the use of these telephones for personal calls, which should be kept to a minimum during work hours. When driving a District vehicle, or a personal vehicle on District business, be aware that you should never be reading or sending text messages or e-mails due to safety and insurance issues. You should also limit talking on a cellular phone while driving a District vehicle or a personal vehicle on District business. If you must talk,

you should use a hands-free device or safely pull the vehicle into a parking area or the side of the road.

For further details, please see the “Cellular Telephone Policy” in the District’s Safety Manual.

VISITORS:

The District requests that you do not have personal visitors or conduct personal business during working hours, nor should anyone accompany District employees on District business unless appropriate to completion of the task.

ATTIRE:

Clothing should be appropriate to the demands of the individual job.

From time-to-time the District may provide to employees and Directors certain items of clothing which bears the District’s logo. This clothing (such as shirts, windbreakers, sweatshirts, etc.) is provided to employees and Directors to identify them as District representatives when dealing with the public. Employees are required to pay the taxes on the fair market value of any such item, other than safety-related attire.

The District may also provide items of apparel (or an expense allowance) for its employees’ personal protective clothing, such as steel-toed boots. Personal protective equipment is likewise not considered to be a taxable fringe benefit.

NEPOTISM POLICY:

The District shall not hire more than one full-time, part-time or temporary employee from any family on a District-wide basis. Family is defined as any blood relative, spouse or in-law to include: husband, wife, parent, grandparent, brother, sister, aunt, uncle, niece, nephew, mother-in-law, father-in-law, brother-in-law and sister-in-law.

If two employees within the District marry, one of the employees must leave the employment of the District. The individuals marrying shall have the opportunity to decide which one shall leave. If the individuals do not determine which employee shall leave, the District will make the decision.

No District Directors’ family shall be hired for a full-time, part-time or temporary position during the term of said elected office. However, this would not include relatives who were hired prior to the District Director’s term.

USE OF DISTRICT PROPERTY:

Employees may not use the District’s tools, vehicles, equipment and supplies other than for the business of the District. Personal use of such items is prohibited.

EQUAL OPPORTUNITY:

The District declares and reaffirms a policy of equal employment opportunity, affirmative action in employment, and non-discrimination in the provision of all of its services to the public.

Equal Employment Opportunity: The District will make all decisions regarding recruitment, hiring, promotions, and all other terms and conditions of employment, without discrimination on the basis of race, religion, national origin, sex, age, color, marital status, military/veteran status, genetic information, disability (so long as the person can perform the essential functions of the job with or without reasonable accommodation), or any other category protected by federal, state, or local law.

Non-discrimination in Services to the Public: The District reaffirms its policy of non-discrimination on the basis of minority status, sex or other illegal grounds, in the provision of all services to members of the public.

AFFIRMATIVE ACTION:

The Papio-Missouri River NRD is an Equal Employment/Affirmative Action employer, meaning that it is committed to providing equal employment opportunity to all applicants and employees, regardless of their race, color, gender, religion, national origin, and disabled or veteran status. Specifically, the NRD is required to comply with the requirements of Executive Order 11246, as amended, related to affirmative action; Section 503 of the Rehabilitation Act and the Americans with Disabilities Act, covering the employment of the disabled; and Section 402 of the Vietnam Era Readjustment Assistance Act of 1974, covering the employment of veterans. As part of these obligations, the NRD is required to monitor and analyze its employment practices to ensure equal employment opportunity for all individuals, regardless of their membership in any protected class. Should you have any concerns or suggestions on how to better promote equal employment opportunity, please contact the General Manager or Administrative Coordinator.

CONFLICT OF INTEREST:

No employee shall use his or her job or position or any confidential information received through his or her job or position to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated; nor shall such employee use personnel, resources, property, or funds under that individual's official care and control, other than in accordance with prescribed constitutional, statutory and regulatory procedures, or use such items, other than compensation provided by law, for personal financial gain. (Source: Neb.Rev.Stat. 49-14, 103 (3) and (4)).

GIFTS OR GRATUITIES:

No employee will solicit or accept anything of value including a gift, loan, contribution, reward or promise of future employment, based on an agreement that the official action or judgment of the employee would or could be influenced thereby. (Source: Neb. Rev. Stat. 49-14, 101 (2)).

E-MAIL, INTERNET, AND ELECTRONIC COMMUNICATIONS SYSTEMS:

The term “electronic communications systems” refers to all computers (and related equipment and data), electronic messaging, and communication systems and services maintained by the District and used by employees from any location, including but not limited to e-mail, internet services, voice mail, and cellular telephones. The term “internet” or “internet services” refers to all services subscribed to or maintained by the District to connect with or communicate through the internet and accessed or used by employees from any location. (For the purposes of this policy, “employees” shall mean employees and other authorized persons.)

The electronic communications systems and all information created, sent, received, accessed, or stored on them are the property of the District. The electronic communications systems are to be used primarily to conduct business of the District. Reasonable personal use of such systems is permitted but must not interfere with an employee’s productivity.

Employees should assume that any communications that they create, send, receive, or store on the District’s electronic communications systems may be read or heard by the District’s representatives and someone other than the intended recipient. Employees do not have personal privacy rights, and should not expect privacy, with respect to their use of the electronic communications systems (including their e-mail messages, internet usage, telephone calls, and voice mail). The Board and the General Manager reserve the right to authorize the Information Technology Administrator, or any other authorized person, to monitor, access, and retrieve an employee’s use of the District’s electronic communications systems, including any electronic communications, for any purpose not prohibited by law, and if advisable, to disclose the same to law enforcement officials or other third parties.

Employees will assign their own password. Passwords are not required to be changed, but employees are responsible for updating them in the event their password is compromised. Passwords should follow industry standards with regards to complexity and strength. Employees may not, without authorization, use or disclose someone else’s password or give their own password to someone else. Passwords and other security devices are for the protection of the District, not the user, and the use of passwords shall not create any expectation of privacy in an employee’s use of the District’s electronic communication systems.

Electronic communications may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, discriminatory, disruptive, or derogatory.

With the use of the internet, employees may not upload, download, or otherwise transmit copyrighted, trademarked, or patented material; or other confidential, private or proprietary information or materials in violation of any legal constraints. Employees may not use the District’s electronic communication systems to gain unauthorized access to remote computers or other systems, or to damage, alter, or disrupt such computers or systems in any way, and may not access or display any websites or other materials containing any text, images or other material which would generally be considered pornographic, sexually explicit, hateful, or otherwise offensive or inappropriate to a place of business.

Personal use of the internet should be limited to breaks, lunch and other non-working time.

Non-exempt/hourly employees who are not working and are not on call are not required to review or respond to the District’s electronic communications of any type, including e-mail and

text messages. Remote access for non-exempt/hourly employees is for the employees' primary benefit, and not for that of the District. Non-exempt/hourly employees are not granted permission to work remotely simply because they have remote access. Permission from the employee's supervisor must be obtained before using remote access to perform any work. Non-exempt/hourly employees approved to use remote access to perform work must document their working time and submit it on a weekly basis for payment. It is the responsibility of employees with remote access privileges to the District's electronic communications systems to ensure that their remote access connection is given the same considerations as their on-site connections. Users should never leave the computer or other device they are using for remote access unattended while connected to the District's electronic communications systems.

Violations of this policy may result in disciplinary action, or if necessary, termination.

SOCIAL MEDIA:

In the rapidly expanding-world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication.

The same principles and guidelines found in the District's policies and guiding principles apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects employees, suppliers, people who work on behalf of the District or the District's legitimate interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines and the District's other policies (including the Conduct/Courtesy, Honesty, Harassment and Discrimination, Equal Opportunity, and Conflict of Interest policies), and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees, suppliers, and people who work on behalf of the District. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our grievance procedures than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, suppliers, or others associated with the District, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, religion, national

origin, age, color, marital status, military/veteran status, genetic information, disability, or any other category protected by law.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the District, fellow employees, customers, suppliers, and people working on behalf of the District.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of the District's private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications. Do not create a link from your blog, website or other social networking site to a District website without identifying yourself as a District employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the District. If the District is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the District, fellow employees, suppliers, or people working on behalf of the District. If you do publish a blog or post online related to the work you do or subjects associated with the District, make it clear that you are not speaking on behalf of the District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Papio-Missouri River Natural Resources District."

MEDIA INQUIRIES:

Employees should not speak to the media on the District's behalf without management's express permission. All media inquiries should be directed to the Public Relations/Education Programs Manager or to the General Manager in their absence.

WORKPLACE VIOLENCE:

It is the District's policy to promote a safe environment for its employees. The District is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both.

Employees' cooperation is needed to implement this policy effectively and to maintain a safe working environment. If you observe or experience violent, threatening, harassing, intimidating or other disruptive behavior by anyone on District premises or at a work location, report it immediately to a supervisor or to the General Manager. Supervisors who receive such

reports should seek advice from the General Manager regarding investigating the incident and initiating appropriate action.

