

**PERSONNEL POLICIES**

**LOWER PLATTE SOUTH NATURAL RESOURCES DISTRICT**

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## **PERSONNEL POLICIES**

### GENERAL

A policy is a statement in general terms, which serves as a guide to consistent decision-making in recurring situations. It is to be broad and general, leaving room for interpretation and the exercise of judgment and initiative. It must not be regarded as sacred once it is issued but must come under frequent review and be subject to revision as necessary.

This policy manual does not constitute an employment contract. The Lower Platte South Natural Resources District of Lincoln, Nebraska, reserves the right to alter, amend, or discontinue any or all portions of this manual on personnel policies upon proper notification to employees. The interpretation and administration of these policies shall be at the sole discretion of management.

### USE

1. To permit decisions to be made in advance.
2. To ensure consistency in decision-making.
3. To permit recurring decisions to be made at the lowest possible level in the district.
4. To conserve the time and energy of management at all levels.
5. To allow the employee to know in advance what is expected and to know management's position in recurring situations.

## **Personnel Policy No. 1: HIRING EMPLOYEES**

The Board of Directors shall authorize all employee positions with the District. Once authorized, applicants for employment with the District are required to submit a written application on a form furnished by the District. A job description shall be prepared for each employee position. Supervisors and/or General Manager shall screen and interview job applicants.

The General Manager has been delegated the authority to hire and discharge all employees. Selection of the Assistant General Manager shall be made by the General Manager, subject to approval of the Executive Subcommittee. The Board of Directors of the District shall be responsible for hiring and discharging the General Manager.

An Employee who terminates employment with the District and later returns to the employment of the District shall return as a new employee.

## **Personnel Policy No. 2: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

The District declares and reaffirms a policy of equal employment opportunity, affirmative action in employment, and nondiscrimination 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, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, familial status, veteran status, marital status, or other factors, which lawfully cannot be the basis for employment decisions.

### Affirmative Action in Employment

The District undertakes a program of affirmative action, to which good faith efforts will be directed to:

- a. Identify and eliminate employment practices that adversely impact minorities, women and others protected by applicable law unless these practices are related to bona fide occupational qualifications reasonably necessary to District operations;
- b. Replace such practices with practices and policies based on merit and valid job qualification;
- c. Develop, through special recruitment and other measures, more representative proportions of minorities and women employees where their under-utilization has occurred.

### Nondiscrimination in Services to the Public

The District reaffirms its policy of nondiscrimination on the basis of race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, familial status, veteran status, marital status, or other illegal grounds, in the provision of all services to members of the public.

### **Personnel Policy No. 3: CLASSIFICATION OF EMPLOYEES**

All employees will be designated in one of the following classifications:

1. FULL-TIME

A full-time employee is one who usually works eight (8) hours per day every working day and is required to work forty (40) hours per week.

2. PART-TIME

A part-time employee is one who works a regular schedule each week throughout the year, which is equal to, or greater than, one-half (1/2) the working time of a full-time employee.

3. OCCASIONAL EMPLOYEE

An occasional employee is one who works on a seasonal or irregular basis to complete a specific task and who is required to work less than forty (40) hours per week.

**Policy No 4: INTERNSHIPS**

The General Manager will develop and implement a program and procedure for student internships. The program will include determination of appropriate assignments, the qualifications, the selection process, the supervisory responsibilities, and financing.

The General Manager will prepare and submit periodic reports to the Executive Subcommittee on the Internship Program status.



## **Personnel Policy No. 5: TERM OF EMPLOYMENT**

All employees serve at the will of the District, except for the General Manager has an employment agreement as per Operating Policy C 10-2. An employee may be terminated for any reason or no reason at all. Management's decision to terminate an employee shall be final. Any employee terminated shall have the opportunity for an exit interview with their Supervisor or the General Manager.

## **Personnel Policy No. 6: OFFICE HOURS/WORK WEEK**

The basic work day shall consist of eight (8) hours, and the basic work week shall consist of forty (40) hours, Monday through Friday, unless a different work week schedule is approved by the General Manager. Employees may be required to work more than forty (40) hours per week on certain occasions. For purposes of record keeping, the work week for the District begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday.

The District office will be open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except for those dates on which holidays are observed.

The General Manager also may vary the office schedule from time-to-time as provided herein. With respect to emergency situations or hazardous weather conditions, the office will be closed at the discretion of the General Manager and all employees will be directed to vacate the office if it is safe to do so. In such event, closed office hours will be treated in a similar fashion to holiday leave for work-hours accounting purposes.

District employees located in NRCS Field Offices will follow Federal work hours determined by their NRCS supervisor, except that during any Government furlough, said employees shall follow District work hours.

## **Personnel Policy No. 7: ATTENDANCE AND PUNCTUALITY**

All employees are required to be at their workstations and ready to begin work promptly at the starting time and will continue to work until quitting time, except for authorized breaks.

If an employee must be absent from work, they shall notify their supervisor as far in advance of the beginning of the work day as possible, but not later than the normal starting time.

All employees are required to keep either weekly or monthly time sheets, which shall be furnished by the District. All employees shall accurately record their hours worked and any leave taken.

## **Personnel Policy No. 8: CHAIN OF COMMAND**

The Board of Directors of this District has granted full authority to the General Manager to hire, supervise and terminate all employees.

If an employee wishes to discuss a matter concerning their employment with management, they shall first discuss the matter with their supervisor and then, if necessary, with the General Manager.

It shall be the responsibility of management to inform employees of the proper channel for communications with management through job descriptions, organizational charts, and other means.

## **Policy No. 9: EMPLOYEE CONDUCT AND DISCIPLINE**

All employees are expected as a continuing condition of employment to comply with all operating and personnel policies, general work regulations, safety regulations, and other District policies, to display respect for their coworkers and the public, 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.

Failure of an employee to do so will lead to appropriate corrective or disciplinary action. The nature of the action will be determined by the supervisor and/or the General Manager, taking into consideration the circumstances, the nature and seriousness of the conduct in question, the employee's prior work record and conduct, and the manner in which similar conduct has been treated in the past.

Whenever possible, disciplinary action will be corrective and progressive in nature, designed to clearly identify the problem and assist the employee in avoiding future problems. In general, the disciplinary steps would follow this order:

- verbal warnings
- written warnings
- suspension, with or without pay
- termination

These 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 General Manager based on all the facts and circumstances in each individual case.

## **Personnel Policy No. 10: TERMINATION OF EMPLOYMENT**

Employees who voluntarily leave the services of the District are expected to give the District two (2) weeks advance notice in writing. The General Manager shall give thirty (30) days advance notice to the Board of Directors upon voluntary termination of employment.

An employee who is discharged or voluntarily leaves their employment forfeits all employee rights to District benefits except for their accrued wage, vacation time, and any benefits that may be vested in the District's Retirement Plan or Deferred Compensation Plan. Such employee and their family may also 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.

An employee who is released from their employment because of lack of work or for any reason other than the fault of the employee, will be entitled to two (2) weeks advance notice in writing or, if no advance notice is given, two (2) weeks pay in lieu of such advance notice.

