Agenda Item: 9.

MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Update to the Employee Handbook

DATE: November 28, 2012

FROM: Jean Tait, Administrative Coordinator

The writer met with Randy Stevenson, Baird Holm LLC to conduct the annual review of the District's Employee Handbook. Attached for your consideration is the amended version of the P-MRNRD Employee Handbook with the recommended changes. Items 1-3 are primarily housekeeping in nature and items 4 and 5 are recommended additions to the Employee Handbook. The changes include:

1. Vehicle Use Policy. Revision was made to item 5 (page 16).

2. Holidays Policy. A revision was made to the language to bring the policy manual into compliance with how worked holiday pay is currently being processed (page 23).

3. Travel and Expense Accounts. Revision was made to the language regarding travel time. The policy now reflects what all of the wage and hour regulations say about the issue of travel time (page 24).

4. Volunteer Time Off Policy. This is a new policy that would allow District employees to volunteer time up to a maximum of 4 hours per month to volunteer to a 501c3 charitable organization in accordance with the volunteer guidelines (page 28-30).

5. Social Media Policy. This is a new policy that outlines the employee's responsibilities when utilizing social media and disciplinary action(s) for improper use (pages 39-40).

The Employee Handbook will be updated annually as is the Pay Program Administration Manual and Affirmative Action Plan at the end of each calendar year.

It is recommended that the PLPA Subcommittee recommend to the Board that the update to the Papio-Missouri River NRD Employee Handbook be adopted and incorporated into the District's Policy Manual.

PAPIO-MISSOURI RIVER NRD

EMPLOYEE HANDBOOK

Updated: December 2012

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 operates. It will serve the best interests of everyone concerned if you study and retain this Employee Handbook for future reference. Each employee is responsible to understand and comply with the District's policies, rules, and procedures throughout their 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 should sign the "Employee Verifications Form" at the end and give it to the Administrative Coordinator. Even if you do not sign the form, your decision to continue working for the District evidences 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.

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. 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. 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.

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EH Attachment 2 - Safety Manual
EH Attachment 3 - Pay Program Administration Manual
EH Attachment 4 - Family and Medical Leave and Family Military Leave Policy

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 law.

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, falsification of this information may result in discharge.

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 Manger.

After satisfactory completion of the probationary period, the individual becomes a regular District employee with the anniversary date being the original date of hire.

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 thirty-seven and one-half (37-1/2) 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. The only exception will be if exempt employees receive extra pay for Emergency Operations work. 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. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to certain exceptions, 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. If the District makes deductions from an employee's predetermined salary, e.g., because of the operating requirements of the District, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available. 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. The District wants employees to be aware of this policy and that it does not allow deductions that violate the FLSA. 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.

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 times 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:

- ☐ Address
- ☐ Name
- ☐ Telephone Number
- ☐ Marital Status
- ☐ Physician's Name & Phone Number
- ☐ Next of Kin
- ☐ Change of Beneficiary
- ☐ Person to Notify in an Emergency
- ☐ Number of Dependents

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 higher 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.

TARDINESS: 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.

ABSENCES:

Regardless of your reason for absence, always notify your office or supervisor as soon as possible. If you are unable to call your office or supervisor, you are responsible for having someone do so for you . . . and,

1. Always give the specific reason for your absence; and,

2. Notify your office or supervisor when you expect to return.

Excessive or unwarranted absenteeism will result in dismissal. If you are absent for three (3) 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 annual 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.

TIME RECORDS:

Each employee is required to record daily work activities and submit this report every week. At the beginning of each reporting period, employees will receive a weekly work report for this purpose. 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:

The basic work day shall consist of seven and one-half (7-l/2) hours or eight (8) hours; and the basic work week shall consist of thirty-seven and one-half (37-l/2) hours or forty (40) hours, depending on your job description.

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 l: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 (l-l/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 Sunday midnight to the following Sunday midnight. Work is defined as only those hours in the work week during which the employee is actually working on the job.

Overtime work will 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.

EMERGENCY OPERATIONS WORK:

The District will compensate all employees of the District, except the General Manager, for Emergency Operations Work in accordance with the overtime pay policy.

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 P-MRNRD employees.

