

Western Ada Recreation District

Policy and Procedures Employee Handbook



Date of Last Revision: June 20th, 2019



To All Employees:

Welcome to Western Ada Recreation District (the “District”). Your employment with the District will help provide the quality service that our community has come to enjoy and expect. Please take the time to review this document in its entirety. You will be expected to have read and understand all portions of the District Policy Handbook. If you have questions regarding any aspect of the Handbook, please feel free to meet with the Secretary/Treasurer.

Introduction to Public Employment

Working for Western Ada Recreation District may be somewhat different from any employer you have worked for in the past. The District is a political subdivision of the State of Idaho, though it is not a part of state government. The Western Ada Recreation District Board of Directors serves as a governing body, carrying out local Idaho Code mandated duties and fulfilling other obligations to provide guidance for the District. The Board of Directors establishes general policy for the District and has primary authority to establish terms and conditions of employment with the District. The Board of Directors also appoints personnel to help carry out its administrative responsibilities.

As with all elected public officials, the Board of Directors is ultimately responsible to the voters of the Western Ada Recreation District. The terms set forth in this Employee Handbook reflect public entity policy at the time of its printing. They are subject to change at any time, without prior notice, and at the sole discretion of the Board of Directors.

Once again, welcome to the team, and we look forward to working with you!

Sincerely,

Western Ada Recreation Board of Directors

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HANDBOOK PURPOSE

The purpose of this Handbook is:

- o To establish a safe, efficient and cooperative working environment;
- o To establish the responsibilities and level of performance expected of all District employees; and
- o To explain benefits provided to eligible District employees.

This Handbook does not contain all of the information you will need during the course of your employment. You will also receive information through various written and oral notices. The Handbook is designed as a guide to promote consistent, fair, and uniform treatment of employees. The policies and procedures contained in this Handbook do not encompass or anticipate every situation, answer every question, or solve every problem about your employment. This Handbook does not contain all of the information you will need during the course of your employment. Consequently, the information contained within can only be a resource for employee education or training and cannot be construed as an employment contract. This Handbook is not to be considered in any way a contract or a guarantee of continued employment. District employees may resign or the District may terminate the employment relationship at any time for any reason. The District may, at the sole discretion of the Board of Directors, alter or amend this Handbook, or portions thereof, at any time without prior notice or consent by its employees.

AT-WILL EMPLOYMENT STATEMENT

All District employees are considered to be at-will. This means that either party, the employee or the District, may terminate employment at any time for any reason, with or without notice. This Handbook is not an employment contract. Only a signed written contract expressly authorized by the Board of Directors, specifying the employee involved, can alter the at-will nature of employment by the District. No contract of continued employment shall be implied by any supervisor or other District employee. This policy creates no rights, contractual or otherwise, on behalf of the employees of the District. No statements or conduct on the part of any District employee or director should be interpreted or relied upon as changing the “at-will” status of any employee.

GENERAL

Equal Employment Opportunity Statement

All District employment decisions; including classification, transfer, discipline, and discharge, will be made without regard to race, religion, gender, age, national origin, or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. All objections to application of the District’s policy in this regard shall be brought to the attention of the District’s Secretary/Treasurer, or in the case of objection to actions undertaken by the Secretary/Treasurer, to the Board of Directors.

Anti-Fraternization and Nepotism

The District believes that it is in the best interest of the organization and its employees to keep business and professional relationships separate from personal and family relationships. For this reason, the District will generally employ relatives only where: (1) neither employee will supervise, appoint, remove, or discipline the other; (2) neither relative will evaluate the work of the other; and (3) the working relationship will not create a conflict of interest or the appearance of favoritism. If two employees work in the same department, and are related as defined below, one will be transferred to a position in another department if this policy applies. If no other position is available, one may be asked to seek other employment. For purposes of this policy, “relatives” include spouses, siblings, parents and grandparents, children and grandchildren, nieces and nephews, and people living in the same household in a relationship substantially similar to the above.

Personal relationships between employees can often have an adverse impact on the working relationship similar to a situation where a relative is employed. A personal relationship between a supervisor and subordinate could later lead to allegations of unlawful sexual harassment, even if the relationship began as a consensual one. Even if the two employees are not in the same department, a personal relationship could have an adverse impact on the morale of others in the workplace; especially if inappropriate behavior is exhibited in the workplace. Personal relationships between co-workers can also give rise to potential liability for the District. Thus, the District discourages personal relationships between superiors and subordinates and between co-employees.

Any behavior that could be interpreted by any employee as the showing of favoritism due to a personal relationship is strictly prohibited. Employees are also directed that they are to maintain a professional demeanor in the workplace, and inappropriate behavior will not be tolerated. Employees who engage in romantic relationships with other employees of the District shall promptly notify the District's Secretary/Treasurer, of the existence of such relationship.

Media Release

By accepting employment you are authorizing full right and permission for the District to use your likeness, photograph(s), voice, statements or name without cost for advertising, publicity, trade or any other lawful purpose in any medium now or hereafter known, and understand that they hold the District harmless from any liability resulting therefrom.

Employees waive any right they may have to inspect and approve the finished product or such written or spoken copy that may be used in connection herewith and relinquish any present and future right, title or interest they may have in respect to the same or how it may be used.

EMPLOYEE CONDUCT

Personal Performance and Behavior

Each employee of the District is expected to conduct himself/herself in a manner which does not reflect adversely upon the District. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. Failure to follow these guidelines, or the workplace conduct guidelines listed below, may result in disciplinary action up to and including termination.

In order to accomplish the goals of the District as a public institution, each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions of the District and its officials. In order to accomplish this, each employee:

1. Shall be prompt and regular in attendance on the job.
2. Shall comply with dress standards that are established for his/her department. In the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a professional appearance to the public.
3. Shall dedicate primary efforts to District employment, with secondary employers subject to approval by the department manager and/or Board of Directors.
4. Shall not accept gifts or gratuities in any personal or professional capacity, which could create the impression that the giver was seeking favor from the employee or official.

5. Shall not release personnel information or any other public record without the express authority of the Secretary/Treasurer or Board of Directors. This includes statements to the media, on or off the record, about the company or personnel issues, especially in cases in which a lawsuit could arise.
6. Shall not engage in conduct away from work, which although not criminal, may reflect adversely upon the District or its officials. As part of the District, be thoughtful about how you present yourself in online social networks.
7. Shall not use substances, unlawful or otherwise, which will impair the employee's ability to function as a valued and competent part of the District's workforce. See the attached Addendum B for the District's entire Drug and Alcohol-Free Workplace Policy. Each employee is required to sign Addendum B as a condition of employment.
8. Shall not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Board of Directors.

Workplace Conduct

Each employee will be expected to conduct himself/herself in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of District employees but are intended to provide general guidelines.