If an employee retires and at the time of retirement is over 59 years old and has worked for the District for at least five (5) years, the retired employee may elect to continue to receive health insurance through the District, including health insurance for eligible family members of the retired employee. Such health insurance shall be retiree health benefits. This entails the same health insurance that is available to active employees of the District. The retired employee shall be solely responsible for the premium costs associated with such insurance, including an additional 3% fee. Retired employees shall be responsible for paying the premium directly to the health insurance provider.

## **Personnel Policy No. 11: WORK BREAKS**

All employees are granted, when possible and practical, a fifteen (15) minute work break in the morning and afternoon.

Work breaks will be arranged with each employee's supervisor, and each employee will be expected to abide by the schedule as arranged.

Work breaks will be staggered so that work areas are attended at all times. At no time will a visitor be made to wait while an employee is on break.

Each employee may take a lunch break of at least one-half (1/2) hour.

## **Personnel Policy No. 12: PERSONAL BUSINESS DURING WORKING HOURS**

Personal business during working hours shall be kept to a minimum. Conducting personal business at work is disruptive to the workflow and places an unfair burden upon fellow workers. Salespersons or vendors will not be permitted to solicit business from employees during working hours.

Personal telephone calls will be held to a minimum, in both number and duration. In case of an emergency, every effort will be made to notify the employee and get the employee to the telephone. In an emergency, if a personal long distance telephone call needs to be made by an employee, it will be charged to the employee's home telephone or a third party, if possible, and any calls charged to the District shall be reimbursed by the employee.



### **Personnel Policy No. 13: PAY PERIOD**

The pay period for all employees is once every two weeks (bi-weekly) beginning July 24, 2024.

Employees are required to furnish the District with all payroll information requested, including but not limited to withholding, social security and FICA taxes.

The District will advise employees of any material changes in the preparation of the payroll.

Employee pay will be directly deposited into the bank account they select with their preferred banking institution.

The District is required by Federal and State laws to make certain deductions from your earnings. Other payroll deductions may be made in accordance with employee benefits programs. The records of the deductions shall be shown on or will accompany the paycheck. Deductions shall include, but not be limited to:

- Social Security (FICA)
- Medicare Portion of FICA (MEDFICA)
- Federal Withholding Tax
- State Withholding Tax
- Retirement Program
- Health and Life Insurance

## **Personnel Policy No. 14: OVERTIME AND COMPENSATORY TIME**

### OVERTIME

The Federal Fair Labor Standards Act (Wage and Hour Law) applies to all state and local government employees. The Wage and hour Law defines categories of employees who must be paid overtime compensation for all hours worked in excess of 40 hours per week (non-exempt) and those who do not receive overtime (exempt). Employees will be advised of their status at the time of their employment and whenever their employment status changes.

The District will pay one and one-half (1 1/2) times the regular rate of pay for all hours worked in excess of 40 hours in a workweek by a non-exempt employee.

- A. All overtime shall be authorized by their supervisor before more than 40 hours worked in a workweek.
- B. The basic workweek cannot be changed without a Board-approved change in this policy.
- C. The hours worked by an employee cannot be averaged over two or more workweeks to avoid overtime payment.

### VACATION AND SICK LEAVE

Vacation and sick leave are earned as established in the Personnel Policy. Overtime hours do not increase the rate at which these benefits are earned.

### NON-EXEMPT

The following employee positions are non-exempt and are therefore subject to overtime pay provisions:

Receptionist/Secretary	Resources Technician (NRCS)
District Office Secretary/Program Assistant	Environmental Educator
Operation and Maintenance Technician	Resources Conservationist
Water Resources Conservationist	Water Resources Technician
Water Resources Compliance Specialist	Maintenance Technician
District Field Office Secretary (NRCS)	

All other part-time or full-time employees are non-exempt unless specifically listed, and qualified as exempt from overtime provisions.

## EXEMPT

The following employee positions are exempt from overtime pay provisions:

General Manager	Executive
Assistant General Manager	Executive
Administration & Finance Manager	Administrative
Projects Coordinator	Administrative
Resources Coordinator	Administrative
Lower Platte River Corridor Alliance Coordinator	Administrative
Public Information Specialist	Administrative
Environmental Education/Communication Coordinator	Administrative
Operation and Maintenance Coordinator	Administrative
Social Media Strategist	Administrative
Water Resources Specialist	Professional
Information Systems Administrator	Professional
GIS Specialist	Professional
Stormwater/Watershed Specialist	Professional
District Engineer	Professional

## COMPENSATORY TIME

### A. Non-Exempt Employees

1. Non-exempt employees may receive compensatory time at the rate of 1 1/2 hours for each hour worked over 40 hours per week, in lieu of overtime pay. However, the employee and the District must sign an agreement that states the employee chooses to receive compensatory time in lieu of overtime pay and must be signed prior to performance of the work. Such agreement can be changed no more often than once a year.
2. An employee may use the compensatory time provided:
  - a. The time has been earned.
  - b. The time off is approved by the employee's supervisor.
  - c. The time off will not unduly disrupt the operation of the District.
3. Non-exempt employees are encouraged to use compensatory time prior to vacation leave. However, the accumulated balance of

unused compensatory time will not affect the carryover of vacation leave for non-exempt employees.

4. Non-exempt employees cannot accrue more than 240 hours of compensatory time (160 hours worked x 1.5 = 240 compensatory hours at any time. Additional overtime hours worked will be paid overtime.
5. At the discretion of the District, compensation may be paid to a non-exempt employee for accrued compensatory time, and such compensation shall be paid at the rate earned by the employee at the time the employee receives such payment.
6. A non-exempt employee shall be paid for unused compensatory time upon termination of employment (either voluntary or involuntary termination). The rate of compensation will be:
  - a. Average regular rate of pay for the last three years of employment or;
  - b. The final regular rate of pay, whichever is higher.

### HOURS WORKED

All hours worked must be recorded and turned in at the end of each pay period by all employees, exempt or non-exempt.

A. The following are considered to be HOURS WORKED:

1. All time required or permitted to be on duty at the office, in the field, in meetings, conferences, seminars, or classes. On-the-job waiting time such as waiting for specific job assignments, for contractors at job sites, for equipment to be repaired, or for meetings to commence.
2. Time spent by an employee in travel as part of their job, such as travel from job site to job site during the workday, must be counted as hours worked. When an employee is required to report to a designated location to receive instructions, or to pick up tools, equipment or materials, the travel time from the designated location to the work place is part of the day's work and must be counted as hours worked. Travel time to return to the District office from a work site at the end of the day, must also be counted as hours worked. However, if an employee goes home from a work site rather than returning to the District's office, the travel time is not counted as hours worked.

Travel that keeps an employee away from home overnight is working time during the time it cuts across the employee's normal workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on non-working days as well. Thus, travel time between 8:00 a.m. and 4:30 p.m. (less the normal lunch hour) is working time on Saturday and Sunday as well as on the other days. However, travel time outside normal working hours, where an overnight stay is involved, will not be counted as hours worked, unless the employee is required to drive their own vehicle.

3. Meal time while on District business, provided:
  - a. Employee is luncheon or banquet speaker, M.C., or program organizer for the luncheon or banquet event.
  - b. Purpose is a working lunch, etc., to discuss District business with Directors, staff, or clients.
4. Any work conducted outside regularly scheduled hours will be paid.
5. Time spent by an employee in waiting for and receiving medical attention at the direction of the employer during the employee's normal working hours on days when they are working constitutes hours worked.
6. Time spent in work for public or charitable purposes at the management's request, or under management's direction or control, is working time.