Threats or assaults that require immediate attention by law enforcement (police, sheriff, etc.) should be reported to the General Manager and to the following:

Natural Resources Center	Sarpy County Dispatch	593-4111
O&M Shop	Sarpy County Dispatch	593.4111
Blair Field Office	Police	911
Tekamah Field Office	Burt County Sheriff	374-2900
Walthill Field Office	Thurston Co. Sheriff	385-3018 or 911
Walthill O&M Shop	Thurston Co. Sheriff	385-3018 or 911
Dakota City Field Office	Emergency Police and Fire Local Police Local Fire	911 494-7512 494-7555

SAFETY RULES - ACCIDENT PREVENTION

The District is proud of its safety record and wants to continue to make working conditions as safe as possible. All employees are expected to follow common sense safety practices to protect themselves and others from injury. In order to insure the safety of employees, a comprehensive safety program is in effect. See the District's "Safety Manual," which is attached hereto. Protective equipment, as prescribed by the District, must be worn, and the District's safety policies, rules, and procedures, including those regarding the reporting of workplace injuries and accidents, must be followed. If you observe an unsafe condition or hazard, please bring this to the attention of your supervisor immediately. Additionally, report all accidents and injuries to your supervisor and our Safety Committee Coordinator, regardless of how small it might be, as soon as possible, but in any event not later than 24 hours after the occurrence.

EMPLOYEE VERIFICATION & ACKNOWLEDGEMENT FORM

I have received and reviewed a copy of the District's 2021~~9~~ Employee Handbook, which includes the District's Drug-Free and Alcohol-Free Workplace Policy (Attachment 1). I further acknowledge my receipt and understanding of the Papio-Missouri River NRD Safety Manual (Appendix J to the District's Policy Manual), and the Papio-Missouri River NRD Family and Medical Leave and Family Military Leave Policy (Appendix V to the District's Policy Manual).

I understand all of its rules, policies, terms and conditions, and agree to abide by them, realizing that failure to do so may result in disciplinary action up to and including termination of employment. I understand that I should consult the Administrative Coordinator regarding any questions not answered in this Handbook. I also understand that this Handbook supersedes all previous inconsistent written and unwritten policies, and any previous handbooks.

I understand and agree that my employment is terminable-at-will, so that both the District and I remain free to choose to end our work relationship for any lawful reason or no reason, at any time. I understand and agree that nothing in this Handbook in any way creates an expressed or implied contract of employment between the District and me, but rather is intended to foster a better working atmosphere while the employee/employer's relationship exists. I understand that no District representative has the authority to make any promise or agreement which is inconsistent with this Employee Handbook or any of the District's policies, rules, or procedures without the express, written approval of the General Manager. I also understand that no manager, supervisor, or other representative of the District has the authority to enter into any agreement contrary to this Handbook or for employment for any specified time, and any such agreement or terms are unenforceable unless they are in a writing signed by the Employee, the General Manager, and the Administrative Coordinator.

I understand that the District will monitor my computer files, Internet activity, e-mail messages and voice mail messages for various reasons. The District will disclose such activity and messages to a third party without my consent when it deems such action necessary. I consent to the District's monitoring of my computer files, e-mail transmissions, voice mail messages and Internet activity.

I understand that the District may revise, supplement, modify, interpret, or rescind any policies or portions of this Handbook, as it deems appropriate, in its sole and absolute discretion, with or without prior notice.

Employee Signature

Date

(Sign and return this form to your supervisor within seven (7) days of receipt.)

Papio-Missouri River NRD

Drug-Free and Alcohol-Free Workplace Policy

PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

PURPOSE

Alcohol or drug abuse by employees of the Papio-Missouri NRD, whether on or off the job, presents a variety of unacceptable risks, including:

The risk of personal injury to coworkers or members of the public, from accidents caused by an individual who is under the influence of alcohol or drugs.

The risk of harm to the District through reduced productivity, increased absenteeism, damage to District property, or damage to the District's reputation and to the public trust and confidence which has been placed in the District and its employees.

The risk of physical, mental, emotional, and economic harm to the employee who is abusing drugs or alcohol, and to his or her family or friends.

The risk of harm to the community and to the public we serve through any behavior which contributed to drug and alcohol abuse, one of the greatest threats to our society.

As a public entity and a responsible employer, the Papio-Missouri NRD must take steps to help reduce drug and alcohol abuse in our community, to prevent abuse by its employees affecting District property or operations, and to maintain a drug-free and alcohol-free workplace in the interest of safety and efficiency for all concerned. For these reasons, the District hereby establishes and commits itself to enforcement of the policies and procedures set forth below.

GENERAL POLICY — ALL EMPLOYEES

COVERAGE:

Parts I, II and III of this policy shall apply to all employees for the Papio-Missouri NRD and to all applicants for employment. Part IV of this policy sets forth additional requirements for drug and alcohol testing of those employees who, as a requirement of their position with the District, operate a commercial motor vehicle and are subject to commercial driver's license requirements. All employees must as a condition of employment abide by the terms of this policy. This policy replaces and supersedes to the extent they are inconsistent with this policy, other District policies including those covering Drugs and Alcoholic Beverages, and Disciplinary Procedures.

CORRECTIVE ACTION:

Violation of any part of this policy may result in any corrective action appropriate to the circumstances, notwithstanding any other provision of the District's policies or Employee Handbook. Depending on the circumstances, appropriate action may include, without limitation, termination from employment, suspension, warning, probation, or any lesser sanction: referral to EAP or another source for chemical dependency evaluation and/or treatment as a condition of

continuing employment; reassignment, supervision, or limitation of responsibilities; or other action deemed to be commensurate with the problem.

RULES AND REGULATIONS:

Use or Possession at Work. The use or possession of alcoholic beverages or illegal drugs, and the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or illegal drugs, while on District property, in District vehicles, or on the job or performing District business, is prohibited.

Intoxication/Impairment. Appearing for work or performing any job duties or District business while intoxicated or impaired by alcohol or illegal drugs is prohibited. Employees who are believed to be intoxicated or impaired on the job may, in addition to any other appropriate action, be suspended or reassigned for safety reasons while the situation is evaluated.

Off-Duty Use. The use of alcohol off duty and off premises in any manner which results in intoxication or impairment on the job, which adversely affects attendance or job performance, or which otherwise adversely reflects on the District is prohibited. The use of illegal drugs, whether on or off duty and whether on or off premises, is prohibited under all circumstances.

Legal Drugs: Notification. The use of legal drugs (over the counter or prescription medications) in accordance with doctor's orders and manufacturer's recommendations is not prohibited. Excessive use or abuse of such drugs shall be considered to be the same as use of illegal drugs under this policy. If use of legal drugs in accordance with doctor's orders and manufacturer's recommendations may impair the employee's ability to safely and effectively perform his or her job, the employee must so notify his or her supervisors in advance, so that any necessary arrangements can be made to assure the safety and productivity of all employees. Employees may be required at any time to provide documentation of the nature and safety of any legal drugs currently being used. The District reserves the right, in its sole discretion, to require any employee to refrain from working while possibly under the influence of any drug or medication.

Drug Convictions. Any employee who is convicted of any criminal drug violation or of driving while intoxicated, must so notify his or her supervisor within five (5) days after the conviction.

Consent. All employees are required to consent, upon request, to drug and/or alcohol testing in accordance with this policy and to the release of test results to the District. Refusal to consent to such testing, to consent to the release of test results, or to otherwise fully cooperate with the testing process, may result in corrective action.

Management Discretion. Nothing contained in this policy shall require the District to obtain drug or alcohol testing before imposing corrective action in any circumstance, if testing is not needed or desired in the District's sole discretion; or prevent the District from imposing corrective action in its sole discretion for any other infraction, regardless of whether or not drugs or alcohol are involved. The District reserves the right to require that any employee demonstrate current fitness for duty satisfactory to the District in its sole discretion, as a condition of returning

to work or remaining at work. This policy, as with all District policies, is subject to management discretion in its interpretation and enforcement.

DRUG AND ALCOHOL TESTING:

Testing of blood and/or urine for the presence of alcohol and/or drugs will be conducted at District expense, in the following circumstances:

Pre-Employment Drug Testing. All applicants for employment who have been conditionally selected for hire will submit to drug testing, as part of the normal pre-employment physical, prior to confirmation of their appointment. Refusal to submit to the test, or testing positive, will disqualify the applicant from employment. If an applicant who is disqualified for this reason later re-applies for employment, the applicant will not be eligible for consideration for employment unless he or she can demonstrate successful completion of a bona fide drug rehabilitation program, including complete abstinence from drug abuse, and meets all other qualifications and conditions for employment including successfully passing another pre-employment drug test.

Post-Accident/Reasonable Cause. An employee involved in a serious job-related accident may be required to submit to testing if there is reason to believe that the employee was intoxicated or impaired by drugs or alcohol at the time of the accident. Continued employment with the District following adoption of this policy shall constitute the employee's consent to testing under these circumstances. For purposes of this section, the following definitions shall apply:

A serious job-related accident shall include any accidental or intentional incident on the job, on District premises, or involving District property, which results in damage to District property, in personal injury requiring medical attention, or in a substantial delay in work or production.

The determination of whether or not there is reason to believe that the employee was intoxicated or impaired by drugs or alcohol at the time of the accident may be based on any facts or circumstances which reasonably support the conclusion, including the following:

Observable phenomena, such as direct observation of drug or alcohol use or possession, detection of an odor of alcohol on or around the employee, and/or observation of physical symptoms of intoxication or impairment such as slurred speech, staggered walk, erratic behavior, irrational statements, and so forth.

Extraordinary circumstances surrounding the accident which are difficult to explain other than as the result of the impairment of the employee's normal faculties.

Information provided by a coworker or other third party which is independently corroborated or which appears to be provided in good faith and is consistent with the other facts of the situation.

A supervisor shall transport the employee to the testing site or make other arrangements for testing as soon as possible after the accident and the determination

to require a test, and preferably no more than two (2) hours after the accident. If the employee is seriously injured and cannot provide the blood or urine sample necessary for testing, the employee shall provide all necessary authorizations for his or her doctor/hospital to release to District management all medical or hospital records related to the accident.