PAYROLL DEDUCTIONS: We are required by Federal and State laws to make certain deductions from your 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 you declare. 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
- ☐ Savings Bond Program
- ☐ Flexible Benefits Plan

RESIGNATION:

You should notify your supervisor as soon as possible 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.

An employee who is re-employed will be considered the same as any other new employee for the purpose 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 annual 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, preferable in writing, to their supervisor.

YOUR SUPERVISOR: Your supervisor is responsible for the on-the-job well being 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 shall provide 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.

1. The aggrieved employee, within two (2) working days after the instance, shall verbally present 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.

2. 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.

3. 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.

4. 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.

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

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 Hazardous Weather Committee (P-MRNRD General Manager; USDA FSA Sarpy/Douglas County Executive Director and USDA NRCS District Conservationist) will act to further 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 a consensus of the lead person available for each agency. Employees should monitor KFAB (1110 AM Radio) 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 workings 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 p.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 on time sheets under 900-55 (Other Leave).

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 a fair and equitable deduction from the employee's pay. The employee would sign an agreement with the District to have funds withheld from their bi-weekly pay checks. In addition, for those employees who continue to utilize a District vehicle for commuting purposes, this expense will be reviewed annually during their performance appraisal process and adjusted appropriately

to reflect actual costs to the District for this benefit. This option would be adopted to address the six (6) vehicles that are being utilized for commuting purposes

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.

3. Vehicles should be eliminated through attrition whenever feasible.

4. Assigned vehicle usage should no longer be utilized in lieu of pay or as a reward for performance.

5. If the Board of Directors so desires to modify the existing vehicle use policy that the General Manager is required to follow the adopted policy ~~and~~, then the existing contract will be amended as necessary.

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. 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 the 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 (COBRA) at the employee's cost, 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. Dependent coverage is available for eligible dependents at the employees cost.

5. Long Term Disability Insurance: The District pays the entire premium cost for the employee.

FAMILY AND MEDICAL LEAVE ACT LEAVES:

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 servicemember 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;
2. Have worked at least 1250 hours for the District during the 12 month period immediately preceding the commencement of the leave; and
3. In addition, there must be at least 50 employees at the employee's location or within a 75-mile radius.

An employee's total cumulative FMLA leave may not exceed 12 weeks in any 12-month period, and available sick leave and annual leave must be used 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 servicemember during a single 12-month period. A covered servicemember 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 servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

The District may, *at its sole discretion*, grant FMLA leave, or some variation of FMLA leave, to those employees who are not legally entitled to such leave due to ineligibility (e.g., less than 12 months' employment or employment at a location more than 75 miles from the District's office).

Refer to the District's Family and Medical Leave and Family Military Leave (Appendix V) policy for more details.

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 annual 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 ~~converage~~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. 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 annual 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 an individual case basis.

Any such leave will be without pay or benefits. The employee will be allowed to use accrued but unused annual leave. Sick leave and annual 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.

ANNUAL LEAVE/VACATIONS:

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 annual leave bi-weekly at the following rates:

0 through 5 years of service -- 13 working days per year

6 though 10 years of service -- 18 working days per year

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

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

No annual leave can be taken during the first six (6) months of employment unless approved by the employee's immediate supervisor.

All annual 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) days notice and approval of the General Manager.

Annual 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 annual leave is taken.

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

Part-time employees will accrue annual 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.

COMPENSATORY LEAVE: The District allows compensatory leave for overtime worked by salaried (exempt) employees. The General Manager may allow salaried employees time off during their normal work hours when they attend required evening or weekend meetings. However, it is not intended that compensatory leave time be granted on an hour for hour basis.

SICK LEAVE:

Each full time employee will accrue one and one-half (l-l/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.

The General Manager has the authority, in his discretion, to permit an employee to utilize sick leave to tend to the needs of his/her spouse and "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. The use of sick leave for this purpose will require approval by the General Manager. An example of approved 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 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.