**B. The following are considered to be HOURS NOT WORKED:**

1. Off-duty time. The employee is relieved from duty, can leave the job site or office, can use the time off effectively for their own purposes, and is told in advance when to report for work.

If an employee on their own initiative attends a school, college, or trade school after hours, the time is not hours worked. Travel time from home to work (and vice versa) is not compensable.
2. On-call time. The employee is not required to remain at the office or job site, but is subject to be called to work. When an employee is called out on a job assignment, only the time spent actually making the call is counted as hours worked.

3. Employee sent home for lack of work. If an employee is told, upon reporting for work, that there is not work available and the individual are sent home immediately, no time is logged.

When an employee is required or allowed to wait for work after their work is scheduled to begin, the time spent waiting until the individual is put to work or sent home is logged as hours worked.

4. Travel time from home to work before the regular workday and from work to home at the end of the work day is ordinary home to work travel and is not considered hours worked; therefore, no compensation, either straight time or overtime, is due. Employees called out by management to perform an emergency job shall have all time spent on travel, including from home to work and from work to home, count as working time.
5. Meal periods: A bona fide meal period during the scheduled workday is not logged as hours worked, provided the employee is completely relieved from duty.
  - a. Minimum time authorized for meal periods is 30 minutes. A meal period of less than 30 minutes is logged as hours worked.
  - b. A meal period frequently interrupted is logged as hours worked (examples: on-the-job construction inspection during the lunch break, answering the phones during the lunch break).

## **Personnel Policy No. 15: PERFORMANCE MANAGEMENT**

The District shall maintain a Performance Management System to identify essential job functions, evaluate an employee's job performance, and communicate and develop opportunities to sustain or improve on employee work performance.

Elements of the System shall include, but not be limited to:

1. A job description for each employee, which shall be reviewed at least annually or in the event of changes in job responsibilities.
2. Continuous monitoring of performance and communication between employees and supervisors.
3. Training for supervisors.
4. Informal review meetings of employees and supervisors at least once every six months or more frequent as appropriate.
5. A formal, documented Performance Appraisal developed cooperatively between the employee and supervisor on an annual basis, usually at the middle of each fiscal year, except for new employees, which will occur after the first six (6) months of employment.

## **Personnel Policy No. 16: SALARY REVIEW**

Salaries will generally be reviewed annually during the preparation of the District's budget. Changes in salaries may be made based on the availability of District funds, changes in work responsibilities, performance appraisals, comparability reviews, and such other factors, which the General Manager deems appropriate. The Board of Directors shall set compensation for the General Manager.

The Board of Directors shall adopt, maintain, and annually make appropriate adjustments to a salary schedule for all employee positions. The schedule shall include a minimum and maximum salary for each position and shall be based upon a comparability study of similar positions in comparable public agencies.



## **Personnel Policy No. 17: EMPLOYEE EXPENSE REIMBURSEMENT**

Employees shall be reimbursed for necessary expenses which they have incurred as a result of authorized activities for the District. Before an employee incurs an expense, they shall obtain the prior approval of his or her supervisor or the General Manager.

Employees shall claim reimbursement on forms supplied by the District. Paid receipts for all items for which reimbursement is requested shall be submitted with expense forms.

Use of District credit cards will be allowed upon authorization from the General Manager.

The General Manager will approve employee expense reports before reimbursement is paid. The Administrative & Finance Manager and the General Manager will review credit card invoices.

The Treasurer will review and compare credit card invoices and expense claims submitted by the General Manager prior to reimbursement or payment.

When it is necessary for an employee to remain away from home overnight in the service of the District, the District will pay reasonable lodging and meal expenses.

All expenses of a spouse travelling with an employee on NRD business shall be paid personally or be reimbursed to the District within 30 days.

On occasion, an employee may be requested by their supervisor or the General Manager to use their personal vehicle for District business. When such personal vehicle is used for District business, the employee will be paid the rate allowed by the State of Nebraska per mile for the actual miles driven.

## **Personnel Policy No. 18: OUTSIDE EMPLOYMENT**

An employee may hold another job outside of District employment, provided it does not interfere with the employee's duties with the District, does not conflict with interests of the District, and the General Manager receives prior written notification.

## **Personnel Policy No. 19: EMPLOYMENT OF FAMILY MEMBERS**

The District will not employ an immediate family member of any full-time or part-time District employee. The District may employ an immediate family member of any "occasional" District employee. No member of the immediate family of a Director shall be hired during the term of said elected office. However, this would not include relatives who were already employees prior to the District Director's term.

If two full-time or part-time District employees marry, one of the employees must leave the employment of the District. The individuals marrying shall have the opportunity to decide which shall leave. The District will make the decision in the event of failure of the employees to decide.

## **Personnel Policy No. 20: HOLIDAYS**

The District will observe the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Indigenous Peoples' Day (observed on the day after Thanksgiving)
9. Veteran's Day
10. Thanksgiving Day
11. Christmas Day

These holidays will be observed according to the holiday schedule for Federal employees, except that Indigenous Peoples' Day shall be observed on the Friday after Thanksgiving. An employee may choose to take holiday leave for Indigenous Peoples' Day on the second Monday of October, but in such event the employee will be required to take vacation leave on the Friday after Thanksgiving when the office is closed.

The District also will observe any other holidays that are declared by the President of the United States for Federal employees.

Employees will receive their regular rate of pay for these holidays.

A non-exempt employee who is required by either the General Manager or Assistant General Manager to work on a holiday, or part thereof, shall be paid at the same rate as if it were an ordinary workday, and in addition, shall be paid for the holiday or may take the earned time off during the same work week.

## Personnel Policy No. 21: VACATION

### Accrual

Vacation leave accrual begins on the first day of employment and ends on the last day of employment. The rate of accrual is shown in the accrual charts which follow.

Occasional employees shall not be entitled to vacation leave.

Employees accrue vacation only when they are in pay status.

Time worked in excess of 40 hours in the workweek does not affect vacation leave accrual.

When balances are posted, figures should represent accrual up to the time of posting.

### Accrual Chart

Full-time employees earn vacation leave as follows:

<b>Years of Service</b>	<b>Hours per Month</b>	<b>Days per Year</b>
1st through 5th year	8.00 hours	12 days
Beginning of 6th year	10.00 hours	15 days
Beginning of 8th year	10.67 hours	16 days
Beginning of 10th year	11.33 hours	17 days
Beginning of 12th year	12.00 hours	18 days
Beginning of 14th year	12.67 hours	19 days
Beginning of 16th year	13.33 hours	20 days
Beginning of 17th year	14.00 hours	21 days
Beginning of 18th year	14.67 hours	22 days
Beginning of 19th year	15.33 hours	23 days
Beginning of 20th year	16.00 hours	24 days
Beginning of 21 years and over	16.67 hours	25 days

Vacation leave may not be taken in excess of three continuous weeks or 15 continuous working days, without 60 days prior approval of the General Manager.

All vacation leave must be scheduled in advance with the employee's supervisor and/or the General Manager. All vacation leave taken must be recorded.

If a District-observed holiday occurs while an employee is on vacation leave, he or she will be paid for the holiday, and the holiday will not be charged against vacation leave.

Vacation leave may be taken in 15 minute increments with a minimum time to be charged of one hour.