Refusal to comply with a request for testing or records shall be treated the same as if the employee tested positive.

Follow-Up Monitoring. Any employee may be required to agree to submit to periodic testing as part of an individualized plan of follow-up, after the employee has been disciplined for a violation of this policy or has been required to obtain counseling or treatment for chemical dependency pursuant to this policy. Refusal shall be treated the same as if the employee tested positive.

REHABILITATION:

Employees who have a drug or alcohol related problem will be encouraged and assisted to obtain appropriate treatment whenever reasonably possible, but neither this philosophy nor the availability of treatment will excuse violation of the District's policies or rules, or necessarily lessen the corrective action taken. All employees should obtain help before their personal problem interferes with their work or leads to a violation of District rules. Employees are strongly encouraged to utilize the Employee Assistant Program for this purpose.

An employee may be required, as a condition of continued employment, to undergo a qualified professional assessment for chemical dependency whenever it is determined that the employee has violated this policy, or whenever there is reason to believe that the employee suffers from an alcohol or drug problem which requires intervention to prevent a serious job-related problem from occurring, and to follow through with any treatment recommended by the professional(s) conducting the assessment. The employee shall authorize the assessment and treatment providers to inform the District of the employee's diagnosis and treatment status. Eligibility to continue or to resume work, and any special conditions on the employee's work, shall be determined on a case-by-case basis to balance the individual's rehabilitation program which the District's interest in safety and operational efficiency, considering all relevant circumstances including without limitation the following:

The expressed desires of the employee.

The nature and success of the employee's treatment and after-care plan, including the employee's ability to function independently and to handle the responsibilities of his or her position.

The nature of the employee's prior position, and other appropriate positions for which there are openings, including the extent of responsibilities, decision-making and stress levels, impact on safety issues, and so forth.

The recommendations of the employee's treatment providers and supervisors. Treatment costs shall be the responsibility of the employee or his/her health insurance.

AWARENESS/EDUCATIONAL PROGRAMS:

The District will periodically provide educational programs and resources to all employees, to increase their awareness and understanding of the dangers of drug and alcohol abuse, the District's drug-free and alcohol-free workplace policy, the penalties which may be imposed for violation of this policy, and the availability of the Employee Assistance Program and other helpful resources. Supervisors will receive training on identifying the signs and symptoms of drug and alcohol abuse, and on identifying impairment or intoxication on the job. Employees shall be encouraged, and may be required to attend these programs.

TESTING PROCEDURES

APPROVAL: Drug or alcohol testing of an employee (not an applicant) shall require the approval of the General Manager or Assistant General Manager

TESTING FACILITIES: Testing facilities shall meet any licensure or certification standards imposed by applicable state law and DOT regulations which are applicable. Testing will be conducted under the direction of qualified medical personnel selected by the District. The medical personnel will collect the blood and/or urine sample, arrange for testing by a qualified laboratory, and report test results to the District in accordance with accepted scientific standards and applicable laws and regulations. Testing costs will be paid by the District.

TRANSPORTATION: Applicants will be notified of the time and place for the pre-employment health examination, including drug and alcohol testing, and will be responsible for their own transportation and arrangements to complete the examination. Employees who are being tested based on reason to believe they are impaired or intoxicated shall be transported to the testing site and back to work or home by a supervisor.

RELEASE OF RESULTS: All applicants and employees being tested shall execute written authorizations for the tests, and for release of test results to the District. Refusal to do so shall be considered refusal to submit to the test.

OPPORTUNITY TO EXPLAIN: If the initial screen and confirmatory test are positive, the applicant or employee will be afforded a reasonable opportunity to talk with the medical personnel/medical review officer to explain or rebut the results.

RECORDS: Upon his/her written request, an employee will be allowed to review his/her records kept by the District pursuant to this policy. Confidential files containing test results shall be maintained for five (5) years in a secure location with controlled access. No information regarding the test or the results thereof shall be provided to any other person, orally or in writing, without the applicant's or employee's approval, except for those District employees or agents with a legitimate need for the information in the performance of their responsibilities, or as otherwise provided by law.

TAMPERING OR FALSIFICATION: Any employee who knowingly tampers with or falsifies, or knowingly assists or aids another in tampering with or falsifying, any test sample or test results, or who knowingly violates the confidentiality of any test information, shall be subject to immediate and severe corrective action.

POSITIVE TEST: For purposes of this policy, a blood/alcohol level of .02 or greater will constitute a positive test result. The presence of any amount of an illegal drug as determined in accordance with the cutoff levels established by the District and/or the testing facility, will be deemed a positive test.

NOTIFICATION OF RESULTS: The District will notify an applicant of the results of his/her pre-employment drug test if the applicant requests such results within 60 days of being notified of the disposition of the employment application. The District will notify employees of their test results, both positive and negative, and, if positive, will notify employees of the specific drug(s) found.

DEPARTMENT OF TRANSPORTATION (DOT) **TESTING-COMMERCIAL DRIVERS**

IN ADDITION TO PARTS I, II AND III OF THIS POLICY, drivers (as defined below) shall be governed by the following provisions, and by any other applicable provisions of DOT regulations. These provisions shall control if they conflict in any way with the provisions of Parts I, II and III of this policy governing all employees.

DEFINITIONS:

Alcohol. The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

Driver. Any person whose job description required him or her to possess a valid commercial driver's license.

Drug. Those controlled substances set forth in the Regulations, including marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

Refuse to Submit. When an employee fails to provide adequate breath for alcohol testing, without valid medical explanation, or fails to provide an adequate urine sample for drug testing, without genuine inability to provide a specimen, when he or she has received notice that he or she must take an alcohol and/or drug test pursuant to this policy, or when the employee engages in conduct that clearly obstructs the testing process.

Regulations. Those regulations found at 49 C.F.R. Part 40 and 49 C.F.R. Part 381, as from time to time amended.

Safety-Sensitive Function. All on-duty functions performed from the time a driver begins work or is required to be ready to work until he or she is relieved from work and all responsibility for performing work.

Substance Abuse Professional. A licensed physician (M.D. or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

ALCOHOL/DRUG PROHIBITIONS:

In addition to the prohibitions set forth in Parts I, II, and III of this policy, drivers are subject to the following prohibitions:

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.

No driver shall use alcohol while performing safety-sensitive functions.

No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall refuse to submit to a post-accident, random, reasonable suspicion or follow-up alcohol test.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for drugs.

REQUIRED DRUG AND ALCOHOL TESTING:

In addition to those testing requirements set forth in Part II of this policy, drivers are subject to the following drug and/or alcohol testing under the following conditions. Before performing a drug and/or alcohol test under Part IV of this policy, the District will inform the driver that the test is required by the Regulations. All testing under this Part IV will be conducted in accordance with DOT regulations.

Pre-employment. In addition to the requirements set forth in Part II of this policy, those existing employees who transfer into positions requiring them to possess a commercial driver's license will also be subject to pre-transfer drug testing.

Post-Accident. Alcohol and drug tests will be conducted as soon as practicable, after a driver is in an accident involving his or her use of a commercial motor vehicle:

If the accident occurred while the driver was performing safety-sensitive functions with respect to the vehicle and the accident involved loss of human life; or,

If the driver received a citation under state or local law for a moving traffic violation arising from the accident.

All drivers subject to post-accident testing must remain readily available for testing or will be deemed to have refused to submit to testing. However, a driver shall be allowed to leave the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, provided the driver provides the District with all necessary authorization for the release to the District of medical records related to the accident. Alcohol tests will be performed within eight (8) hours following an accident, and drug tests will be performed within thirty-two (32) hours following an accident. Testing requirements for drivers under this paragraph may be fulfilled by properly administered tests conducted by federal, state and/or local law enforcement officials as long as the test results are provided to the District.

Reasonable Suspicion. Drivers will be subject to drug and/or alcohol testing when the District has reasonable suspicion to believe that the employee's faculties are impaired on the job or that the employee has used or possessed drugs and/or alcohol. The determination of reasonable suspicion will be made by a supervisor or manager who is specifically authorized and trained by the District to make the determination. Reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, speech or body odors of the employee. The supervisor or manager will document the basis for his or her suspicion within 24 hours of the incident, or before the test results are released if that is sooner. Management's determination of whether reasonable suspicion exists shall be final. The supervisor or manager who makes the determination that reasonable suspicion exists to test for alcohol may not conduct the alcohol test. Reasonable suspicion tests will only be conducted on a driver just before, during, or just after the driver's performance of safety-sensitive functions. Attempts to conduct an alcohol test shall cease eight (8) hours after the determination that reasonable suspicion exists. After a determination of reasonable suspicion of alcohol use, the driver may not return to the performance of a safety-sensitive function until an alcohol test establishes that the driver has an alcohol concentration of less than 0.02 or until twenty-four (24) hours have elapsed since the determination.

Random. All drivers are subject to drug and/or alcohol testing on a random basis at unannounced times spread reasonably throughout the year in accordance with the Regulations. Tests for alcohol will be conducted just before, during, or just after the performance of safety-sensitive functions.

Return-to-duty. Drivers who have violated Part IV of this policy must submit to a return-to-duty drug and/or alcohol test. A driver may not return to the performance of safety-sensitive functions until, in the case of an alcohol test, he or she has an alcohol concentration of less than 0.02 or, in the case of a drug test, the test produces a verified negative result.