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:

- ☐ New Years Day
- ☐ Martin Luther King Day
- ☐ Presidents' Day
- ☐ Memorial Day
- ☐ Labor Day
- ☐ Veteran's Day
- ☐ Thanksgiving Day
- ☐ Day After Thanksgiving

☐ Independence Day ☐ Christmas Day

Full-time hourly employees will be paid seven and one-half (7-1/2) hours or eight (8) hours, according to their regular work schedule, or their regular rate of pay for salaried employees. 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 actually work on a District-observed holiday will ~~be paid for~~waive the right to receive holiday pay for hours worked on the holiday, ~~plus their regular rate of pay~~but will be paid at a double-time rate for all hours worked on that holiday. In the event that a holiday falls on a Saturday or Sunday and the employee works on the holiday, the employee will be paid double their regular rate of pay for the ~~holiday~~hours worked, plus their regular rate of pay for ~~all~~ hours not worked on the day the District offices are closed to observe the holiday.

BREAKS: Breaks are not required by law, but are a benefit provided to employees. The breaks are fifteen (15) minutes each -- one before lunch and one after lunch as scheduled by your supervisor. No employee should use more than fifteen (15) minutes total, including going from or to work stations.

RETIREMENT PLAN: The District provides, on a matching contribution basis, a retirement income program for 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. 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 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 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, $30 co-pay for office visits; prescription drug co-pays, dental co-pays, etc., with pre-tax dollars. Employee contributions to the Health Flexible Spending Account cannot exceed $2,400 during the plan year. The minimum contribution is $40/month to offset administrative costs.

3. Dependent Care Flexible Spending Account – This option would allow participants to pay for dependant care with pre-tax dollars. In most cases employee contributions shall 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. ~~Hourly (non-exempt) employees are eligible to be paid for travel time to out-of-town meetings with the approval of the General Manager. An hourly (non-exempt) employee who is sent out-of-town for less than one day~~Employees will not be paid for~~ all travel time except time from home to plane or other mode of transportation~~ 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.

1. **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.

2. **Lodging** – Receipts are required for all lodging expenditures, show single rate, if applicable.

3. **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.

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

5. **Meals** – This should reflect amount expended on meals. Receipts are required for all meals if daily total exceeds $39.00 and/or individual meal exceeds $20.00.

6. **Telephone**: Charges should be accompanied by telephone bill which indicates business called and purpose.

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

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

9. **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.

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

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

12. 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.

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

Staff expense claims will be furnished to the District Accountant 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 District Accountant 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 annual leave (annual leave to be taken the following calendar year) will be awarded; after 30 years a $200.00 check and 2 days of annual leave (annual leave to be taken the following calendar year) will be awarded; after 35 years a $200.00 check and 3 days of annual leave (annual leave to be taken the following calendar year) will be awarded; and, after 40 years a $200.00 check and 4 days of annual leave (annual 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.

SAVINGS BOND PROGRAM: A voluntary program to purchase Series EE U.S. Savings Bonds through payroll deduction is available to all employees of the District. Please contact the District Accountant for details.

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' 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.

~~PAPIO-MISSOURI RIVER NRD~~ VOLUNTEER TIME OFF POLICY

~~I. Beginning January 1, 2013, the Papio-Missouri River NRD has added a Volunteer Time Off (VTO) policy to its list of employee benefits.~~

~~Purpose/Goal:~~
The purpose of the ~~Papio-NRD's philanthropic program~~ 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 ~~Papio-NRD~~District to share in that effort. At the same time, the ~~Papio-NRD~~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.

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

This donated time, up to 4 hours per month, will be ~~considered~~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 as 900-55 Other Leave (Volunteer).

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.

~~Eligibility:~~
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.

~~Ineligibility:~~
~~You are~~An employee is ineligible to participate in the Program, if:

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

~~Approval Process:~~
Employees must fill out the VTO Request Form and submit it to ~~his/her~~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.

~~Papio NRD~~District sponsored VTO may not be used for organizations that discriminate based on ~~creed, race, religion or sexual orientation.~~ 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 inner city 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 your kid's PTA conference
- Attending a professional, religious, or personal interest conference

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~~I. Volunteer Time Off Request Form~~

~~Employee Name:~~	
~~Work Phone:~~	
~~Email:~~	
~~Community Organization Name:~~	
~~Address:~~	
~~City/State/Zip:~~	
~~Phone:~~	
~~Website:~~	
~~Tax ID number:~~	
~~Date(s) and time(s) of VTO requested (e.g. 7/26/12, 9AM-Noon):~~	
~~Total Number of hours requested:~~	
~~I will be doing this action with other Papio NRD~~	