### Balancing of Vacation Leave

The amount of vacation leave that can be accumulated by employees effective July 1, 2025 is 400 hours. Employees will not accrue any additional vacation leave until their balance drops below 400 hours.

Employees may check their current vacation balance by accessing Intuit Workforce.

### **Payments Upon Separation from the District**

An employee separated from the District for any reason will receive pay for unused vacation leave. In the event of death, payment will go to the employee's designated eligible survivor.

### **Vacation Leave Accrual for Rehires**

For purposes of vacation leave accrual, employees who leave the District (for other than corrective action reasons) and return to a leave-eligible position within three years will be credited with prior years of service. The leave accrual date will be adjusted to reflect the absence..

## **Personnel Policy No. 22: SICK LEAVE**

An employee is entitled to take accrued and/or accumulated sick leave during those periods when they are incapacitated from performance of duties by reason of sickness, off-the-job injury, or for medical, surgical, or dental examination or treatment, or where the employee's presence at work might jeopardize the health of others.

The General Manager has the authority to permit an employee to use accrued sick leave for sickness in the family. The term "family" for the purpose of this policy is defined to include spouse, children, parents, and parents of the employee's spouse, or at the discretion of the General Manager.

All full-time employees shall accrue sick leave of thirteen (13) days per year, which may be accumulated up to a maximum of one hundred (100) days. Part-time employees are eligible for four (4) hours per month, which may accumulate up to a maximum of fifty (50) days. Eligibility for sick leave begins with the first day of employment. Occasional employees are not eligible for sick leave.

Sick leave is neither an earned benefit that has independent cash value, nor a form of deferred compensation. Rather, it is an income protection program only for employees who are absent from work due to the reasons stated in this policy. Therefore compensation for sick leave, which has been accumulated but remains unused, will not be paid upon termination of employment.

A physician's certificate may be required by management at any time when an employee is absent due to illness.

The granting of sick leave is subject to prompt notification. An employee who is absent to illness shall notify the District as early as possible on each day when they do not report to work. One (1) day will be deducted from their sick leave.

An employee injured on the job is entitled to take sick leave; however, the District will pay only the difference between the employee's normal pay and any payment the employee receives from Worker's Compensation.

In the event an employee uses all their sick leave for an on-the-job injury, they will only be entitled to Worker's Compensation, if any.

Sick leave may be taken in 15-minute increments with a minimum time to be charged of one hour.

## **Personnel Policy No. 23: FAMILY AND MEDICAL LEAVE**

Employees of the District shall be eligible for up to 12 weeks of unpaid, job protected leave in a 12-month period for qualifying reasons under the provisions of the Family and Medical Leave Act of 1993. An employee is eligible for this leave if they have been employed with the District for at least 12 months and has completed at least 1,250 hours of service with the District in previous 12 months, measured back from the date leave is to commence.

Unpaid leave must be granted for any of the following qualifying reasons:

- A. The birth of a child of the employee and in order to care for such a child;
- B. The placement of a child with the employee for adoption or foster care;
- C. In order to care for a spouse, child, or parent of the employee who has a serious health condition;

(The terms son or daughter do not include individuals age 18 or over unless they are "incapable of self-care" because of mental or physical disability that limits one or more of the major activities" as defined in regulations issued by the Equal Employment Opportunity Commission under the American's With Disabilities Act.)

- D. For a serious health condition rendering the employee unable to perform the job functions of the employee's position.
- E. If the employee experiences a qualifying exigency that arises out of the fact that a family member who belongs to the regular Armed Forces, the military reserves or National Guard has been called to or is on active duty, deployment to a foreign country.
- F. In order to care for a spouse, child, parent, or next of kin who is a service member and is injured or becomes seriously ill while on active duty or within five years of leaving the Armed Forces. (Eligibility increases to 26 weeks in a 12-month period for this qualifying reason.

"Serious health condition" shall mean any illness, injury, impairment, or physical or mental condition that required either (i) inpatient care (an overnight stay) in a hospital, hospice or residential medical care facility, (ii) any period of incapacity due to pregnancy, (iii) if it incapacitates a person for more than three consecutive calendar days that involve treatment two or more times or a regiment of continuing treatment by or under the supervision of a health provider, (iv) a chronic condition that requires periodic visits for treatment by a health care provider and continues over an extended period of time, and



may be episodic, (v) absence to receive multiple treatments by health care providers for reconstructive surgery or for a condition that would likely result in more than three consecutive days of incapacity if left untreated, or (vi) permanent / long term incapacity due to a condition for which treatment may not be effective.

“Qualify exigency leave” may include one or more of the following circumstances: attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; attending certain counseling sessions, and attending post-deployment reintegration briefings.

Leave will be regular leave (one, long, uninterrupted block of time), unless an eligible employee has requested and the District has approved an intermittent or reduced leave schedule. Employee must try to schedule intermittent leave so as not to unduly interrupt business.

The 12-month leave year will be a forward-measured 12-month period, beginning with the first date that an employee takes FMLA leave. Once this 12-month period has passed, the employee will be entitled to 12 weeks of leave starting on the first day they take FMLA leave again.

While on leave, health insurance, life insurance, and retirement shall continue at the same levels, unless changed for the group, and the employee must continue to make any monthly financial contributions required. The portion of health insurance premiums the employee is required to pay must be paid to the District on or before the first of the month for that month’s coverage.

The District will also maintain group dental, vision, term life, and long term disability insurance on the same terms and at the same rate the insurance was provided before the FMLA leave was taken.

The District may recover premiums it paid to maintain health, vision, and dental coverage for an employee who fails to return to work from FMLA leave.

During the time that an employee is on leave, they may use accrued sick leave, compensatory leave, or vacation leave for any part of the 12-week leave period; otherwise the leave is without pay. Accrued vacation leave, sick leave, and compensatory leave, will not accrue during FMLA leave, but, to the extent not used during FMLA leave, will be maintained.

An employee may request FMLA leave or the District may place the employee on FMLA leave if information shows a qualifying reason. Determination of eligibility for FMLA leave is the role of the District. Employees seeking FMLA leave must provide a 30-day advance notice when need is foreseeable, or as soon as practicable if leave is not foreseeable. The request for FMLA leave shall be in writing on forms provided by the District and shall be submitted to the Administrative Assistant for review and forwarding to the “General Manager for consideration.

The District shall require a certification, and may request a second opinion at the District's expense, to verify the employee's own or their family member's serious health condition. During leave, the District may require certification periodically. An employee returning from such leave because of a serious health condition shall be required to provide certification that the employee is able to resume work.

An employee who takes such leave must be restored to the position they held at the time their leave began or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

## **Personnel Policy No. 24: FUNERAL LEAVE**

Full-time employees shall be granted leave to attend funerals of family members. 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 employees' spouse, or at the discretion of the General Manager. Funeral leave (not to exceed five days) shall be determined by the General Manager based on the particular situation involved.

## **Personnel Policy No. 25: MILITARY LEAVE**

All employees, including temporary, who are members of the National Guard or any other reserve component and who participate in the active service of the State or United States, pursuant to written orders or authorization of component authority, will receive their full pay in addition to their military pay for up to 15 workdays in any one calendar year. This does not include weekend drills.