Follow-up. Drivers who violate Part IV of this policy and are subsequently identified by a substance abuse professional as needing assistance shall be subject to unannounced, random alcohol and drug testing following their return to duty as required by the substance abuse professional in accordance with the Regulations. Follow-up testing will be performed for a period of one (1) to five (5) years, with a minimum of six (6) tests to be performed during the first year following a driver's return to duty.

CONSEQUENCES OF VIOLATING THIS POLICY:

In addition to those consequences set forth in Part II of this policy (up to and including termination of employment), a driver who violates this policy will be immediately removed from the performance of safety-sensitive functions and may not return to duty to perform safety-sensitive functions until he or she has been evaluated by a substance abuse professional in accordance with this policy and has been administered a return-to-duty test that produces the required result.

A driver who is tested and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall not perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours after the test was administered.

Subject to applicable law, the District does not guarantee that a position will be held open for the driver in the event a driver violates this policy and later becomes requalified for his or her position.

REHABILITATION:

A driver who violates Part IV of this policy and whose employment is not terminated, shall be evaluated by a substance abuse professional who will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and/or drug use. Additionally, after such evaluation, the driver is subject to return-to-duty process and follow-up testing as described above. The paragraph does not apply to those individuals who refuse to submit to pre-employment drug testing or those individuals whose pre-employment drug test produces a verified positive result.

**PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT
DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY
ACKNOWLEDGMENT AND CONSENT FORM**

I acknowledge that I have read and understand the Papio-Missouri NRD Drug-Free and Alcohol-Free Workplace Policy effective December 10~~2~~, 20~~20~~19.

I agree to comply with the policy and cooperate fully in any requested testing, and I consent to blood, breath and/or urine testing pursuant to the policy. I further consent to the release of test results to the District or others for use pursuant to the policy.

I understand that consent and cooperation in these procedures is a condition of employment and that refusal to consent will result in my discharge from employment.

I understand that a violation of this policy may result in corrective action by the District, up to and including termination of employment.

I authorize the release of any test results to the State Department of Labor, the U.S. Department of Transportation, or any other government agency upon valid request or as otherwise required by law.

Name (Please Print)

Employee Signature

Date

**SUPERVISOR OR MANAGER BASIS FOR REASONABLE SUSPICION
DRUG/ALCOHOL TESTING**

Employee Name: _____

Date: _____ Time: _____

Description of Circumstances: _____

Reason for testing: _____

Names of known witnesses: _____

Supervisor(s) or Manager(s) signature(s): _____

Appendix J

Papio-Missouri River NRD

SAFETY MANUAL

Update: December 20~~12~~²⁰

PAPIO-MISSOURI RIVER
NATURAL RESOURCES DISTRICT

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PAPIO-MISSOURI RIVER
NATURAL RESOURCES DISTRICT

SAFETY POLICY

The Papio-Missouri River Natural Resources District (“District”) recognizes that the safety of its employees, guests and the general public is of the utmost importance. We will strive to provide appropriate safety equipment and training for our employees, and expect certain actions in return.

The District has created a Safety Committee (“Committee”) made up of employee and management representatives. This Committee has adopted a written Safety and Injury Prevention Program (“Program”) designed to aid employees and management in adhering to safe standards in our work place, with the ultimate objective of preventing accidents and injuries to all concerned. The names of the Committee members, a schedule of and the minutes of the Committee’s meetings and a copy of the Program are available from the Safety Coordinator and the General Manager.

Supervisors are expected to assist in developing policies and procedures to be used in training, and to enforce them when necessary. We also expect them to follow the elements of the policies and procedures in order to set an example for their employees. Supervisors will be considered the “competent person”, since they are responsible for knowing the elements of your Program, training employees, and correcting problems that may arise.

Office and field employees are asked to notify their supervisor if they have any ideas or questions pertaining to safety. Otherwise, they will be expected to follow the elements of the Program.

The only thing each of us really controls is our own actions. The main purpose of our Program is to help you recognize hazards in your daily life, both on and off the job, and know what to do to prevent a loss.

BUILDING INSPECTIONS

Each building will be inspected regularly for hazardous conditions. Any found are to be corrected immediately, and/or reported to your supervisor.

Eye wash and shower stations are to be inspected monthly, and tested to make sure they will operate when needed, and to clear out any impurities that may have collected in the piping.

The emergency lights above exit doors are ~~to have their “test” switches pushed for at least 30 seconds each month to help recharge the batteries~~ tested biannually by security company.

Keep all exit doors and hallways clear of materials that could hinder your ability to get out of the building quickly. Make sure safety locks on the doors are operating properly and are free of any chains or padlocks which would not allow the doors to open in an emergency. ~~Front door is the only point of entry for visitors. Employees have access to all doors. All doors can be used as exits.~~

AED in front entry way will be inspected monthly.

ACCIDENT REPORTING/ INVESTIGATING

Report all accidents and injuries to your supervisor and our Safety Committee Coordinator, regardless of how small it might be, ASAP, but no later than 24 hours after the occurrence. **Take photos of any property damage as well as the scene of the accident.**

The supervisor will conduct an accident investigation. Be accurate and specific when gathering and organizing the information put in the report, as we want to get to the root cause and how to prevent a recurrence.

An accident to a person will be handled using materials in the first aid kit, or by going to a doctor.

An accident to property will result in actions to prevent further damage, such as if a building is hit and could collapse.

Each employee has the option of going to the doctor of their choice for initial treatment. If they have no preference, they will be sent to the company clinic of choice. Your supervisor will assist you in finding the clinic's location. If one is not chosen, go to the nearest hospital emergency room.

The accident investigation reports will be reviewed by the general manager and safety committee members to determine if our safety policies and procedures are adequate, or need to be revised.

MANUAL MATERIAL HANDLING

The principles of manual material handling are as follows:

1. Visualize the route to be taken when carrying an object in order to recognize obstacles in your path.
2. Size up the load to be carried to determine the weight, shape and whether assistance is needed in the form of another person or a mechanical device such as a forklift or wheeled cart.
3. Position the load in the center of your body in order to utilize the leg muscles.
4. Bend at the knees as much as possible to obtain the best leverage.
5. Get a firm grip on the load.
6. Use a slow, steady lifting, pulling or pushing action to prevent a muscle injury.
7. Reverse the order when putting the load back down.

SAFETY COMMITTEE

A Safety Committee, appointed by the General Manager, will meet to provide guidance and direction to the ongoing safety effort. The committee will meet at the call of the General Manager, at least quarterly, who will also determine the agenda. Committee members may also request inclusion of additional agenda items to be discussed.

The Safety Committee shall meet to accomplish the following functions:

1. Review the loss control experience and trends, recommending and implementing corrective plans. Arrange for inspection and accident investigation.
2. Review accident investigation reports.
3. Discuss and review safety education and training requirements to ensure employees receive adequate task, safety, and injury prevention information.
4. Plan and conduct scheduled safety meetings.
5. Evaluate the safety program on a periodic basis to ensure compliance and validity.
6. Make recommendations to the Safety Coordinator and the General Manager.
7. Report their findings to employees, managers and the General Manager. Safety Committee Minutes will be distributed to all P-MRNRD employees.
8. Solicit and respond to general employee and management ideas and recommendations to help improve safety and injury prevention.
9. Changes to the Safety Committee Membership will be published in the P-MRNRD Safety Committee Minutes. Committee membership may be rotated every two years.
10. All Safety Committee Minutes, recommendations, accident reports, and government/insurance reports will be filed for a period of three years.

ELECTRICAL CORDS

Electrical cords are to be inspected before and during their use for cuts in the insulation, frayed and/or cracked plugs or other damage. Do not repair any cord that has insulation pulled away from the plugs or separated along the length of the cord. Do not repair them if the interior wires have insulation cut exposing copper, either. If any are found, get a new cord, or repair the problem if you have proper training to do so. Do not use worn or frayed cords, with areas that permit the cord to bend more than normal, or those with missing ground prongs.

Keep cords out of water or mud so defects can be found, and the water will not be energized if a cut should short circuit.

Do not use flat cords as they are single-insulated. Double insulated cords are required.

If you have any questions, ask your supervisor.

STAIRWAY AND LADDER

Stair steps are required if the rise from the lower floor to the one you are climbing to is 19" or more in height.

Make sure stair rails are on the outside edge of any steps that rise more than 30 inches above the bottom floor.

Before use, inspect ladders for cracked, broken or defective parts. An extension ladder must be placed at an angle measuring 1' horizontal for every 4' vertical rise on the wall it is leaning against.

The top of the ladder must be at least 3' above the floor you are getting on for a good hand hold. Always make sure the ladder is placed on an even surface to prevent tipping.

When climbing the ladder, keep a 3-point stance for good balance.

Secure the ladder to a rigid support at the top to keep it from sliding along the floor edge.

Step ladders must have the legs spread, hinges locked in place, and you must not stand on the top two rungs. That reduces your center of balance.

Always clean scrap materials away from the base of the ladder to avoid a twisted ankle.

Make sure the ladder you choose is rated to support the maximum intended load without failure.

SLIPS, TRIPS AND FALLS

Remove all oil and moisture from floors immediately, or cordon it off with rope or cones to warn others to stay out of that area. Post signs up where written warnings are deemed appropriate. Ensure all holes in working surface are securely covered and made known to workers.

During winter when walking surfaces can be slippery, clear snow and ice off sidewalks and parking lots and use ice melt.

In offices, keep desk drawers pushed in and floor area cleared to prevent a tripping accident.