1. Each employee shall give his/her best efforts to accomplish his/her work in accordance with policies and procedures adopted by the Board of Directors. Each employee shall be subject to the administrative authority of the manager who supervises the department where the employee works.
2. Each employee shall avoid conflicts of interest or using his/her public position for personal gain.
3. Each employee shall follow all rules for care and use of public property to assure that the public investment in equipment and the safety of other workers is protected.
4. Each employee shall abide by all departmental rules, whether written or issued verbally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of any jurisdiction, state or federal.
5. Each employee shall abide by the District's rules concerning the dissemination of information to the public from public records or about public matters. The decision to release information from the public records or to disclose writings or other information in the hands of a public official belongs with the Board of Directors. Each employee shall maintain the confidential nature of records, which are not open to public scrutiny in accordance with the direction of the Board of Directors. This includes personal statements on or off the record.
6. Each employee shall adhere to the defined work schedule and procedures for requesting an absence. Each employee shall follow the rules regarding the reporting of work hours and approval which must be given for pay record submittal.

7. Each employee shall follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work and will be determined by department supervisors.
8. Each employee shall follow all rules for reporting accidents on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order to eliminate workplace hazards provide for proper reporting of accidents related to employees or the public.
9. Each employee shall report any accidents that have taken place on District property or involving District property immediately. Each employee shall provide as much information as he or she can from his/her observations. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist those in need.
10. Each employee shall follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
11. Chemicals must be labeled properly and stored in a proper location that is off limit to patrons. Do not leave chemicals on the deck at any time. Do not mix chemicals together. Safety Data Sheets (SDS), as required by OSHA, are located in a binder at the front desk. You must read and understand the SDS before handling a chemical. Personal protective equipment is provided for all employees.
12. Some employees may need to maintain a valid driver's license if it is necessary for the function of their job. If so, he/she is obligated to report any state-imposed driving restrictions to his/her immediate supervisor and to notify his/her supervisor in the event that his/her driving abilities are impaired.
 - o District employees are prohibited from driving District vehicles without the express consent of the Pool Manager or Secretary-Treasurer.
 - o District employees operating District vehicles are prohibited from using cellphones, eating or engaging in any other distracting activity while driving the vehicle.
 - o Employees are not permitted, under any circumstances, to use District vehicles for personal purposes.
 - o District employees operating District vehicles may be required to authorize the District to perform a check of their driving record.
13. Each employee shall perform such obligations as are necessary to carry out the work of the District in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

Prohibited Workplace Conduct

The workplace conduct listed below will not be tolerated, and may be met with disciplinary action up to and including employment termination:

1. District employees shall not be present in the workplace under the influence of any substance which would impair the employee's ability to perform his/her work competently or threaten the safety and well-being of others. Such substances include, but are not limited to, prescription medications, alcohol, and illegal substances. See the attached Addendum B for the District's entire Drug and Alcohol-Free Workplace Policy. Each employee is required to sign Addendum B as a condition of employment.
2. District employees shall not engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language may include profanity and loud or harassing speech.
3. Employees shall remain attentive to their work at all times and shall not sleep or be absent from the assigned workstation when on duty.
4. District employees shall not use work time for personal business including selling of goods or services to the general public or spreading religious or political views to members of the public during their work shift. Employees should minimize the amount of work time spent engaged in similar activities with fellow employees.
5. Employees with access to the District's vehicles, tools, electronics, equipment and/or personal property are NOT allowed to take or use such items for their own personal use.
6. District employees shall not engage in political activities while on duty in public service. This rule shall not apply to elected officials or chief deputies to an elected official. Employees shall enjoy full political rights when not carrying out their work obligations.
7. District employees shall not provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
8. District employees shall not discriminate in the treatment of co-workers or the public on the basis of race, religion, gender, age, disability or national origin.
9. Smoking and the use of any form of tobacco or tobacco products are prohibited on all District property and in all District vehicles.
10. District employees shall not violate state statutes or local rules regarding the inappropriate use, alteration, destruction or removal of any public records required by law to be kept by the entity or by other public officials.
11. District employees shall not abuse employee benefit offerings by participating in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with the District policies.

12. District employees shall not violate rules concerning absence from the workplace without proper leave and shall obtain permission as required by the District policy for any absences.
13. While on the job, District employees shall not engage in prolonged visits with children, friends or family members, which interfere with the course of work in the office or department in which the employee serves.
14. District employees shall not use telephones/cell phones, copy machines, fax machines or computers in the workplace in a manner that disrupts the work or work flow; nor shall workplace telephones be used for non-local, personal calls or calls relating to the employee's personal interests.
15. District employees shall not engage in criminal conduct of any kind while on or off duty. District employees are expected to behave in a lawful and socially acceptable manner, and failure to do so is a violation of the trust placed in such employees by the public and the Board of Directors.
16. No employee personal purchases are allowed to be charged on the District's charge accounts, including credit card accounts.
17. District employees shall not use personal funds to pay for District expenses without prior authorization from the Secretary-Treasurer. In the rare event that an employee is authorized to use personal funds to pay for a District expense, the employee must submit the original receipt showing the amount paid, the date purchased and detail about what was purchased. Receipts must be authorized by the department manager, and turned into the Secretary/Treasurer for reimbursement within 30 days of the date of purchase.
18. No employee shall engage in conduct which violates the laws of the State of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §59-701, *et seq.* (Ethics in Government Act), I.C. §59-201 (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain). Employees shall not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.

Sexual Harassment

The workplace conduct listed below will not be tolerated, and may be met with disciplinary action up to and including employment termination.

District employees shall not sexually harass a fellow worker or member of the public at any time. Sexual harassment will not be tolerated in the District workplace. Employee conduct must not create a situation that alters the conditions of employment or creates an abusive working environment within the workplace.

Sexual harassment is illegal and contrary to the policies of the District. Sexual harassment involves making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature as condition of employment; or making submission to or rejection of such conduct the basis of employment decisions; or creating an intimidating, offensive, or hostile working environment by such conduct.

The following are examples of prohibited sexual harassment:

1. Verbal: Sexual innuendo, sexually suggestive comments, insults, jokes of a sexual nature or about sexual positions;
2. Non-verbal: Making suggestive or insulting noises, leering, whistling, making sexually-related gestures, posting sexually explicit pictures or drawings;
3. Physical: Touching, pinching, brushing against the body, coercing intimate contact, sexual intercourse or assault.