Employees who are ordered to active duty of the State by the Governor under emergency conditions will be granted additional leave until such member is released from active-duty service by competent authority. During this additional leave of absence, such employee shall receive the difference between his or her full District pay, and military pay provided the military pay is less than their District pay.

Source: Neb. Rev. Stat. 55-160.

## **Personnel Policy No. 26: JURY DUTY**

An employee serving on a jury shall receive their regular pay during the time of jury service, except the District may reduce the pay of an employee by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

An employee serving on a jury shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation leave, or any other form of penalty, because of their absence from employment due to jury duty, upon giving reasonable notice to their supervisor or the General Manager.

Source: Neb. Rev. Stat. 25-1641.

## **Personnel Policy No. 27: EMPLOYEE MEETINGS AND EMPLOYEE TRAINING**

Employees may be required to attend periodic employee meetings scheduled by management. These meetings provide management with an opportunity to inform employees of District policies, disseminate information and schedule training. It also provides the employees with an opportunity to express their views and make suggestions to management.

The District encourages employees to seek job-related training through special conferences, schools, and correspondence courses; however, approval for attendance at District expense must first be obtained from the General Manager.

## **Personnel Policy No. 28: TUITION ASSISTANCE**

Full and part time employees enrolled in an accredited university, college, technical school, or community college in courses of instruction related to their work or future advancement in the District are eligible for up to 100% reimbursement of tuition costs at the General Manager's discretion (reimbursement is for tuition only and does not include fees or textbook costs).

To participate in the program, the employee must submit to the General Manager (prior to the first class) a "Request for Tuition Assistance" form. The General Manager will approve or disapprove the request.

To receive reimbursement, the employee must furnish evidence of successfully completing the course.

If an employee is eligible for reimbursement of tuition costs through programs other than the District program, the employee is expected to use those programs first.

Employees who receive tuition assistance may be asked to reimburse the District if they leave their employment within one (1) year of the course completion date.

**Personnel Policy No. 29: EMPLOYEE RECOGNITION**

Full-time employees of the District will be honored, on or about their employment anniversary, based on the number of years of employment by the District as follows:

Years of Service	Value of Award
5 years	\$ 25.00
10 years	\$ 50.00
15 years	\$ 75.00
20 years	\$100.00
25 years	\$150.00
30 years+	\$200.00



**Personnel Policy No. 30: WORKERS' COMPENSATION**

The District provides Workers' Compensation insurance, which covers job-related injuries. If an employee is injured on the job, they shall immediately report such injury to their supervisor or the General Manager as per the District's Safety and Wellness Program.

## **Personnel Policy No. 31: EMPLOYEE RECORDS**

The personnel records of employees of the District are confidential and are available for inspection only by the applicable employee, the employee's designated representative, management of the District and those employees of the District and outside consultants involved in preparing payroll and designated in writing by the General Manager of the District.

Employees or their designated representative may review personnel records during normal work hours in the presence of management. Designated representatives will be permitted to inspect records only upon presentation of a written authorization signed by the employee.

The District may collect statistical data from applicants and employees for affirmative action purposes. This data is used for affirmative action analysis only and is not available for any other purpose.

If an employee disagrees with a performance appraisal or personnel action taken by management, they may submit a brief reply, which will then be placed in the employee's personnel file.

**Personnel Policy No. 32: GROUP HEALTH, VISION, AND DENTAL INSURANCE PLAN**

The District provides a Group Health, Vision, and Dental insurance plan for each full-time and part-time employee and offers additional coverage for their spouse and dependent children.

The District pays 100% of the premiums for Employee and 75% of the premiums for Employee and Spouse, Employee and Child, and Family Health and 100% of the premiums for both single and family coverage for Vision and Dental.

The District may establish a plan, which will provide all full-time and part-time employees the option to obtain nontaxable treatment of employee contributions to group health and dental plans under Section 125 of the Internal Revenue Code by reducing their salary in the amount of the required employee contributions to such plans.

**Personnel Policy No. 33: LIFE INSURANCE ACCIDENTAL DEATH AND  
DISMEMBERMENT AND LONG TERM DISABILITY**

The District provides Group Life Insurance, Accidental Death and Dismemberment Benefits and Long-Term Disability Benefits to all full-time employees in amounts determined on the basis of each employee's annual salary. The District pays 100% of the cost.

**Personnel Policy No. 34: RETIREMENT PLAN**

The District provides a retirement plan in which it is mandatory for all eligible employees to participate.

Both the District and the employee are required to contribute to the plan in accordance with the provisions of the plan.

A summary of the plan will be provided to all employees who participate in the plan.

## **Personnel Policy No. 35: VOLUNTARY EMPLOYEE BENEFIT PROGRAMS**

The District may from time to time offer various employee benefit programs in which employees may elect to participate. When possible, the costs of such plans shall be treated as nontaxable employee contributions to group plans under Section 125 of the Internal Revenue Code by reducing their salary in the amount of the employee contributions to such plans.

These voluntary programs may include, but not be limited to, such benefits as:

- Deferred Compensation Plan
- AFLAC Supplemental Coverage
- Dependent Life Insurance
- Health Flexible Spending Account
- Dependent Care Flexible Spending Account

### **Personnel Policy No. 36: EMPLOYEE WELLNESS PROGRAM**

The District encourages employees to practice healthy lifestyles and will sponsor a wellness program. A wellness committee, designated by the General Manager, will develop, and distribute informational materials and will organize activities and workshop with speakers on various topics, such as nutrition, exercise, CPR, First Aid, etc., which are normally held over the noon hour.

The employees may participate in these activities at their option, except for CPR, First Aid, and other safety programs that may be mandatory.

**Personnel Policy No. 37: HEALTH CLUB PARTICIPATION PROGRAM**

The District will reimburse participating employees 50% of the monthly individual membership cost, up to \$30.00 per month, in a health club, based on active participation on the employees' own time.



## **Personnel Policy No. 38: USE OF DISTRICT RESOURCES**

“District Resources” are defined as personal property or funds under the care and control of a District employee, which also includes District equipment, communications systems (such as telephone, cell phone or internet) and vehicles. The term also includes District employees on District time.

District “Communications Systems” means any voice, video, data or wireless communications facility contracted for, or provided by the District including District provided equipment and network connections to District computers.

District Resources are provided for the conduct of business of the District, except that any use of District Resources by a District employee which is incidental or de minimis shall not constitute a violation of this policy.

District Communications Systems, including cellular telephones, electronic handheld devices (including tablets), or computers may be used by District employees for incidental or de minimis purposes. Such devices may be used for emails, text messaging, local calls, and long-distance calls, to children at home, teachers, doctors, daycare centers, baby-sitters, family members, or others to inform them of unexpected schedule changes, and for other essential personal business. Any such use for essential personal business shall be kept to a minimum and shall not interfere with the conduct of District business. A District employee shall be responsible for payment or reimbursement of charges, if any, that directly result from any such communication.

Essential personal business shall not include use of the District Resources including District Communications Systems for personal financial gain or campaign or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. These uses are prohibited by Neb. Rev. Stat. § 49-14,101.01(2) and Neb. Rev. Stat. § 49-14,101.02(2).

The electronic communications systems and all information created, sent, received, accessed, or stored on them are the property of the Lower Platte South NRD.

For security and network maintenance purposes, the Information Systems (IS) Administrator may monitor equipment, systems, and network traffic at any time.