When working on a step ladder, keep the legs spread, hinges locked in place, floors around it clear of debris and moisture, and stand below the top two rungs. Do not set it up in front of doors which could open and knock you off, unless the doors are locked, or warning signs and lines have been set up to notify others that the ladder is present.

If working on a structure with a drop off to a lower level of 4 feet or more, make sure fall protection is used. Ensure working surfaces have the strength and structural integrity to support employees safely. This could include guardrails, a harness and lanyard or some other type of protective system to keep you from falling.

WELDING AND CUTTING

Charged fire extinguishers must be kept by you when welding or cutting materials.

Before welding/cutting the area should be inspected for any combustible materials within a 35 foot vicinity. If the object to be welded or cut cannot be moved, all movable fire hazards in the vicinity must be taken to a safe place. If items can't be moved, guards will be placed.

ARC WELDING AND CUTTING

Wear appropriate eye, head, face and body equipment to prevent an injury. This would include welding hoods with a #9 or higher lens.

PRESSURIZED BOTTLES- GAS WELDING AND CUTTING

Cylinders must be tied off to prevent them from falling over.

VENTILATION

Be sure to have adequate ventilation to draw fumes away from you, or wear appropriate respirator protection.

If you have further questions, ask your supervisor and check the OSHA standards or call a supplier for answers.

MATERIAL

No welding, cutting or other hot work shall be performed on used drums, barrels, tanks or other containers until they have been thoroughly cleaned of materials that are flammable or producing toxic vapors.

After welding operations are completed, the welder shall mark the hot metal or provide some other means of warning other workers.

BLOODBORNE PATHOGENS

Bloodborne pathogens are infectious microorganisms that can cause disease in humans. ~~Training is available to employees if they choose.~~ Annual training is provided free of charge by the District and all employees are encouraged to participate.

Nothing we do would readily cause an injury creating a lot of blood or other bodily fluids to be released. If fluids are released, it will be up to you to decide whether to expose yourself to them, as we will have no first responders assigned to help. If you decide to help out, ~~rubber gloves will be available in the first aid kit to wear.~~ standard precautions you should take while providing care include:

- Avoiding contact with blood and other body fluids.
- Using personal protective equipment, such as disposable gloves, protective eyewear, protective footwear, gowns and breathing barriers.
- Using safer equipment such as self-sheathing needles, needleless systems or sharps with engineered sharps protection.
- Cleaning and disinfecting all possibly contaminated work surfaces and equipment after each use.
- Avoiding touching your eyes, mouth and nose while providing care or when exposure to infectious materials is possible.
- Avoid eating drinking, smoking, applying cosmetics or lip balm, or handling contact lenses while providing care or when exposure to infectious materials is possible.
- Thoroughly washing your hands with soap and warm water or other disinfectant products immediately after providing care, even if you are using disposable gloves.
- Use alcohol based rubs where handwashing facilities are not available.
- Remove/dispose of soiled protective clothing as soon as possible.
- Disposing of contaminated materials in appropriate receptacles.

HAND AND POWER TOOLS, LAWN EQUIPMENT

Inspect all hand and power tools before and during each use for defects. These could include broken handles/casings, mushroomed heads, or damaged power cords. If any are found, have them replaced, or the tool repaired by a trained person.

Pick tools up to prevent them from being damaged, and to eliminate tripping hazards.

Power tool cords should be inspected for damaged insulation, or to see if they have pulled away from the handle exposing internal wires. If so, have them repaired before using them again.

Pay attention to overhead work areas where tools could have been left, allowing them to fall on you. Always remove tools and extra materials when you finish your task.

Do not get your hands or feet in the path of weed whipper lines, and wear safety glasses ~~to protect your eyes~~ and gloves for protection. Be aware of other individuals around or approaching you.

The lawn equipment, such as mowers, should be operated by employees who have been trained in the proper use based on the manufacturer's instructions.

Check the area to be mowed for debris such as stones, wires, sticks or anything else that could be caught in the blade and thrown out the side before starting.

Keep your hands and feet away from the blade, engine or drive mechanism when the mower is running. Stop the engine and disconnect the spark plug before making adjustments or cleaning the blade.

Do not leave a mower unattended while it is running.

All slow moving equipment shall have a Slow Moving Vehicle sign mounted on the rear, which must be visible to same-lane traffic when in transit on roads.

Protective goggles and gloves are to be worn when using blowers. Wear ear protection and gloves when using lawn or power equipment. Keep all guards in place and do not service or clean running equipment.

If you have any questions, ask your supervisor.

FLAMMABLE MATERIAL STORAGE

Keep flammable and combustible materials, such as gasoline and diesel fuel in approved containers with spring caps on the pouring nozzles. Other types of containers shall be removed from the premises, as they could tip over allowing the contents to spill across the floor to a pilot light or some other type of ignition source.

Keep flammables and combustibles in fire resistant storage cabinets which are clearly labeled as to the hazardous nature of their contents. Paints and varnishes should also be placed in these cabinets. The distance between two flammable or combustible liquid storage tanks shall not be less than three feet. Tanks shall be stored so that they are accessible for firefighting purposes.

Collect and dispose of waste paper and trash promptly.

Avoid the accumulation of materials that may ignite spontaneously. Use self-closing metal receptacles for oil rags.

Keep cleaning materials in covered containers in approved storage areas.

Be sure charged fire extinguishers are located near these flammables/combustibles, hung up to keep them from being kicked over, serviced annually and inspected monthly by a qualified person, with the tags attached showing evidence that these activities were conducted. Do not block the fire extinguisher, either, as you want quick access to it.

PERSONAL PROTECTIVE EQUIPMENT

Here are examples of equipment that may be worn based on the hazard you are exposed to.

1. Safety glasses/ face shields/ goggles (ANSI Standard)

These are to be worn when flying particles could be a problem, such as when using or mixing chemicals that could splash in your eyes or using a saw or grinder. MSDS will also give examples of when face shields or goggles are needed.

2. Hard hats

These are to be worn when there is the possibility of someone working over your head who could drop something on it or when exposed to falling objects.

3. Hand Protection

Gloves may be worn when handling rough edged materials and chemicals as prescribed by MSDS.

4. Footwear/ Protective Clothing

Safety-toed shoes should be worn if you are exposed to potential foot impact hazards. The District will cost share with employees, up to \$200 per year, for the purchase of steel toed boots as required. Do not wear loose clothing around unguarded moving parts. Wear hair nets if you have long hair. Remove jewelry and other types of adornments that could be caught in moving parts. Wear a fluorescent orange or yellow traffic vest when working adjacent to or in a traffic lane. Wear leather chaps when working with chain saws.

5. Ear Protection

Wear ear plugs or ear muffs to protect your hearing under loud noise conditions such as lawn mowing or using power tools. We have not identified any jobs at this time that would generate a noise level of 85 decibels over an eight hour period, so the use of ear protection is up to each employee.

If you have any questions, ask your supervisor.

MOTOR VEHICLES, HEAVY EQUIPMENT AND TRACTORS

You must have a valid driver's license to operate a District vehicle. Only authorized individuals are to operate the vehicles.

All occupants must wear seat belts while driving or riding in automobiles, dump trucks, tractors, mowers, etc. belonging to the District. Obey all local and state traffic rules and regulations.

They are to be serviced by qualified employees or outside service mechanics as suggested by the manufacturers.

Report accidents to your supervisor immediately. Do not admit fault. File an accident report with the Safety Coordinator. **Take photos of any property damage as well as the scene of the accident.**

All slow moving equipment shall have a Slow Moving Vehicle sign mounted on the rear, which must be visible to same-lane traffic when in transit on roads.

Engine is to be turned off and keys removed from the ignition before exiting a District vehicle. The vehicle, as well as tool boxes should be securely locked if vehicle is to be left unattended.

If you have any questions, ask your supervisor.

CELLULAR TELEPHONE POLICY

1. Employees are not permitted to use a hand-held cell phone while operating a motor vehicle on District business and/or on District time.
2. Employees are not permitted to read or respond to emails, text messages, check voicemails, or utilize the internet while operating a motor vehicle on District business and/or on District time. This applies to hand-held and hands-free devices.
3. This policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet or downloads and allows for the reading of and responding to email whether the device is District-supplied or personally owned.
4. While driving, calls cannot be answered on a hand-held device and must be directed to voicemail unless utilizing a hands-free system.
5. If an employee must make an emergency call, the vehicle should be parked in a safe location before making the call.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls on hand-held devices, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our vendors volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the P-MRNRD; or any other

District related activities not named here while driving.

Employees who violated this policy will be subject to disciplinary actions as determined necessary by the P-MRNRD General Manager.

HOUSEKEEPING AND EXITS- OFFICES, SHOPS AND PARKS

We want all scrap materials picked up, placed in piles and/or thrown in dumpsters ASAP.

Rope off or close sections being mopped or waxed and place appropriate signage. Repair loose or missing sections of floor tile or linoleum.

Stair steps are to have all materials removed that could cause you to slip, trip and fall. All boxes or materials in storage are to be placed in appropriate areas not to create a hazard.

Nails are to be bent over or removed from scrap lumber to prevent a puncture wound.

Exits are not to be blocked at any time. The panic hardware which locks and opens exit doors are to be kept unlocked during opening hours.

Fire doors are to be kept closed, not wedged open for ventilation. Their self-closing devices are to be reviewed to make sure they will work correctly.

GENERAL LIABILITY HAZARDS

Maintain gates and fences in good order so that the public will not enter areas at unauthorized times and places.

Be sure rough and sharp edges on equipment are smoothed to prevent you or a member of the public from being hurt.

