

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 Papiio-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 Papiio-Missouri River NRD Employee Handbook and Safety Manual be approved and incorporated to the District Policy Manual.