Employees must provide all passwords to the IS Administrator. The General Manager and IS Administrator shall have access to these passwords. Employees may not, without authorization, disclose or use someone else’s password.

The General Manager reserves the right to authorize the IS Administrator to monitor, access, retrieve, and read any electronic communications to determine if violations of

the law or this policy exists, and if necessary, disclose the same to law enforcement officials or other third parties.

Electronic communications may not contain content that a reasonable person would consider defamatory, offensive, harassing, 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 Lower Platte South NRD'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.

Personal use of the internet should be limited to breaks, lunch, and other non-working hours, except for an emergency.

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

**Personal Policy No. 39: NRD WEAR DISTRICT AWARENESS PROGRAM**

Within a fiscal year, the NRD will furnish each employee a clothing allowance to be used only to order NRD wear from a specified catalogue or group of choices approved by the General Manager. The General Manager will develop the guidelines for this program and employees shall follow such guidelines.

**Personnel Policy No. 40: EMPLOYEE USE OF DISTRICT EQUIPMENT AND FACILITIES PROHIBITED**

Employees may not use the District's tools, vehicles, equipment, supplies, or facilities other than for the business of the District, except as authorized in Personnel Policies 38 and 41.

## **Personnel Policy No. 41: USE AND OPERATION OF DISTRICT VEHICLES**

Personal use of any District vehicle is prohibited. It is the responsibility of the District and the employees to see that the vehicle is used only for District business.

Any District employee who drives a District vehicle must use a seat belt, be over 18 years of age, and have a valid driver's license and carry it with them while operating the vehicle. All passengers riding in District vehicles shall wear seat belts.

The District provides insurance for bodily injury liability and property damage to the property of others while operating a District vehicle within the course and scope of an employee's employment.

The District permits the General Manager and Assistant General Manager to drive District vehicles to and from work. From time to time, it may be necessary for other employees to drive District vehicles home; however, no such use is permitted unless the employee has received prior approval from the General Manager or Assistant General Manager.

If an employee has been permitted to drive an NRD vehicle home, they will be charged \$1.50 per one-way commute or \$3.00 round trip commute.

## **Personnel Policy No. 42: TRAFFIC VIOLATIONS**

Employees who drive District vehicles are expected to observe all traffic rules. Drivers who are cited for any traffic violation (including parking tickets) will pay their own fines. All violations shall be promptly reported to the employee's supervisor or the General Manager.

The District may require drivers who are cited for traffic violations to take a drug and/or alcohol test.

### **Personnel Policy No. 43: SAFETY AND ACCIDENT REPORTING**

All employees are expected to exercise caution, observe safety rules, and use good common sense to prevent property damage and personal injury to themselves, fellow workers, and the public.

Employees shall promptly report potential safety hazards to their supervisor. Employees who are injured in a personal injury accident are directed to promptly have an examination at a medical facility to ascertain the extent of the injury. Personal injury and property damage accidents must be reported to the Management or Safety Committee Chair immediately as per the District's Safety and Wellness Program.

## **Personnel Policy No. 44: POLITICAL ACTIVITY**

Unless specifically restricted by a federal or state law, no employee shall be prohibited from participating in political activities, except during office hours or when otherwise engaged in the performance of their official duties.

If an employee wishes to take part in political activities during normally scheduled work hours, they must take vacation leave, compensatory time, or leave without pay to cover this period of absence. Any leave for political activity shall be approved in advance by the General Manager.

No employee shall use their job, position, or title to endorse a political candidate or political cause.

Source: Neb. Rev. Stat. 20-160.



## **Personnel Policy No. 45: DRUG-FREE WORKPLACE**

The District is committed to providing an employment environment that is safe and provides appropriate motivation to insure a creative and productive work force. To this end the District unequivocally endorses the philosophy that the work place should be free from the detrimental effects of illicit drugs. To insure worker safety and work place integrity, the District prohibits the illegal manufacture, possession, distribution, or use of controlled substances in the work place by its employees.

In an effort to bring about a "Drug-Free Nebraska" and to assure employees of the District a work place free from illegal drugs and their effect, the District will implement the following Drug-Free Workplace Policy.

1. Scope: Applicable to all District employees.
2. Policy: It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance in the work place. The District therefore, establishes a Drug-Free Work Place Policy for its employees.
3. Procedures:
  - (a) All employees and each new hire will receive a copy of this policy.
  - (b) Each employee will receive a drug abuse awareness form, which will state it is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance in the work place. Each employee will sign and date this statement certifying that they:
    - (i) Understands and will abide by the Drug-Free Work Place Policy; and
    - (ii) Has knowledge of disciplinary actions, which may be imposed for violations of the Drug-Free Work Place Policy.

The signed and dated statement will be permanently maintained in the employee's personnel file.

- (c) All current employees will receive drug abuse awareness training. New hires will receive the training within the first six months of the date of hire. This training shall include:
  - (i) A definition of drug abuse;

- (ii) Information on specific drugs and the effects of drug abuse.
  - (ii) Dangers of drug abuse in the work place;
  - (iv) Availability of counseling and treatment services; and
  - (v) Disciplinary actions, which may be imposed on employees for violations of this policy.
- (d) If an employee violates the Drug-Free Work Place Policy, disciplinary action may be imposed according to established rules, regulations, and employment policies of the District or applicable labor agreement.
- (e) If an employee is convicted of violating any criminal statute while in the work place, they will be subject to discipline up to and including termination. Alternatively, the District may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
- (f) An employee is required to report within five days any criminal drug statute conviction occurring in the workplace to his immediate supervisor. The supervisor will immediately report such conviction to the General Manager or the District.

**Personnel Policy No. 46: NO SMOKING**

Smoking is prohibited in all District buildings, vehicles, and the properties on which the office and maintenance buildings are located. "NO SMOKING" signs shall be posted.

## **Personnel Policy No. 47: ANTI-HARASSMENT POLICY**

### **PURPOSE:**

The District will not tolerate harassment in any form, including sexual harassment, and this policy shall serve to declare and reaffirm that fact.

This policy is intended to enumerate the rights and responsibilities of District employees and management as they relate to allegations of harassment, provide a definition of sexual harassment, and outline applicable procedures for reporting and investigating an allegation of harassment. The District expects all employees to perform their work in a professional manner with a concern for the well-being of their co-workers and the public. Accordingly, all employees are encouraged to report any harassment that is suffered, suspected, or observed.

### **POLICY REGARDING WORKPLACE HARASSMENT:**

Any form of harassment on the job or related to the job, including harassment on the basis of race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, familial status, marital status, pregnancy, military/veteran status, or any other personal trait or characteristic, is absolutely prohibited and may result in severe disciplinary measures up to and including discharge from employment. Employment decisions shall be made without regard to these factors. Any conduct which could be offensive and create an intimidating, hostile, or offensive working environment on the basis of one of these factors is improper and is strictly prohibited. This could include, for example, racial epithets, religious jokes, age related comments, and references to cultural stereotypes. The District also prohibits any form of harassment by or against other persons (including customers, vendors, and visitors) who interact with the District in any capacity.

The District does not prohibit harassment merely as a "matter of compliance." There are far more important considerations. Harassment is simply unacceptable human behavior. It impacts victims by creating an uncomfortable working environment, harming mental and physical health, reducing job satisfaction, and impairing job performance. And it impacts the District by reducing productivity, lowering morale, increasing turnover, wasting resources, and damaging the District's reputation.