Before mowing, check the terrain for rocks, bottles, cans or other trash that could be thrown out from the mower and throw those items found in the trash.

Review informational and warning signs posted around our parks and other premises to make sure they are in good condition.

ALCOHOL, ILLEGAL DRUGS, PRESCRIPTION DRUGS AND HORSEPLAY

The use and/or possession of alcohol or illegal drugs on the jobsite will be grounds for immediate termination of employment.

If you are using prescription drugs that could cause drowsiness or have other adverse side affects, notify your supervisor. We do not want you working at a task that could endanger you or someone else, such as up in the air or with power tools.

We all like to have fun, but make sure it is in an appropriate area and you do not startle someone, causing them to fall or hurt themselves with a tool.

If you suspect someone is working in an impaired state, refer to the Employee Handbook and immediately report it to your supervisor.

DISCIPLINARY PROCEDURES – Regarding Safety Issues

1st time offense

Verbal warning and retraining session, to be placed in the personnel file

2nd offense

Same, plus a written warning to further emphasize the importance of working safely.

3rd offense

Same as the 2nd, but the employee will also be sent home for the rest of the day with no pay.

4th offense

This would subject the employee to termination.

These procedures will be applied against, among other things, violation of any safety policy or rule that you have acquired training on.

Each case will be reviewed by your supervisor as to whether the violation warrants a disciplinary measure.

All employees are expected as a continuing condition of employment to comply with all personnel policies, general work regulations, safety regulations, and other District policies, to display respect for their coworkers, to accept and carry out reasonable job assignments, to refrain from insubordination, carelessness, mishandling of District property, repeated absenteeism and tardiness, and to avoid any other conduct which is disruptive or adverse to the best interests of the District. Whenever an employee fails to do so, appropriate corrective action will be imposed. The nature of corrective action will be determined in the discretion of the supervisor, department head, and/or General Manager, depending on the circumstances, the employee's prior work record and conduct, and the manner in which similar problems have been treated in the past. Corrective action may include a verbal or written warning, suspension without pay, probation, discharge, or other appropriate action. Whenever possible, corrective action will be designed to assist the employee in improving his or her performance or conduct, and not to be punitive in nature, but severe action may be taken without prior warning when deemed necessary.

The three basic steps in the progressive disciplinary process are as follows:

1. First, a verbal reprimand from their Supervisor.
2. For a second offense of the same violation, a written notice shall be issued.
3. For a third offense of the same violation, further disciplinary action and/or dismissal.

These three steps are guidelines only, and one or more steps may be skipped or repeated, or other corrective action may be taken at the discretion of the district management and based on all of the facts and circumstances in each individual case.

COMPLAINT PROCESSING

Any employee who at any time feels that he/she has been subjected to an unsafe or improper hazard should immediately notify your supervisor, the General Manager or the Safety Coordinator; preferably within 24 hours of the occurrence.

All complaints will be promptly and thoroughly investigated. If the complaint is found to be justified, corrective action appropriate to the circumstances will be taken. All complaints and information collected during the investigation will be treated as confidentially as possible, subject to the need to conduct a full and fair investigation, and to inform those individuals who will be involved in any corrective action.

If by filing a complaint, the employee feels that (1) the matter adversely affects him/her individually in his/her job, and (2) the matter is not being handled satisfactorily, then the employee may pursue the matter in accordance with the District's existing grievance policy.

LIGHT DUTY WORK

If one of our employees gets hurt on the job or has a valid medical reason and cannot resume their full duties, we will determine what, if anything, they can do that at work which will not cause them further injury. This could include things such as sorting materials, helping in the office, or reviewing chemicals and materials safety data sheets.

We will discuss the options with our insurance claim adjuster or case manager.

LOCKOUT/ TAGOUT

There is a variety of energy sources associated with our buildings, machinery and equipment to consider before someone works on them. This would include things like electricity, air pressure, heat, natural and LPG gas and springs.

We have electrical panels with breakers labeled as to what they control in each of our buildings. This would include things like lights, wall outlets, furnaces and air conditioners, to name a few.

Gas valves control the flow feeding heaters.

If any work is to be done on our buildings, machinery or equipment which requires the electrical, air or gas to be locked/tagged out, we will hire an outside contractor to handle this for us. They will be asked to provide their own lockout/tagout procedures to protect them and us from an injury.

If any of our employees should work on a motorized piece of equipment, simply take the key out of the ignition and keep it with you. You may also want to remove the cable from the tip of the spark plug. Machinery and equipment with power cords should have the cord pulled out of electrical outlets and be under the exclusive control of the employee performing the service or maintenance.

If an energy source is capable of being locked out, this will be done so to provide full employee protection. The lockout device shall be placed at or near the source of ignition where visible by all employees. All employees will be notified before placement of device. If the supervisor approves that a tagout device will provide full protection, it may be used and attached at the same location the lockout device would be. Lockout or tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum time expected. Each lockout/tagout device shall indicate the identity of the employee applying it.

Before removal of the lockout/tagout device, the area and work shall be rechecked for individuals, debris, tools, etc. Once checked, the individual that placed the device shall remove it and notify employees.

If you have any questions about what to do, ask your supervisor.

CONFINED SPACES

A confined space is an area:

1. large enough and shaped in such a way that an employee can enter and perform assigned work
2. which has limited or restricted means for entry or exit
3. which is not designed for continuous employee occupancy

A permit-required confined space is one that has one or more of the following:

1. it contains or could contain a hazardous atmosphere (such as gases)
2. it contains a material with the potential for burying someone alive
3. it has an internal shape that could trap you, or reduce the oxygen content due to inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section
4. it contains any other serious safety or health hazard, such as machinery/equipment which could emit a hazardous gas or with exposed live wires

We have two steel cylinders buried located in Dakota and Thurston, Nebraska. They have motors, gauges and controls in them which keep track of the rural water.

Two man crews work together twice a year when entering these cylinders to obtain information. They have an air sensor to determine what the oxygen content is inside the cylinder. It can also check for hazardous airborne contaminants. If air sensors signify a hazardous atmosphere, leave the area open and allow fresh air to enter. Do not enter area until sensors signify it is clear of hazardous gases.

Both cylinders are vented to the outside, allowing fresh air to enter. When the hatch is opened on top of the cylinder, it creates a draft. We also check to make sure no vehicles are near the vent or hatch to prevent carbon monoxide from entering.

A permanent ladder is attached inside the cylinders to allow you to get in and out to work.

We have assessed no hazards at this time which would require a permit before entering the cylinders, so a fully written confined space program will not be developed at this time.

If you have any questions before entering these cylinders, or while working in something else you consider to be a confined space, ask your supervisor.

TRAINING

We will conduct periodic training sessions with all of our employees on various safety topics throughout the year.

Each employee is told to ask questions, not do something if they are unsure of the procedures to follow, and abide by our safety policies and procedures.

If any questions should arise that are not covered in our written safety manual, supervisors or employees are asked to review the OSHA standards, and/or contact the office for assistance.

PAPIO-MISSOURI RIVER NRD
HAZARD COMMUNICATION PROGRAM

GENERAL

This program is designed to teach people about chemical safety.

The program will be available in our office in case you want to review it.

Our supervisors are responsible for implementing the program elements. Questions concerning chemicals or safety in general should be directed to them.

CONTAINER LABELING

Supervisors will verify that all containers received for use will:

1. be clearly labeled as to the contents
2. note the appropriate hazard warnings (flammable, corrosive, toxic, reactive)
3. list the name and address of the manufacturer

Containers are not to be released for use until the above data is verified and appropriate MSDS is on file.

Note: Transferring- anytime hazardous material is transferred from a large container into a smaller one, the smaller container must have a label placed on it, which identifies the hazardous chemical and displays the appropriate hazard warning. The only alternative to this procedure is when the transferred hazardous chemical is intended only for the immediate use of the employee who performs the transfer. In this case, a label is not required on the smaller container.

Do not mix hazardous chemicals unless you have read the material safety data sheets and determined whether the chemicals would create a dangerous reaction. Also, be sure to check small containers before transferring chemicals into them, as they may have held a substance that would not react well with the current chemical being used. If this is the case, obtain a suitable small container, or thoroughly rinse out the one you plan to use.

MATERIAL SAFETY DATA SHEETS

Supervisors are responsible for obtaining MSDS for all chemicals their employees may be exposed to, and for making sure that they contain all of the information mentioned in the standard.

1. Copies of MSDS will be kept in the offices in our safety manual or near it.
2. MSDS will be available for review to all employees, with copies given out on request. Old MSDS are to be kept for at least 30 years after they are

discontinued as future reference in case a current or former employee acquires medical problems.

3. While utilizing a chemical in the field, a copy of the MSDS sheet must be carried with the employee at all times

EMPLOYEE TRAINING AND INFORMATION

Supervisors are responsible for training and supplying information to employees on the chemicals used, and how to read MSDS.

Before any new hazardous chemical is brought onto the work site, supervisors are to review them with the employees who will use or work around them.

Topics of the training class will include, among other things:

- a. target organs that can be affected by chemicals, such as eyes, skin;
- b. whether the chemical being discussed is flammable, corrosive, toxic or reactive;
- c. personal protective equipment to use to protect the employee from contamination;
- d. what the company has done to lessen or prevent workers exposure such as providing personal protective equipment;
- e. physical signs to look for which denote contamination;
- f. emergency procedures to follow if they are contaminated by these chemicals, like washing your skin;
- g. what the chemical looks and smells like;
- h. procedures to follow to prevent the hazardous material from escaping out into the environment, if this is an exposure mentioned in the MSDS.