This list is not all-inclusive. Any conduct which might be deemed offensive by another person should be avoided

Any employee who believes they have been the subject of sexual harassment should report the alleged conduct immediately to the Secretary/ Treasurer. In the event that the Secretary/Treasurer is unavailable, the incident or circumstance should be reported to the District Board of Directors President. Any complaint about improper sexual conduct should be taken to the person first listed above unless practical considerations require otherwise. Any complaint about the sexually related conduct of one of the persons identified in this paragraph should be brought to another member of the Board of directors.

A confidential investigation (to the extent that confidentially is allowed by law) of any complaint will be undertaken promptly. Employees also have the right to contact the Idaho Human Rights Commission (Phone (208) 334-2873), the Equal Employment Opportunity Commission (Phone (800) 669-4000), or a private lawyer to discuss their legal rights. The District encourages each employee to use the procedures set forth in this policy to address any sexual harassment problems as quickly as possible.

Any employee found by the District to have sexually harassed another employee will be subject to appropriate disciplinary sanctions ranging from a written warning to termination. Retaliating or discriminating against an employee for complaining about sexual harassment is strictly prohibited and is subject to the same disciplinary actions listed above.

The District recognizes that whether sexual harassment has occurred requires a factual determination based upon all evidence bearing upon the issue. False accusations of sexual harassment can have serious effects upon those accused and others in the workplace. All employees are requested to strictly follow the reporting procedures set forth in this policy and required to maintain confidentiality in all matters pertaining to claims of sexual harassment.

The foregoing lists are not all-inclusive. Violation of any of the rules set forth above shall be grounds for disciplinary action, including possible dismissal. The rules contained in this personnel policy manual are subject to change at any time in the sole discretion of the Board of Directors.

Child Protection Policy

The District's mission to provide and promote safe aquatic recreation opportunities involves children. It is absolutely crucial that children who come to the District's pool facilities, take swimming lessons, or participate in any other programs are safe at all times, that they feel safe, and that they are respected and cared for by District employees.

The security of the District's Pool facilities and safety of the young people and others who visit the pool, enroll in swim lessons or participate in any of the District's programs is of utmost importance to the District. Children must not only feel safe with all the staff members, they must be safe and free from the threat or possibility of being harmed in any way. As a result, and because of the public's trust in our agency, the District will take measures to ensure that employees hired are free from any background or record of abusing children.

In addition to the interview process, the District will initiate pre-employment background checks on all prospective employees through a third party to ensure there is no record that would create concern and indicate there has been injury or abuse of a child or children in that applicant's past. This background check will be run, with the applicant's authorization, prior to finalizing a job offer with that individual. A conditional job offer may be made contingent on successful completion of the background check. References will be checked and should any concerning information be obtained, the information will be followed up and looked into prior to finalizing the hire. In addition, an Internet search will be conducted prior to employing an individual to ensure he or she is not on the Sex Offender Registry.

In addition to the pre-employment background checks, this policy will be shared with employees as part of their training on what interaction with children at the pool is acceptable and what behavior or situations are not acceptable.

Employees must be very careful with any touch of a child. It is the nature of pool employees, particularly those teaching swimming lessons to have need to touch a child on his/her stomach and/or back to help them float in the water. Care must be taken to ensure the touch is only what is required and remains on the child's stomach and/or back and away from any place on the body which could cause concern or fear in the child. High fives, fist bumps, and shoulder pats are appropriate touches for commendation; employees are not encouraged to hug or otherwise touch a child. Employees must make absolutely certain that any touch may not be mistaken for any type of sexual advance.

Employees are to nurture children, helping them to learn, to build confidence and self-esteem. To that end, employees may never strike or treat a child in a rough manner.

District employees are not to be alone with a child at any time. If an employee finds themselves in the restroom or other private area with a child, he/she must exit as soon as possible or locate another employee. If one-on-one conversation is required between a child and employee, the employee is to ensure they are visible to others.

If any interaction with a child causes concern for an employee, he/she must alert his/her supervisor immediately.

If any employee observes or suspects inappropriate contact with a child, he or she is to report it immediately to the Pool Manager or the Secretary/Treasurer

All employees must adhere to this policy without exception. Any employee who abuses a child, or fails to abide by this policy, will be subject to the disciplinary process up to and including immediate termination and reporting to the police for potential criminal prosecution, if appropriate.

Use of District Electronics

All District-owned equipment and electronics shall be used solely for the purpose of meeting the District's operational and business purposes. All computers and equipment, including but not limited to records, software, hardware, and communications are District property. No personal use of District equipment is allowed.

The District shall have the right to monitor the use of such property at any time. Users shall not have any expectation of privacy as to the use of District computers and electronics including but not limited to e-mail communications and internet information that is drafted accessed, viewed, received, sent, forwarded, copied or downloaded.

The District, at all times, reserves the right to conduct searches and inspections and otherwise monitor all computer-related information, data, communications, all files stored in District networks owned or leased by the District, or on any other storage medium provided by the District for District business including but not limited to flash drives, hard drives, tapes, storage devices, and compact disks in order to monitor compliance with this policy.

Employees are not to download or install personal copies of software or data on any District computer or electronic device.

Inappropriate use of District equipment may result in disciplinary action, up to and including termination.

Use of Personal Electronics During Work

While at work, employees are expected to focus their attention on their work assignments and duties, free from the distractions of their personal cell phones. Personal cell phones are to be stored in the employee locker while working. Employees are welcome to use their phones while on their breaks, or before or after their shifts.

Family members are encouraged to refrain from texting or otherwise communicating with their family member who is working. In the event of emergencies, family members needing to reach a District employee while working may telephone the main number of 208-888-3267.

Staff members caught using their cell phone while working will be reminded to put them away and not text or otherwise be on their phones. If the behavior recurs, the staff member will be subject to District's corrective action policy. Failure over time to adhere to the "no phone at work" rule, may subject the staff member to disciplinary action up to and including termination.

Some employee's may receive a District-provided cell phone. In such cases, the use of the District-provided cell phone shall be governed by the attached Addendum D.

Social Media

Employees may not post financial, confidential, sensitive or proprietary information about the District, patrons, employees or applicants on any social media.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the District, patrons, employees or applicants.

Employees are also prohibited from commenting on behalf of the District in media outlets including but not limited to internet chat rooms, social networking websites and other public forums. The District may monitor content publicly available on the Internet. Policy violations may result in discipline up to and including termination of employment.

Workplace Safety and On the Job Injuries

We all play a critical role in the success of the District. Your support and involvement in safety programs are vital to achieving a safe work environment. Violations of safety and security rules may result in disciplinary action, up to and including termination. Please read this section carefully and ask your supervisor any questions you may have regarding safety and your responsibilities as a District employee.

If you have an accident, you must report it immediately to your Supervisor and the Secretary/Treasurer, even if there is no personal injury or property damage.