An employee, coworker, or manager who reasonably believes workplace harassment is occurring should report the alleged misconduct immediately. Any supervisor or manager who allows harassment to occur on the job, when the supervisor or manager knows or should have known about the harassment, may be subject to independent disciplinary action.

Retaliation by an employee accused of harassment, or any other individual subject to this policy, against any person because such person has complained of harassment, offered evidence of harassment, or assisted in any fashion in an investigation

conducted pursuant to this policy, will be subject to independent disciplinary action up to and including termination of employment.

**DEFINITION OF SEXUAL HARASSMENT AND POLICY REGARDING SEXUAL HARASSMENT:**

Sexual Harassment means any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature 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 the 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.

The District has zero tolerance for any type of sexual harassment. While sexual harassment can qualify as a form of discrimination, the serious and potentially criminal nature of this type of conduct mandate a broader approach to dealing with the issue. In addition to behaviors that violate the prohibitions outlined above and in relevant law, the District will also investigate and discipline any employee deemed to have committed any other conduct of a sexual nature determined to be inappropriate in a District employment setting, and any employee found guilty of any state or federal crime involving sexual misconduct while serving in his or her capacity as a District employee.

It is not the intent of the District to regulate the social interactions or relationships freely entered into by employees on their own time. However, the District strictly prohibits sexually unacceptable or improper behavior and affirms that all employees have the right to work in a safe environment free from harassment. Appropriate disciplinary action, up to and including termination of employment, shall be taken whenever the District determines a party subject to the provisions of this policy has violated this policy. Moreover, if a District investigation reveals the existence of conduct thought to be a violation of state or federal criminal law, the case will also be referred to appropriate law enforcement authorities if the reporting employee has not already taken this action.

**PROCEDURES:**

The sensitive nature and serious consequences inherent in a claim of harassment require any allegation be treated as confidential to the maximum extent possible. Any investigation resulting from a claim of harassment may include interviews with the complainant (person allegedly subject to the harassment), the accused employee (person alleged to have committed the harassment), the reporting party (if different from the complainant), witnesses, and District management. Any parties interviewed during the investigation will be directed to keep the matter confidential to the extent permitted by law.

A. Employee Responsibilities:

1. Any District employee who believes they are being harassed in the workplace, or believes they are being harassed as a result of their employment with the District, has the responsibility to take the following steps:

a. If the employee is comfortable approaching the person who is responsible for the harassing behavior, the employee shall:

i. notify the person responsible for the harassing behavior and request that the person stop behaving in such a manner; and

ii. immediately report the harassing behavior to either a direct supervisor, the Assistant General Manager, or the General Manager. Following notification of a harassment allegation, a supervisor/manager shall produce written documentation outlining the allegations and identifying all relevant facts and evidence.

b. If the employee is not comfortable approaching the person who is responsible for the harassing behavior, the employee shall immediately report the harassing behavior to either the complainant's direct supervisor, the Assistant General Manager, or the General Manager.

2. Any employee who believes that another employee is being harassed in the workplace or believes that another employee is being harassed as a result of that employee's employment with the District shall immediately report the harassing behavior to either a direct supervisor, the Assistant General Manager, or the General Manager.

3. Any employee who believes that they or another employee is being harassed by the General Manager shall notify the Chair of the Board of Directors.

4. No employee shall be retaliated against for complaining of offensive behavior or harassment, for offering evidence of such conduct, or for assisting in any fashion in the investigation of a complaint submitted pursuant to this policy.

It is the intent of the District that by defining an employee's responsibilities with regard to allegations of workplace harassment, as provided above, it may establish a process by which an employee has some choice in terms of the manner in which an allegation of harassment is reported.

B. District Responsibilities:

The District has an obligation to effectively investigate and remedy any allegation of workplace harassment.

1. When an employee's direct supervisor, the Assistant General Manager, or the General Manager is notified or becomes aware of possible harassment, they shall take immediate action in addressing the issue and ensuring that any harassment is stopped. Such supervisory individual shall also promptly notify the General Manager if the General Manager has not been made aware of the situation. The General Manager shall cause the alleged harassment to be investigated as deemed appropriate.

2. Such investigation will be done under the direction of the General Manager or their designee. In so doing, the General Manager may seek the assistance of the supervisor of the department of the affected employee.

3. Corrective action shall be taken if such investigation determines that:

a. a violation of this policy has occurred; and/or

b. a supervisor or manager actually knew or should have known of the harassment and failed to act.

Corrective action may include discipline up to and including termination for all persons determined to have violated this policy. Further corrective action may include required employee counseling and/or training as is deemed appropriate by the circumstances.

4. Regardless of whether or not a complaint results in corrective action, the General Manager or their designee shall report, in writing, the results of every investigated complaint to the Chair of the Board of Directors. The General Manager shall also convey the results to the complainant employee. The General Manager will keep a file containing all such complaints and the results of any related investigations.

## **Personnel Policy No. 48: 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 direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

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 on work location, whether they are a District employee or Director or not, 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. **[PLEASE NOTE: Threats or assaults that require immediate attention by police should be reported to the General Manager and to police at 911.]**



## **Personnel Policy No. 49: CONFLICT OF INTEREST**

No employee shall use their job or position or any confidential information received through their job or position to obtain financial gain, other than compensation provided by law, for themselves, a member of their 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).

**Personnel Policy No. 50: 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)

## **Personnel Policy No. 51: FLOOD ALERT PREPARATION**

During a natural flood disaster situation, the Lower Platte South Natural Resources District has a responsibility to work with other local, state, and federal agencies in a coordinated effort. The primary responsibility of the District will be the operation of projects (dams, levees, channels, etc.,) for which the District has assumed operations responsibility.

The District has developed and will annually review and update the Flood Alert Procedures Manual. This Manual identifies roles and describes responsibilities for District staff and addresses communications, monitoring and inspection, equipment and supplies, contractual services, and flood fighting techniques.

## **Personnel Policy No. 52: Code of Ethics**

Lower Platte South Natural Resources District is committed to the highest standards of conduct by and among District personnel in the performance of their public duties. Individual and collective adherence to high ethical standards by public personnel is central to the maintenance of public trust and confidence in government. The ethical District employee accepts the responsibility that their mission is that of servant and steward to the public.

The ethical District employee should:

- Properly administer the affairs of the District with honesty and impartiality.
- Promote decisions which only benefit the public interest.
- Actively promote public confidence in government.
- Keep safe all funds and other properties of the District.
- Conduct and perform the duties of their position diligently and promptly dispose of the business of the District.
- Maintain a positive image to pass constant public scrutiny.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- Maintain a respectful attitude toward the public, employees, members of the Board of Directors, and other agencies.
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the District.
- Faithfully comply with all laws and regulations applicable to the District and impartially apply them to everyone.

Persons who have reason to suspect a violation of this policy, or who have direct knowledge of behavior in violation of this policy should report that allegation of violations to their immediate supervisor or to the General Manager. Persons reporting alleged violations shall not be subject to retribution by the alleged violator, other employees, or management.