Employees will be told annually that:

- a. supervisors are the ones to go to if they have any questions pertaining to this program;
- b. MSDS can be found in our office;
- c. They have a right to see MSDS, or any other exposure record pertaining to them.

LIST OF HAZARDOUS CHEMICALS

A list will be found in front of the MSDS found in the office in or by our safety manual.

HAZARDOUS NON-ROUTINE TASKS

Presently, we are not able to identify a task that would be considered non-routine in nature, nor are we aware of any chemicals in unlabeled pipes. If any of these situations should arise, though, employees are to follow these procedures.

None-Routine Tasks

Notify your supervisor before beginning a task if you're unsure as to how to perform it safely. Failure to do so could result in disciplinary action being taken against you.

Upon notification, the supervisor will:

1. have a job safety analysis performed to identify all potential chemical hazards
2. develop policies and procedures regarding how to proceed safely
3. train employees required to work on the task, and provide equipment needed
4. make sure a competent person is present to monitor the actions of the employees to make sure procedures are followed and equipment is used correctly.

CHEMICALS IN UNLABELED PIPES

The same steps set out for non-routine tasks will be followed.

INFORMING CONTRACTORS AND MULTI-SITE EMPLOYEES

Our supervisor will make sure contractors performing work on our sites keep their MSDS on site and readily available so everyone can find them if questions should arise.

PAPIO-MISSOURI RIVER NRD

EMERGENCY ACTION PROGRAM

TYPES OF EMERGENCIES ADDRESSED

Fires
Tornadoes
Accident Treatment
Dealing With the News Media
Emergency Safety Situations

JOB SITE COORDINATOR/ COMPETENT PERSON

The supervisor and his/her “safety representative” (if present) will coordinate all immediate activities in case of an emergency. A competent person is one who understands our safety policies and programs, and the basic concepts of other safety regulations, and has the authority to stop work to correct hazards observed.

FIRE ACTION PLANS

Fuel & Ignition Sources

The main fuel sources for a fire on jobsites are gasoline, oils, paint, thinners, adhesives and combustible paper/wood.

The main ignition sources are electrical power outlets, cigarette lighters and matches, lit cigarettes/cigars.

The main fuel sources for a fire in a truck are gasoline, diesel fuel, and oils.

The main ignition sources are batteries, vehicle engines, cigarette lighters and matches, lit cigarettes/cigars.

Protective Systems

Protective systems to keep the two separated are spring-loaded caps on flammable/combustible material containers, grounded circuits in the building and temporary power panels, regular cleanup of scraps, segregated storage areas for flammables and segregated smoking areas away from flammables/combustibles.

Fire extinguishers will be kept on the jobsite, in vehicles and at the office/shop within a 50’-75’ travel distance, serviced annually, and inspected monthly by Jobsite

Coordinators. Fire extinguishers on job sites will be positioned where they are highly visible, and won't be knocked over and damaged.

- If you notice a fire and have been trained in the use of a fire extinguisher, grab one and try to put the fire out while asking someone to call the Emergency Phone Number posted (911). If you are not sure as to how to use one, reverse the roles.
- If the fire cannot be put out with one fire extinguisher, get away from the fire and meet outside of the building (if you are in one) for a head count.

The Action Coordinator will be responsible for making a head count, and for notifying the Fire Department, if necessary.

Fire Alarm

On a job site or in the office, notify personnel by shouting or via telephone paging system if alarms do not sound.

Outside Meeting Place

On job sites, everyone should choose a spot to meet outside in case of a fire, and stay away from emergency vehicles.

TORNADO ACTION PLAN

Tornado Shelters

If you are at a job site, get to the center away from open windows or glass, where the walls are the strongest. Get near the floor, under equipment, and cover your head. Do not come out until the supervisor gives the "All Clear" signal.

If you are in the NRC office, get under desks and away from windows when the tornado warning is given. Proceed to the basement storage area calmly and quickly if directed to take cover. Once in the safe area, all supervisors need to account for their staff. Do not leave the safe area until an all clear sign is given. Follow the posted tornado action plan of the office location you are in.

If you are in the open with no buildings nearby, get into the nearest ditch or under heavy equipment to allow objects to fly over you. If a building is nearby, try to get to it as soon as possible.

Tornado Alarm

The Civil Defense Sirens will be activated when the weather bureau sends out a “Tornado Warning—Take Cover” alarm. Keep a battery-operated radio and flashlight in the office shelter to use in case of power outages. Radio stations will broadcast weather reports, letting you know what to do, also.

ACCIDENT TREATMENT

First Aid Kits

These will be chosen based on the type of injuries most likely to occur, and include bandages, band-aids, and rubber gloves. Rubber gloves are available to be worn if you wish to assist a bleeding person to help prevent the spread of blood borne diseases such as Hepatitis B. The kits will be kept in the shops, offices and vehicles.

Emergency Phone Numbers/Posters

The emergency phone number to use will be **911**.

First Aid Training/Treatment

At the present time, we have employees with current first aid and CPR training. You are asked to call 911 if the injury requires assistance in getting the injured person to a doctor.

Persons receiving what is considered to be a first aid injury (e.g. - small cut) should use the materials found in the first aid kit.

We have some ~~“first responders” who work for fire departments~~ staff certified in CPR and First Aid who have ~~attended training~~ to treat injured people. If you ~~do~~ chose to help them, ~~though,~~ there are ~~rubber gloves~~ PPE available in the first aid kits. ~~to wear.~~

Medical Treatment

Persons who obtain an injury that requires more assistance than can be obtained from our first aid kits should notify his/her supervisor first so that treatment can be arranged, and an accident investigation started. In Nebraska, an employee will be allowed to go to their family doctor if he or she wishes, or be sent to our company doctor.

Physicians Choice Form

All of you will be asked to fill out one of these forms to denote who your choice of doctor will be, if any, in case of a medical injury. If you have no preference, you will be sent to a company doctor. This same form should be filled out following each recordable

injury to see if there have been any changes in your choice of doctor.

DEALING WITH THE NEWS MEDIA

Ask anyone from the radio or television media to talk to your supervisor if they ask you questions, as you could be misquoted. This procedure is to be followed when anyone asks you for information pertaining to our safety programs, jobs, etc.

EMERGENCY SAFETY SITUATIONS

With direction from law enforcement and the General Manager, all employees, and guests thereof, will adhere to the following emergency procedure plan. In emergency situations it is important to remain calm and follow the below procedure to ensure everyone's safety.

If deemed that the NRC, staff and general public in the Chalco Hills Recreation Area have NO threat to their safety, business will be conducted as normal. All individuals will remain clear of any business being conducted by law enforcement. Except in cases where assistance is requested by law enforcement or the General Manager.

If deemed that the NRC, staff and general public in the Chalco Hills Recreation Area DO have a real threat to their safety, notice will be given by the General Manager or designee via the building intercom/paging system and the following procedure will take place. If it is impossible to utilize the intercom/paging system, each agency will be notified via phone call or personally by an NRD employee. All individuals will remain clear of any business being conducted by law enforcement. If assistance is requested of individual staff members by law enforcement or the General Manager, those individuals will cooperate as needed. All staff members, or guests thereof, in the park will immediately report to the NRC and participate in all procedures. It is up to each agency to notify their employees on duty that day. If a threat exists at one of the agencies inside the NRC, that agency is to call 911 and then dial 200 on the phone system to alert the central desk area who will then notify other building occupants. If a threat exists outside the building and we are directed by law enforcement to lock down the building; NRD personnel will lock all external doors and individuals will be required to stay inside until notice has been received that the area is safe. Once the area is safe, business may again be conducted as normal.

If deemed there is an extreme threat to safety, the following contingency plan will be put into place at the discretion of law enforcement or the General Manager. Individuals will immediately cease what they are doing and follow this procedure. All blinds/shades will be closed to cover windows and staff, or guests thereof, will remain clear of doors and windows. All lights will be turned off in the building. Individuals will immediately report to the central secure room of the basement storage area. If it is deemed too unsafe to report there, individuals will sit underneath their desks. This contingency plan will be in effect until the threat to safety has been removed.

PAPIO-MISSOURI RIVER NRD

EXCAVATION AND TRENCHING PROGRAM

SCOPE AND PURPOSE

An excavation means any man-made cut, cavity, trench or depression in an earth surface, formed by earth removal.

A trench means a narrow excavation (in relation to its length) made below the surface of the ground, with the depth greater than the width, but the width no greater than 15 feet.

Our program is designed to provide our employees with protection while work in and around excavations. It is our goal to keep our employees safe at all times when performing these operations and aware of the hazards with trenching and excavating operations.

The project is also designed to train the competent person who will oversee the operations, and all other employees required to work in and around the trenches and excavations. The competent person will normally be the supervisor of the crew performing the work.

The success of the program is dependent on safe work practices being followed by every exposed employee throughout all phases of the trenching or excavating operations. If anyone feels unsafe or does not understand something, ask your supervisor and do not proceed until your questions are answered.

TYPE OF WORK PERFORMED

Our crews will be installing corrugated pipe for farmers, etc., to allow water to drain from their property into a creek or ditch. These excavations will be 5 feet or less in depth.

Building in the county will be supplied with water tapped from rural water systems (such as those control by the NRD). This type of work will be performed by outside contractors who will be asked to have and abide by their own safety programs which address not only excavations and trenches, but other safety hazards, as well.