The District carries Worker's Compensation insurance on all employees at no cost to the employee. All on-the-job injuries shall be reported to the department manager and Secretary/Treasurer as soon as possible to allow for timely filing of worker's compensation claims. Concerns associated with injured worker status may be brought before the Board of Directors via the Secretary/Treasurer for review.

If you or someone else is injured while at work:

1. Notify your supervisor immediately. As soon as possible, the supervisor and employee should fill out an accident form and turn in to the Secretary/Treasurer.
2. If the injury is life threatening, or if the injured person should be immobilized, call 911 immediately.
3. If the injury is non-life threatening the injured person is to be taken to the nearest urgent care facility, or emergency room if urgent care is unavailable.

You are encouraged to address any issues that you feel may constitute a safety concern with your supervisor.

The safety and health of each employee is of great importance and concern to the District. For this reason, we encourage and maintain safe work attitudes and conditions in a number of ways. Among other things, safety at work is the result of proper job instruction, suitable and well-maintained equipment, good housekeeping, regular safety inspections and special training, when needed.

Even though every reasonable precaution is taken to provide safe and healthful working conditions, **it takes constant effort by all employees to make the workplace accident-free.**

Please remember not to operate any equipment or perform any job function until you have been properly trained to do so. Never take a "short cut" in your work that may violate a safety instruction, rule, procedure or policy.

If you are sick or taking any prescription or non-prescription drugs that may make you drowsy, less alert, or which may impair your ability to safely perform your job, you MUST notify your supervisor. Do not operate any equipment. A written release from your doctor may be required. (Note: You should not provide the name of the medication or the underlying diagnosis, but you should advise your Supervisor if the medication has safety restrictions).

EMPLOYEE COMPENSATION AND BENEFITS

Classification of Employees

This section explains the different classifications of employees and explains what an employment classification means.

Employment Status:

1. All employees of the District are “at-will”, meaning that either the District or the employee may terminate employment at any time for any reason.
2. Changes in employment status may be made at any time as directed by the Board of Directors.
3. The District retains full authority, without prior notice, to modify the general terms and conditions of employment.

Employee Status:

The classification of the position you hold with the District may affect the status of obligations or benefits associated with your employment. The primary classes of employees and their respective status is outlined as follows:

Temporary/Seasonal Employees

Non-Exempt Temporary Employees:

All employees of the District, except for full or part time exempt employees as set forth below, are seasonal employees. No benefits are provided, except those required by law or those provided by express written authorization of the Board of Directors. **It is understood that employment is temporary and ends with the season or at the discretion of the District.** The District provides overtime compensation for hours worked in excess of 40 per week in accordance with the Federal Fair Labor Standards Act (“FLSA”); however, overtime is not to be worked unless first approved in writing by your supervisor, or when absolutely necessary in an emergency.

Permanent Employee Classifications

Part-time Exempt Permanent Employees:

Benefits shall be offered to the employee as determined by the Board of Directors. Exempt employees are not eligible for overtime compensation and are expected to work as much of each work day as is necessary to complete their job responsibilities. This is a year-round position.

Part-time Non-Exempt Permanent Hourly Employees:

Benefits may or may not be offered to the employee as determined by the Board of Directors. The District provides overtime compensation for hours worked in excess of 40 per week in accordance with FLSA laws; however, overtime is not to be worked unless first approved in writing by your supervisor, or when absolutely necessary in an emergency. This is a year-round position with limited hours during winter months.

Compensation

Establishment of Pay System

The District compensates employees in accordance with decisions by the Board of Directors. Pay for any given position is subject to the annual budgetary process, and as such may be subject to increase, reduction or status quo maintenance for any time period. The Board of Directors may grant authority to the department managers to establish wages and compensation for subordinates, but retains the right to override those decisions at any time, as they may deem necessary.

Compliance with State and Federal Pay Acts

The District shall comply with all State and Federal pay acts respecting the compensation of employees for services performed in the public service.

Right to Change Compensation

The District reserves the right to change general compensation for any reason deemed appropriate by the Board of Directors. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent District budget.

Promotions and Compensation

Compensation for all employees is established by action of the Board of Directors or the department manager, as allowed by the Board of Directors. Promotions and changes in status may be recommended and made by supervisors in each of the operating departments, but final authority regarding compensation rests with the Board of Directors.

Payroll Procedures

Reporting and Verifying Time Records

It is the responsibility of each employee to properly record time that he or she has worked during a payroll period in the manner provided for by the District. The District utilizes an automated system for employees to clock-in and clock-out. Each time sheet shall bear the signature of the employee's supervisor indicating that the hours claimed were actually worked. Managers shall turn in the approved time sheets to the Secretary-Treasurer by the Tuesday preceding the payroll.

Employees are not allowed to clock-in or clock-out for other employees. This is considered fraud and is a violation of policy that may result in disciplinary action up to and including termination.

Work Periods

Each employee is responsible for monitoring the status of hours worked in each workweek. The District's work week is 12 a.m. Monday through 11:59 p.m. on Sunday of each week. Overtime will be allowed only when authorized in writing by the employee's supervisor, or when absolutely necessary in an emergency.

Breaks

Unpaid meal breaks of more than 30 minutes may be offered during your shift. If so, employees must clock-out for unpaid meal breaks upon the direction of their supervisor. Additional shorter, paid breaks may be offered to accommodate personal matters such as restroom visits, refilling water bottles, etc. Breaks must not be taken where they will distract fellow associates from their job responsibilities. Employees should consult their supervisor with any questions about breaks.

Paychecks and Paydays

Paychecks are issued by the office bi-weekly every other Friday. Each pay period is two weeks long and begins Monday and ends Sunday. Paychecks are issued on the Friday following the end of the pay period.

If payday falls on a weekend or a holiday, checks/direct deposits will be issued the workday before. Paychecks are available through the department manager after 3:00 p.m. on payday. In the event an employee chooses to have his/her paycheck direct deposited to a bank account or prepaid debit card, direct deposits will be available by business opening on payday.

Failure by the employee or the department manager to submit accurate timesheets to the District's main office in the timeframe noted above may result in delayed paychecks and/or direct deposits.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Employees can view their paystubs electronically. Paper paystubs are available on request from the Secretary/Treasurer. Information shown on the employee's paycheck stub is provided for information only. Any questions or discrepancies should be brought to the attention of the Secretary/Treasurer immediately – **before** cashing the paycheck. If there is an error on the paycheck, do not throw the paycheck away. You must return it to the Secretary/Treasurer.

Direct Deposit and Prepaid Debit Cards

You have the option to receive your pay in a payroll check, have your pay deposited into your bank account through our direct deposit program, or have your pay loaded onto a prepaid debit card. We encourage all employees to take advantage of the direct deposit and prepaid debit card programs. This allows you to receive your money regardless of whether you work on payday. See your supervisor or the Secretary/Treasurer with any questions you may have.