~~employees or individually, GROUP ACTIVITY ORGANIZED BY:~~	

~~Description of volunteer activity you will do:~~

~~II.~~

~~**Employee Signature date Manager Approval date**~~

~~**Submit to Wellness Coordinator when approved**~~

~~**VOLUNTEER TIME OFF FOLLOW-UP FORM**~~

~~EMPLOYEE NAME~~	
~~COMMUNITY ORGANIZATION NAME~~	
~~VOLUNTEER SUPERVISOR NAME~~	
~~CONTACT INFORMATION (ADDRESS/PHONE)~~	
~~DATE & TIME WORKED~~	
~~WORK PERFORMED~~	

~~I CERTIFY THAT THIS INDIVIDUAL VOLUNTEERED THE ABOVE TIME WITH OUR ORGANIZATION.~~

~~SUPERVISOR SIGNATURE~~ ~~DATE~~

~~**Submit to Wellness Coordinator when completed**~~

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 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.

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.

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.

DEBTS - GARNISHMENTS: Employees are expected to handle their personal finances in a timely and effective manner, avoiding garnishment of wages.

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, with the exception of those expressly approved by the Board of Directors as promoting the best interests of the District. 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. Exceptions must be approved by the Board of Directors.

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, cigar, or pipe, or any other smoking 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. 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.

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 is provided to employees and Directors to identify them as District representatives when dealing with the public. These items of clothing (such as shirts, windbreakers, sweatshirts, etc.) bearing the District's logo are not provided on a regular basis and have a low fair market value. Therefore, they are not considered to be taxable fringe benefits.

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.

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 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, 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.

What is or is not offensive must be viewed from the perspective of the victim and 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 law is improper and strictly prohibited. This could include, for example, racial epithets, religious jokes, or the assignment of work known to be beyond an individual's disability limitations, with the intent to harass or annoy.

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, may tell the person doing the harassing or discriminating, politely but firmly, that such conduct is unacceptable. Additionally, and at a minimum, a report of harassment or discrimination must be brought to the

Administrative Coordinator or General Manager. 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.

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 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 though 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 Papio-Missouri River NRD 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 Papio-Missouri River NRD 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 and will update this password on a semi-annual basis. Employees may not, without authorization, use or disclose someone else's password or give their own password to someone else.

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 hours.

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.

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.

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.

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, people working on behalf of the District.

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."

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 General Manager.

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; that is, 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 director or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and maybe subject to disciplinary action, criminal penalties or both.

The 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. Protective equipment, as prescribed by the District, must be worn, and the District's safety policies, rules, and procedures must be followed. If you observe an unsafe condition or hazard, please bring this to the attention of your supervisor immediately.

CONCLUSION

The District believes that the personnel policies described in detail in this Employee Handbook represent modern, progressive policies.

The policies have been formulated to insure that in return for quality work, you and your coworkers have been carefully selected, adequately trained, and given every opportunity to receive fair wages, advancement and promotion limited only by personal ability. The District can remain effective -- and thus provide jobs and wages for us all -- only so long as we, as a team, are able to provide a valuable service to the Community.

Our success is up to you!

Your job, your personal development, your promotional possibilities all depend on your cooperation in enabling us to provide this service efficiently and promptly.

We do not require any employee to pay any person or organization for the right to work with the District. Affiliations, be they religious, fraternal or business, are matters of the employee's own judgment. The District does not believe in compulsory membership in any organization.

EMPLOYEE VERIFICATION FORM

I have received and reviewed a copy of the Papio-Missouri River Natural Resources District Employee Manual to include Employee Handbook Attachment 1 - Papio-Missouri River NRD Drug-Free and Alcohol-Free Workplace Policy; Employee Handbook Attachment 2 - Papio-Missouri River NRD Safety Manual; Employee Handbook Attachment 3 - Papio-Missouri River NRD Pay Program Administration Manual, Employee Handbook Attachment 4 - Papio-Missouri River NRD - Papio-Missouri River NRD Family and Medical Leave and Family Military Leave Policy. I agree that I will comply with and be bound by these policies. I understand that the policies are not a contract, that District management has the right to interpret and change these policies, and that my employment is not under an employment contract but is "at-will" as described in these policies.

_____

Employee Signature

_____

Date

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