PRE-EXCAVATION REQUIREMENTS

Prior to beginning a trenching operations, there are a number of areas you need to look into in order to eliminate any hazards you might encounter. These areas include, but may not be limited to the following:

1. Surface Encumbrances

Locate and remove or support as necessary all surface encumbrances which may pose a hazard in order to protect employees. These include such things as trees, boulders and vehicles. In some instances, these encumbrances may become undermined, unstable and

fall or collapse onto employees. They can also disrupt smooth traffic flow on excavation sites. This assessment will be conducted by the competent person prior to beginning the operations.

2. Underground Installations

Determine where underground installations are located, such as sewers, telephone cables, and fuel, electric and water lines that may be encountered during the excavation prior to opening. This also includes foundations and underground storage tanks of all kinds.

Employees may be exposed to serious hazards as a result of damage to underground installations. These hazards may include flooding, shock, electrocution, asphyxiation, fire, explosion and collapse of undermined installations. These hazards can be eliminated if the locations of underground installations are properly identified prior to excavation, and if such installations are properly supported or protected when excavations are taking place near them.

When you have determined that we may encounter underground installations, the following actions will be taken.

1. Utility companies or owners will be contacted and advised of the proposed work, and ask to establish the location of the utility.
2. When you approach the estimated location of the underground installations, the exact location will be determined by the safest means possible.
3. While the excavation is open, these underground installations will be protected, supported or removed as necessary to protect our employees.

ACCESS AND EGRESS

We will use a number of ways to get in and out of trench excavations, including the following.

1. A ladder, dirt ramp or other safe means of egress will be used and remain in trenches that are 4 feet or more in depth, and placed so you will not have to travel more than 25 feet horizontally to reach it.

EXPOSURE TO VEHICLES

Operations located near heavy vehicular traffic will require employees to wear warning vests or other suitable garments made of reflective material at night, or highly-visible materials during the day. Orange and lime green are two colors often chosen in shirts and vests.

EXPOSURE TO FALLING LOADS

Do not get under loads handled by lifting or digging equipment. Employees are required to stand away from any vehicle being loaded or unloaded to avoid being struck by spillage or any falling material.

WARNING SYSTEMS FOR MOBILE EQUIPMENT

In order to avoid the hazards of equipment getting too close and possibly falling into an excavation, a warning system such as barricades, hand or mechanical signals or stop logs will be used. Whenever possible, the grade will be away from the excavation. This will be the responsibility of the competent person and will be determined prior to employees being allowed into the excavation.

HAZARDOUS ATMOSPHERES

We have assessed no hazardous atmospheres at this time, so testing will not be necessary.

EMERGENCY RESCUE EQUIPMENT

We carry first aid kits, but no other type of equipment is needed at this time. If an emergency arises dial 9-1-1 immediately.

PROTECTION FROM HAZARDS ASSOCIATED WITH WATER ACCUMULATION

This is not considered a hazard and will not require protection such as barriers, a trench box, etc. Employees shall not work in excavations where there is accumulating water unless precautions, such as side support or shield (cave-in) systems and water removal, have been taken to protect employees.

STABILITY OF ADJACENT STRUCTURES

This is not an exposure for work we perform.

PROTECTION OF EMPLOYEES FROM LOOSE ROCK OR SOIL

We will pull the dirt at least two feet away from the top of the excavation, and protect the side walls as needed to keep them from rolling down onto employees.

INSPECTIONS

Our supervisor and the employees performing the work will check the soil and area around the excavation before, during and after the work for hazards which could hurt someone. Problems will be corrected before work continues.

PROTECTIVE SYSTEMS

1. Protection of employees in excavations – excavations dug by our crews are normally 5 feet or less, and consist of installing a corrugated pipe from a farm field to a creek or ditch for drainage purposes, so there is minimal danger. Although our excavations are normally less than 5 feet in depth, the slope will not be more than 1.5:1 height to vertical ratio.
2. Design of Sloping and Benching Systems – N/A

3. Design of Support Systems – N/A
4. Support Systems Designed by Professional Engineers – N/A
5. Materials and Equipment Used for Protection Systems – N/A

TRENCH BOX SYSTEM – N/A

SOIL CLASSIFICATION

Our supervisor will check the soil as they are digging to make sure it is not a problem for caving in, even though we are not digging deep or long excavations/trenches.

SOIL TESTING

The supervisor can do a ribbon test, and visually determine what type of soil is present.

SEDIMENTATION TESTING – N/A

This test is used to determine the amount of sand in the soil and can be performed in the field. This test can only be used in soil which is predominantly sand.

RIBBON TEST

This consists of taking a ball of soil from the pile just dug, rolling it into a long roll between your palms, and pinching it outward between your thumb and fore finger. If it starts breaking apart immediately, the soil is likely sandy and would need to be protected to prevent it from caving in.

SHEAR STRENGTH TEST USING A TORVANE – N/A

POCKET PENETROMETER – N/A

PAPIO-MISSOURI RIVER NRD

Ice Measuring Safety Procedures

The Papio-Missouri River NRD periodically has to check ice measurements on the Platte River each year, normally beginning in January, and we report the findings to Nebraska Emergency Management Agency (NEMA) and other Government entities. The District's goal is to ensure each individual tasked to conduct ice measurement is familiar with the ice measurement procedures and is confident in performing these operations. Each individual is responsible for making sound, personal decisions in the area of physical condition, clothing, equipment and individual acts to protect themselves, co-workers, and District equipment. The procedures listed are to be adhered to and not optional.

Physical condition

Anyone going out on the ice should be in reasonably good physical condition and be able to sustain periods of intense exertion if an emergency were to arise from either falling through the ice or having to rescue someone who does.

Clothing

Clothing should be that which provides protection from low air temperatures, wind, and precipitation while also allowing mobility. When clothing is selected, keep in mind the possibility of falling through the ice. Clothing that would severely restrict your ability to swim or stay afloat is NOT a good choice. Consider having multiple thin layers before one thick layer. Hip boots or waders should never be worn. A personal flotation device (PFD) will be worn. This can be a vest or jacket, either auto inflatable or naturally buoyant. **Ice Rescue Suits provided by the District should be worn by ice measurers.**

Equipment

Include equipment needed for ice measuring and also include items needed for rescue. These include, but are not limited to the following: ice picks, ice chisel, ice drill or auger, measuring tape or stick that can be hooked under the bottom edge of the ice in an auger hole. PFD, rescue ropes, **ice rescue suits** and a spotter with a charged emergency cellular phone will also be available in the event of an emergency. Blankets and a spare set of warm clothes should be available in the vehicle for the ice measurers.

Procedures

- Never go out on the ice alone, and never go out on the ice if there is any question of its safety.
- A PFD will be worn by each person on the ice (and the first person on the ice will be tethered by a rope). The tethered rope can be strung through the PFD loop or hook, coat, belt loop etc.). The second person will have the rescue life preserver in their possession in case of emergency.

- The lead person will vigorously probe the ice ahead with an ice chisel. If the chisel ever goes through, carefully turn around and retrace your steps back to shore.
- After getting on the ice, others in the group should follow in the leader's steps, but stay at least 10 feet apart.
- Obtain the record of air temperature for the past several days and continue observing air temperatures while on the ice.
- When at the water's edge, visually survey the ice. Look for open water areas, and look for signs of recent changes in water levels: ice sloping down from the bank because the water dropped, or wet areas on the ice because the water rose and flooded areas of the ice that couldn't float because it was frozen to the bottom or the banks. (If the ice is snow-covered, look for wet areas in the snow.)
- Listen for loud cracks or booms coming from the ice. In a river this can mean the ice is about to break up or move.
- Look for an easy point of access to the ice, free of cracks or piled, broken ice.
- Near shore, listen for hollow sounds while probing. Ice sloping down from the bank may have air space underneath. This is NOT safe; ice must be floating on the water to support loads.

Conclusion...

Be sure you understand this information. Don't hesitate to seek the advice of management or your supervisors. Be safe!

References: U.S. Army Cold Regions Research & Engineering Laboratory, Hanover, New Hampshire "Safety on Floating Ice Sheets"

PAPIO-MISSOURI RIVER NRD

SAFETY REPRIMAND

I, _____, acknowledge violating the following safety policy.

I understand that the following disciplinary measure will be implemented, and a record of it will be placed in my personnel file for future review. Any further violations of company policy will result in additional disciplinary measures being taken, up to and including discharge from employment.

Disciplinary Measure

Employee's Name _____

Management Representative _____

Date _____

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ACCIDENT INVESTIGATION FORM

NAME OF INJURED PERSON: _____

DATE OF INJURY: _____ LOCATION: _____

WITNESSES: _____

WHAT HAPPENED:

WAS SAFETY EQUIPMENT INVOLVED: _____

WAS THE INJURED PERSON TRAINED ON THE WORK PERFORMED: _____

WHAT COULD THE INJURED PERSON HAVE DONE TO PREVENT THE INJURY

WHAT COULD THE COMPANY HAVE DONE TO PREVENT THE INJURY:

DATE OF INVESTIGATION: _____

NAME OF INVESTIGATOR: _____

PAPIO-MISSOURI RIVER NRD

TRAINING DOCUMENT

TOPIC COVERED: _____

TRAINER: _____

DATE: _____ LOCATION: _____

READ CAREFULLY: PRINT AND SIGN YOUR NAME. IF YOU HAVE HAD AN INJURY DURING THE PAST TWO (2) WEEKS THAT DID OR MAY REQUIRE A DOCTOR'S ATTENTION, DESCRIBE IT NEXT TO YOUR NAME.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.