Payroll Deductions

In accordance with Idaho Code §45-609 or any successor statute, no payroll deductions will be made from an employee's paycheck unless authorized by the employee in writing or otherwise required by law.

Employee Benefits

This section explains employee benefits for each job classification, including leaves of absence. **No benefits, except those required by law or those provided by express written authorization of the Board, are available to Temporary/Seasonal Employees.**

The District offers a number of employee benefits offerings to permanent employees, which are subject to change or termination at the sole discretion of the Board of Directors. Each is subject to the specific terms of its respective insurance policy and/or official resolution of the Board of Directors.

1. **Vacation Leave:**
Because of the seasonality of the work and the flexibility to take time off, the District does not offer a paid vacation program.
2. **Sick Leave:**
Because of the seasonality of the work and the flexibility to take time off, the District does not offer a paid sick leave program.
3. **Leaves of Absences:**
The Board of Directors may approve leaves of absence, with or without pay, on a case-by-case basis for permanent employees.
4. **Military Leave:**
Unpaid leave of absence will be granted for a maximum of fifteen calendar days to participate in ordered and authorized field training under the National Defense Act. Our public entity employment policy will comply with provisions of Idaho Code §46-224, *et seq.*, or its successor, as those Code provisions govern leaves of absence for military service.
5. **Jury Duty:**
Employees summoned for jury duty are granted an unpaid leave in order to serve if they give reasonable advance notice to their supervisor that they will need time off to serve. The District would appreciate as much notice as possible of your need to report for jury duty.

6. Travel Expense Reimbursement:

Employees are not permitted to travel for work without prior authorization from the Board of Directors. An employee traveling on authorized District business shall be reimbursed for expenses incurred in completing his/her work-related assignment in accordance with the policies established by the Board of Directors. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested. Failure to provide receipts will result in charges not being reimbursed. See the Secretary/Treasurer for a current copy of the Board of Directors approved Travel Policy.

7. District Credit/Charge Cards:

District issued credit or charge cards are to be used solely for District purposes and will be available at the discretion of the Board of Directors. See the attached Addendum C for the entire policy. Each employee issued a credit/charge card will be required to sign Addendum C as a condition of employment.

8. Reduction in Benefits:

The District, through its Board of Directors, reserves the right to change, condition, or terminate any benefits set forth in this section. No employees shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

9. Benefits for Part-Time or Seasonal Employees:

Part-time or seasonal employees shall receive no benefits unless specifically outlined in the compensation policy.

10. Insurance Coverage Available to Employees:

The District provides a Cafeteria Plan of Benefits to eligible employees, which includes medical, dental, and vision insurance plus Flexible Spending Account (FSA) benefit to permanent employees after a 60-day probationary period. The annual District contribution is based on budgetary constraints and may change from year to year.

The employee may also contribute to the FSA account on a pre-tax basis up to the federal limit. If applicable, the amount of the employee's annual contribution will be determined at the beginning of each plan year, which runs January 1 through December 31. All coverage is subject to policy terms and to change at any time.

11. Family and Medical Leave Act:

The District is subject to the Family and Medical Leave Act (FMLA), which applies to all "eligible employees" of the District as that term is defined under the FMLA. The District's notice to employees regarding the FMLA follows.

FMLA Notice

The District provides the following notice regarding the Family and Medical Leave Act (FMLA) to all eligible employees:

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- o for incapacity due to pregnancy, prenatal medical care or child birth;
- o to care for the employee's child after birth, or placement for adoption or foster care;
- o to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- o for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service-member is:

- o A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness¹; or
- o A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.¹

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

¹ The FMLA definitions of "serious injury or illness" for current service-members and veterans are distinct from the FMLA definition of "serious health condition".

¹ The FMLA definitions of "serious injury or illness" for current service-members and veterans are distinct from the FMLA definition of "serious health condition".

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- o interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- o discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

PERFORMANCE APPRAISALS AND DISCIPLINE

Performance Appraisals – Non-Exempt and Seasonal Employees

Each employee may be evaluated on an as-needed basis, using appropriate and necessary evaluation tools, to assess his/her job performance. Each evaluation will be given by the department head on the basis of the direct supervisor's observations of the employee's performance, the accuracy and quantity of the employee's work, and additional efforts expended by the employee on behalf of the District. Each evaluation shall be written and shall be placed in the employee's permanent record file. Evaluations may be used to determine your eligibility to be rehired.

Performance Appraisals – Non-Exempt and Exempt Permanent Employees

The Board of Directors shall conduct performance appraisals for all exempt employees. Evaluations will be intended to measure progress and commitment to the success of the District, as well as the ability to manage job duties effectively. Evaluations shall be written and shall be placed in the employee's permanent record file.

Overall performance will be under evaluation. In broad terms, this may include, but is not limited to:

- Quantity and quality of output;
- Dependability in following instructions and completing assignments;
- Presence and punctuality;
- Personal conduct and adherence to District policies, procedures and practices;
- Attitude toward vendors, employees, cohorts, etc.; and
- Cooperation and teamwork effort of completing a job.

Employee Personnel Files

Personnel Record

The official employee records for District will be kept in the District's main office. Any supervisory personnel or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. No benefit, medical or health related information is to be retained in the personnel file, but rather is kept in a separate confidential medical file under the control of the Secretary/Treasurer. Each employee shall have the right to review materials placed in his/her personnel or medical file at any reasonable time and with the Board of Directors permission. Copies of materials in a personnel file are available to each employee without charge. Personnel files shall not be removed from the District's head office.

Access to Personnel Files

It is the practice of the District to allow limited access to the personnel file for any employee. Those authorized to evaluate materials in a personnel file include supervisory personnel in the relevant department, payroll personnel, members of Board of Directors and their staff, and the employee himself/herself. Information regarding personnel matters will only be provided to outside parties with a release from the employee or in other circumstances where release is deemed appropriate or necessary with the concurrence of both the official supervising the records and the Board of Directors.

Management of Information in Personnel Files

Each employee shall be provided an opportunity to contest the contents of his/her personnel file at any time. This is to be done by filing a written objection and explanation, which will be included in the file along with the objectionable material. In the sole judgment of the Board of Directors, any offending material may be removed upon a showing by the employee that it is inaccurate or misleading.

Changes to Personal Information

If the employee needs to change or amend personal data such as legal name, address, bank account data (for direct deposit purposes), or tax documents, that employee should seek assistance from the Secretary/Treasurer at the District's main office. It is important to keep the District informed of these changes so important IRS notices and other required notifications are received.

Employee Discipline Procedures

As set forth in this Handbook the District has established policies and procedures for the convenience and protection of its employees. A violation of any of these policies and procedures is considered misconduct and appropriate disciplinary procedures will be initiated.