## **Personnel Policy No. 53: Community Service Leave**

The purpose of this policy is to establish the criteria and length of leave for employees who desire to take paid leave for community service activities. All full-time employees are eligible for leave under this policy. Part-time and occasional employees are not eligible for leave under this policy.

Upon employee request and with approval of their supervisor, employees may receive a total of sixteen hours of paid leave per calendar year for the community service activities listed below. This shall be the total number of hours that each employee may receive per calendar year as paid leave for community service activities, whether the employee participates in one or more of the activities below.

### **Fire and Rescue Work:**

An employee who is part of a volunteer fire and rescue unit may conduct volunteer work for such unit during normal business hours and receive paid leave for such volunteer work as a community service activity. The employee must receive prior approval from the employee's supervisor before being away from work.

### **Blood Donation:**

Employees who donate blood or who coordinate blood drives may conduct such volunteer work during normal business hours, as provided herein.

An employee may be allowed to take up to four hours as paid leave to donate blood as a community service activity once every twelve weeks (i.e., no more than four times a year). The employee must receive prior approval from the employee's supervisor before being away from work.

An employee organizing a blood drive may conduct such volunteer work during normal business hours as a community service activity. The employee must receive prior approval from the employee's supervisor before being away from work.

### **Voting:**

The LPSNRD will comply with Neb. Rev. Stat. § 32-922, which requires that each employee has at least two consecutive hours during the period that polling booths are open that the employee is not required to be at work. In Nebraska, polling booths are open from 8:00 a.m. to 8:00 p.m. in the Central Time Zone;

therefore, employees will be allowed to work no more than ten hours during the twelve-hour period that voting booths are open and their workday shall end no later than 6:00 p.m.

An employee volunteering to work at a voting booth may conduct such volunteer work during normal business hours as a community service activity if volunteer time is unpaid. The employee must receive prior approval from the employee's supervisor before being away from work.

**Service Clubs:**

An employee participating in service clubs, such as Lions, Rotary, and Kiwanis and other similar organizations, may participate in such organizations as a community service activity. The employee must receive prior approval from the employee's supervisor before being away from work.

In addition to community service leave, all employees, with approval from their supervisor and concurrence of the General Manager, may be allowed to use vacation leave for activities related to volunteer fire and rescue work, blood donation, voting activities and service clubs.

The District supports and promotes community service activities. Any exception or request for community service leave beyond these guidelines will be left to the discretion of the General Manager.

## **Appendix**

Weather Closing Procedures  
Compensatory Time Off Agreement  
Expense Voucher  
Request for Tuition Assistance  
Request for Tuition Reimbursement  
Wellness Program Guidelines  
NRD Wear Program Guidelines

## Weather-related Office Closing Procedures

### **Who decides?**

The General Manager (or Assistant General Manager in their absence).

### **When it is decided?**

General Manager (or Assistant General Manager) checks with the weather service and listens to the radio and makes a decision by **6:00 AM** to close or not close the office.

If weather conditions deteriorate during the work day, General Manager (or Assistant General Manager) makes a decision to close or not close the office and send everyone home.

### **How Notified?**

The General Manager (or Assistant General Manager) will text you. The plan is to have everyone notified no later than **6:30 AM**. If the weather is questionable, you may wish to not leave for the office before 6:30 AM or before leaving give your supervisor or the General Manager/Assistant General Manager a call.

Be advised that the office closure may be for all day or may be for part of the day, depending on the weather and road conditions.

According to Personnel Policy No. 6, when a decision is made to close the office, all staff will be directed to vacate the office or to not come in to the office. When the office is closed office hours will be treated similar to holiday leave for work-hours accounting purposes.

\*\*\*New\*\*\* We typically have several days each year when weather conditions will impact travel and schedules of employees. On these days employees are encouraged to work remotely for all or part of the day, considering coming into the office when conditions improve. Staff is encouraged to be prepared for working remotely if inclement weather is forecasted.



## **COMPENSATORY TIME OFF AGREEMENT**

In accordance with the Fair Labor Standards Act (FLSA), Lower Platte South Natural Resources District, a political subdivision of the State of Nebraska, has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week. A copy of this policy adopted in December 2016 has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week or other permissible work schedules. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I knowingly agree to the provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

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Employee Signature

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Date



REQUEST FORM FOR TUITION ASSISTANCE  
(prior to course taken)

Name of Employee:

Name(s) of course(s) requesting tuition assistance with:

Please provide information on why this course is of interest to you, how it will benefit you and your work for the District?

Time/date course is available:

If course must be taken during day, how do you plan on making that time up?  
Vacation Leave / Compensation Time / Working flex hours – if flex hours – what will be your schedule?

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by General Manager

\_\_\_\_\_  
Date

REQUEST FOR TUITION REIMBURSEMENT

Name of Employee:

Name(s) of course(s) requesting reimbursement:

Amount to be reimbursed (does not include fees or textbook costs):

Attach evidence of successfully completing the course.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved for Reimbursement by General Manager

\_\_\_\_\_  
Date

## LOWER PLATTE SOUTH NATURAL RESOURCES DISTRICT WELLNESS PROGRAM GUIDELINES

The Lower Platte South Natural Resources District recognizes that the physical and mental health of the employees can be a significant factor in productivity and efficiency, in employee satisfaction and turnover, and in associated personnel costs. The District will sponsor and encourage participation in a wellness program.

As an additional incentive the District shall reimburse employees 50% of the cost, up to \$30 per month, for the cost of membership to any recognized health club facility, based upon regular and active participation in a fitness program.  
(Personnel Policy No. 37)

### Guidelines and Requirements

Recognized health clubs may include such facilities as YMCA, YWCA, Sports Courts, the Racquet Club, Prairie Life Center, community facilities and others. An employee should verify acceptance of a particular facility with the General Manager or Wellness Coordinator.

Monthly participation visits to the health club facility should be observed.

Reimbursement of health club membership costs may be made monthly, or at least quarterly, using the regular expense form for employees.

## **Guidelines for NRD Wear District Awareness Program**

- The wearing of NRD wear will never be required under any circumstances.
- Except when more formal attire is appropriate, employees are encouraged to wear NRD wear when they anticipate being in the following situations: multi-district gatherings, such as NARD events; multi-agency meetings; public meetings; as presenters at workshops & in schools; as speakers to groups such as Kiwanis; NRD displays.
- The NRD will furnish each full-time and part-time District employee an annual clothing allowance of \$100 to be used only to order NRD wear from specified selected items approved by the General Manager. The NRD Forester, ENWRA Coordinator will also be furnished a similar allowance.
- The NRD will also furnish clothing to occasional employees on a case-by-case basis at the approval of the General Manager.
- In order to project a consistent image, placing the logo on non-approved clothing is not encouraged.
- An NRD wear order will be placed by the NRD one time during the year, following Board approval of the FY budget. Any allowance money not used by an employee at that time, during the fiscal year will be lost and will not carry over to the following year.
- Clothing furnished up to the amount of the annual clothing allowance will be considered a taxable fringe benefit. This information will be included on the annual W-2 form.
- NRD wear that is in good condition, may be swapped among NRD employees.
- NRD wear that has become stained, torn or reasonably deemed unwearable by the employee may be permanently disposed of by the employee.
- In the event an employee announces their intent to leave the district (resignation, retirement) after placing their NRD wear order, and before it arrives, the General Manager will make the decision on if the employee will keep the clothing.