Disciplinary action may include, but is not limited to, the following:

- Oral warnings
- Written warnings
- Suspension with or without pay
- Termination

Disciplinary actions are noted in the employee's personnel file. Serious misconduct may result in immediate suspension and/or immediate discharge, without notice.

Management will determine the appropriate disciplinary action. There is no guarantee that one form of disciplinary action will necessarily precede another. Nothing in this policy is intended to alter the at-will nature of District's employment relationships with employees.

Training and Development

Training is done by the supervisor who is responsible for your designated work area. The supervisor will be providing the necessary tools and equipment to begin on-the-job training. If at any time you feel that you cannot complete a task for any reason please make sure that you notify your supervisor immediately. Training is job related, which means that you will be trained on the job that you will be required to do. If at any time you feel that you cannot complete a task that is required of you please notify your supervisor immediately.

SEPARATION FROM EMPLOYMENT

Reduction in Force

Because this is a publicly-funded entity, any and all positions can be defunded at any time. Employee assignments may be affected by reductions in staff made due to economic conditions or to changes in staffing and workload. The Board of Directors reserves the right to make any changes in staff or assignment of resources that it deems to be in the organization's best interests. Decisions about the functions to be reduced are not subject to an appeal process.

Seasonal employees are separated automatically at the end of the season and must re-apply for employment the following year. A final paycheck will be issued at the next regular payroll date.

Resignation

Employees are asked to provide their intent to resign to their supervisor(s) or the Board of Directors in writing and provide two-week's notice whenever possible. Employees who are absent from work for three consecutive days without contacting his/her supervisor or the Secretary/Treasurer will be treated as a voluntary resignation and terminated at the end of the third day.

Final Evaluation and Exit Interview for Permanent Employees

When permanent employees separate from District service, if an evaluation has not been performed within the most recent six-month period, the supervisor may conduct an evaluation of the individual's performance prior to separation from employment.

Each permanent employee who terminates from employment with the District may also participate in a brief exit interview, in which the employee shall be notified when certain benefits will terminate and when final pay will be issued. In lieu of a formal interview meeting, the information may be given to the terminated employee in letter format.

ADDENDUM A

ACKNOWLEDGMENT OF RECEIPT OF WESTERN ADA RECREATION DISTRICT EMPLOYEE HANDBOOK

I, _____ acknowledge receipt of the Western Ada Recreation District EMPLOYEE HANDBOOK adopted by the Board of Directors on 06/20/2019.

I understand that it is my responsibility to read and review this Handbook and ask any questions I may have. The Handbook can be found at www.westernada.org on the Summer Employment tab. A hard copy of this Handbook is located at the front desk. Additional copies are available from the Secretary-Treasurer upon request.

I understand that this Handbook is not a contract and cannot create a contract.

I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Handbook and any additional rules, regulations, policies or procedures imposed by the department in which I work, whether or not I choose to read the Handbook.

I understand that this Handbook may be modified without prior notice to me.

I understand that, should this Handbook be modified, I will be provided with a copy of the modifications.

I understand that this Handbook and modifications may be provided to me in either paper format or by electronic access.

I UNDERSTAND THAT ALL DISTRICT EMPLOYEES ARE “AT-WILL” EMPLOYEES, WHICH MEANS THAT AN EMPLOYEE IS FREE TO RESIGN AT ANY TIME JUST AS THE DISTRICT IS FREE TO TERMINATE AN EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE. NO STATEMENTS OR CONDUCT ON THE PART OF ANY DISTRICT EMPLOYEE, OFFICER, OR BOARD MEMBER SHOULD BE INTERPRETED OR RELIED UPON AS CHANGING THE “AT-WILL” STATUS OF ANY EMPLOYEE’S EMPLOYMENT.

Printed employee name: _____

Employee Signature: _____ Date: _____

For office use only:

Acknowledgment of receipt by Western Ada Recreation District office

Employee Signature: _____ Date: _____

ADDENDUM B

ACKNOWLEDGEMENT OF RECEIPT OF WESTERN ADA RECREATION DISTRICT DRUG AND ALCOHOL-FREE WORKPLACE POLICY

Western Ada Recreation District (the “District”) is a drug and alcohol-free workplace. Drug use and alcohol misuse has many health and safety consequences. It is imperative that all employees are not impaired and provide the safest environment possible for our patrons.

The purpose of this policy is to define what it means to be a drug and alcohol-free workplace and what happens if an employee is believed to be impaired and/or under the influence of either, including prescription drugs.

This policy applies to all employees of the District. The Secretary/Treasurer and the Board of Directors (the “Board”) is responsible for policy administration.

Drug Free Workplace Rules for Employees

Whenever employees are working, are operating any District vehicle, are present on District premises or are conducting District work offsite, they are prohibited from:

- a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug, including possession of drug paraphernalia.
- b. Being under the influence of alcohol or an illegal drug as described in this policy
- c. Possessing or consuming alcohol.

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee’s body system, while performing company business or while in a company facility is prohibited.

The District will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Employees are subject to testing based on (but not limited to) observations of the Supervisor of apparent workplace use, possession or impairment. If another employee observes suspicious behavior or reports suspicion of another employee using drugs or alcohol at work, he/she is to report this immediately to his/her supervisor.

The supervisor is to personally observe the employee and report the concerns to the Secretary/Treasurer or to a Member of the Board immediately. If the behavior and suspicion is corroborated by the Supervisor, Secretary/Treasurer or Board Member, the employee in question may be required to be tested for legal or illegal drugs or alcohol. Symptoms of possible impairment can include: red eyes, slurred speech, erratic behavior, inability to comprehend instructions, slow reactions, smell of alcohol/marijuana, inappropriate responses to others, etc. Supervisor and/or higher level management must document observations on the Observation Form (Exhibit A to this policy). If the results of the Observation Form indicate further action is justified, the highest-level management involved should confront the employee with the documentation with another member of management. **UNDER NO CIRCUMSTANCES SHALL THE EMPLOYEE BE ALLOWED TO DRIVE HIM/HERSELF HOME OR TO THE TESTING FACILITY.** A member of management must escort the employee or make arrangements for the employee to be transported home or to the testing facility [See below for testing of employees under age 18].

Post-Accident Testing

Employees are subject to testing when they cause or contribute to an accident that seriously damages District property (i.e. vehicle, machinery, equipment, etc.) or results in their own or others' injury requiring offsite medical attention. Testing must take place within two hours following the accident. **UNDER NO CIRCUMSTANCES WILL THE EMPLOYEE BE ALLOWED TO DRIVE HIMSELF OR HERSELF TO THE TESTING FACILITY.**

Consequences

Employees testing positive or are otherwise found to violate this policy are subject to discipline, up to and including termination. Depending on the circumstances and the employee's work history/record, the District may allow the employee to return to work on a "last-chance basis" pursuant to mutually agreeable terms, which could include follow up drug testing at times and frequencies as determined by the District for a specified period of time. If an employee goes to a rehabilitation program but does not complete the program or otherwise tests positive for drug or alcohol use after the "last-chance" is provided, he or she will be subject to immediate termination of employment.

Collection and Testing Procedures

Employees subject to alcohol testing should be driven to a District-designated facility and directed to provide breath specimens. Breath specimens should be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen should be tested approximately 20 minutes later. The results of the second test should be determinative. Alcohol test may, however, be a breath, blood or saliva test, at the company's discretion. For the purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Drug Testing

Employees subject to drug testing should be driven to a District-designated medical facility and directed to provide urine specimens. Employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens should be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory should screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage. The laboratory should transmit all positive drug test results to a medical review officer (MRO) retain by the District, who should offer persons with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test. In no event should a positive test result be communicated to the District until such time that the MRO has confirmed the test to be positive.

Consequences

Employees who refuses to cooperate in required tests or who use, possess, buy sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. **IF THE EMPLOYEE REFUSES TO BE TESTED, YET THE COMPANY BBELIEVES HE OR SHE IS IMPAIRED, UNDER NO CIRCUMSTANCES WILL THE EMPLOYEE BE ALLOWED TO DRIVE HIMSELF OR HERSELF HOME.**

The first time an employee test positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.

Pay During Testing

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be schedule to discuss the results of the test. This meeting will include a member of management and the Secretary/Treasurer or Board Member. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO should be kept confidential to the extent required by law (HIPPA, others) and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

REASONABLE SUSPICION AND POST-ACCIDENT TESTING PROTOCOL

1. The employee will be advised that the District has reasonable suspicion to believe that he or she is affected by illegal drugs or alcohol (or that policy requires that the employee be test post-accident) and that this test is being offered to confirm or deny this suspicion.
2. The employee will be transported to the District’s contracted testing facility (e.g. health services, urgent care or the emergency department). One member of management or a designated attendant will accompany the employee. **UNDER NO CIRCUMSTANCES WILL THE EMPLOYEE BE ALLOWED TO DRIVE HIMSELF OR HERSELF TO THE TESTING FACILITY. [See following section if the employee is under age 18.]**
3. Prior to leaving for the testing facility, the Supervisor or other management member will contact the testing facility to inform it that a staff member from the District will be arriving and will need a drug or alcohol test completed.
4. The employee should be provided water to drink prior to leaving the District premises.
5. The employee should be given reasonable time – not to exceed 15 minutes – to secure photo ID in the company of a District representative.
6. The employee to be tested must present a photo ID (i.e., driver’s license or state ID card, etc.) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings the photo ID with him or her when leaving District premises.
7. The employee to be tested must sign a consent form provided by the testing facility. Refusal to sign is addressed under the “Consequences” section of this document.
8. A District representative must sign as a witness to the collection procedure, along with the tested employee
9. After returning to the company or when leaving the testing facility, the supervisor/manager must make arrangements to transport the person home. Under no circumstances will the tested employee be allowed to drive himself or herself home.

Drug Testing of Minors

The District hires many seasonal employees under the age of 18. Minors do not have the legal right to consent to drug testing in reasonable suspicion nor post-accident testing. In the event a minor employee needs to be tested, the employee’s Parent or Guardian must be contacted. The Parent or Guardian may transport the employee to the testing facility and would be responsible for providing consent to testing. Should the Parent or Guardian refuse to consent to testing the minor employee, the same consequence to the employee will occur as if him/herself had refused to consent to testing: The employee will be terminated.

I hereby certify that I have received a copy of the Drug and Alcohol Policy of Western Ada Recreation District.

Printed employee name: _____

Employee Signature: _____ Date: _____

For office use only:

Acknowledgment of receipt by Western Ada Recreation District office

Employee Signature: _____ Date: _____

EXHIBIT A

**WESTERN ADA RECREATION DISTRICT
REASONABLE SUSPICION OBSERVATION FORM**

<u>Employee Name:</u>	<u>Date Observed:</u>
<u>Social Security Number:</u>	<u>Location Observed:</u>

This checklist must be completed when an employee of the Western Ada Recreation District (the "District") is suspected of drug or alcohol use. A supervisor or approved representative shall note all pertinent behavior and physical signs or symptoms that led to the reasonable belief that the employee is under the influence of alcohol or prohibited drug substance. A second witness is required to confirm the observed behaviors.

Cause for Suspicion

Observed possession or use of a controlled substance and/or drug paraphernalia (specify)

Observed unusual or erratic behavior (specify)

Observed Personal Behavior Checklist

Appearance	<input type="checkbox"/> Normal <input type="checkbox"/> Disheveled <input type="checkbox"/> Profuse sweating <input type="checkbox"/> Dilated/constricted pupils	<input type="checkbox"/> Flushed <input type="checkbox"/> Bloodshot eyes <input type="checkbox"/> Puncture marks <input type="checkbox"/> Tremors/shaking	<input type="checkbox"/> Pale <input type="checkbox"/> Having odor <input type="checkbox"/> Inappropriate wearing of sunglasses
Breath	<input type="checkbox"/> Alcohol odor	<input type="checkbox"/> Marijuana odor	<input type="checkbox"/> Vomit odor
Speech	<input type="checkbox"/> Normal <input type="checkbox"/> Mumbled <input type="checkbox"/> Silent	<input type="checkbox"/> Confused <input type="checkbox"/> Incoherent <input type="checkbox"/> Shouting	<input type="checkbox"/> Slurred <input type="checkbox"/> Slowed <input type="checkbox"/> Rambling
Awareness	<input type="checkbox"/> Normal <input type="checkbox"/> Confused <input type="checkbox"/> Euphoria	<input type="checkbox"/> Disoriented <input type="checkbox"/> Lethargic <input type="checkbox"/> Drowsy	<input type="checkbox"/> Sad/crying <input type="checkbox"/> Paranoid <input type="checkbox"/> Hyperactive
Attitude	<input type="checkbox"/> Normal <input type="checkbox"/> Combative <input type="checkbox"/> Insulting <input type="checkbox"/> Excited	<input type="checkbox"/> Carefree <input type="checkbox"/> Paranoid <input type="checkbox"/> Mood swings <input type="checkbox"/> Cooperative	<input type="checkbox"/> Calm <input type="checkbox"/> Hilarious <input type="checkbox"/> Talkative <input type="checkbox"/> Polite
Motor Skills, Balance	<input type="checkbox"/> Normal <input type="checkbox"/> Falling	<input type="checkbox"/> Swaying <input type="checkbox"/> Staggering	<input type="checkbox"/> Slow <input type="checkbox"/> Shaky
Walking & Turning	<input type="checkbox"/> Normal <input type="checkbox"/> Needs Support	<input type="checkbox"/> Swaying <input type="checkbox"/> Staggering	<input type="checkbox"/> Unsteady <input type="checkbox"/> Falling
Other Behaviors			

Written Summary

Summarize the facts and circumstances of the incident, employee response, supervisor actions, and any other pertinent information not previously noted on this form.

Supervisor's and/or Approved Representative's Opinion

If the observable behaviors noted cause the Supervisor to believe there is a safety concern, the Supervisor should refer to the Drug & Alcohol Policy procedures for initiating a drug or alcohol test due to reasonable suspicion of impairment. The employee cannot under any circumstances transport him or herself to the testing facility or to home.

Witness

My signature below indicates the above statements are true and accurate to the best of my knowledge, and I agree with the Supervisor's and/or Representatives Opinion on this form.

<u>Supervisor/Approved Representative Signature</u>	<u>Title</u>	<u>Date</u>
<u>2nd Witness Signature</u>	<u>Title</u>	<u>Date</u>

ADDENDUM C

ACKNOWLEDGEMENT OF RECEIPT OF WESTERN ADA RECREATION DISTRICT DISTRICT CREDIT CARD POLICY

Credit/charge cards are issued by the Western Ada Recreation District (the "District") to individuals as necessary, and are to be used specifically for authorized business purposes. By signing below, the individual issued a credit/charge card for District business agrees to the following policy:

1. Employee will not allow others to use the credit/charge card and will ensure that it is kept safe and secure at all times.
2. Employee will not use the credit/charge card to make personal purchases of any kind under any circumstances.
3. It is the employee's responsibility to obtain receipts which reflect the amount paid, details the items purchased and is dated for each and every purchase. If no receipt can be produced for the purchase, employee will be personally liable for those charges.
4. Employee is responsible for insuring that no sales tax is charged on the credit/charge card. If an ST101 is required, the employee agrees to contact the Secretary/Treasurer for that information.
5. Employee agrees to surrender the credit/charge card upon termination (for any reason), resignation, upon the request of the District's Secretary/Treasurer, or as directed by the Board of Directors.
6. Employee agrees that should the employee violate the terms of this agreement and use the credit/charge card for personal use, employee hereby authorizes the District to deduct any amounts owed, including but not limited to, charges incurred from collection agencies, internal administration costs, court costs, etc., from their next or final paycheck. If the paycheck is not sufficient to cover the amount owed to the District, the employee is still liable to reimburse the District for any remaining amounts, and legal or collection action may be taken against the employee. The laws of the State of Idaho shall govern the enforceability of this agreement.
7. Failure to comply with this policy may result in any or all of the following: 1) revocation of use privileges, 2) disciplinary action, 3) termination of employment, 4) criminal charges/collection action being filed against employee.
8. Revocation of the credit/charge card is at the sole discretion of the Board of Directors.
9. Employee is aware of their monthly spending limit and will abide by that. Spending limit is \$_____.

Printed employee name: _____

Employee Signature: _____ Date: _____

For office use only:

Acknowledgment of receipt by Western Ada Recreation District office

Employee Signature: _____ Date: _____

ADDENDUM D

ACKNOWLEDGEMENT OF RECEIPT OF WESTERN ADA RECREATION DISTRICT DISTRICT PROVIDED CELL PHONE POLICY

This policy applies to any employee provided a cell phone by Western Ada Recreation District (“WARD”). Certain designated staff members carry a cell phone for work purposes and are to utilize the WARD-provided cell phone during working hours.

Certain managers, such as the pool manager or designated interim managers, will be provided a cell phone owned by Western Ada Recreation District to be used for business purposes while away from the Pool Building. This cell phone is paid for by WARD and is not to be used for any purpose other than WARD business. This includes adding apps or other programs to the phone that are not specifically used for business purposes.

This cell phone is expected to be carried by the assigned individual and may not be loaned or given to any other individual for use without explicit permission of the pool manager.

It is important to note that, as a public agency, everything done on the phone (texting, phone calls, etc.) is subject to public record statutes and can be made available to the public. As such, any kind of commentary that is an opinion or is derogatory to any person or the agency has the possibility of being disclosed to the public. Do not put anything into writing using this phone or the District email that is questionable in any way. Information regarding employee discipline or behavior is better transmitted verbally than by text or email to avoid any possibility of it becoming public.

Staff members who use the WARD-provided telephone for personal or otherwise use the phone inappropriately will be subject to WARD’s disciplinary process, up to and including termination.

Printed employee name: _____

Employee Signature: _____ Date: _____

For office use only:

Acknowledgment of receipt by Western Ada Recreation District office.

Employee Signature: _____ Date: _____

ADDENDUM E

ACKNOWLEDGEMENT OF RECEIPT OF KEY & WESTERN ADA RECREATION DISTRICT DISTRICT FACILITIES KEY POLICY

The purpose of this policy is to outline the assignment of master, manager and employee keys to the building and the responsibilities required of those to whom the keys are assigned.

This policy applies to any employee to whom building keys are assigned by Western Ada Recreation District.

The security of the Meridian Community Pool facilities (pool, building and offices) is critical in order to keep the public and the staff safe. To maintain tight control of building access, the keys to the building are assigned to a few specific individuals during the year.

Once these keys are in the possession of the designated individuals (generally the Secretary-Treasurer, Pool Manager and select others as needed), they are to carefully safeguard the key. The keys are non-duplicated keys and because of the extreme need for safety, lost keys require that the entire building be rekeyed at a cost (2019 season) of \$ 4,300 (this cost may increase in future years). Rekeying the building involves replacing or rekeying all the locks on internal and external doors (30 locks) and replacing the non-duplicated keys.

All staff members holding assigned keys must keep them secure at all times. Keys may not be shared between employees or given to another employee. Lost keys must be immediately reported to the Secretary-Treasurer.

Consequences for non-adherence

Should a staff member lose a key, the staff member who lost the key will be liable for a \$250 fee to help cover the cost of rekeying the building.

An employee that loses a key may face disciplinary action up to and including termination.

Acknowledgement of Key Receipt and Payroll Deduction for Lost Key

I _____ confirm that I received employee/master/manager key _____
(name) (circle one) (key number)

on _____
(date)

I agree to the policy above and understand that in the event a key is lost, or if a key is not returned prior to my departure, a \$250 fee will be deducted from my pay.

Printed employee name: _____

Employee Signature: _____ Date: _____

Secretary-Treasurer Signature _____ Date: _____