

POST OAK SAVANNAH GROUNDWATER CONSERVATION DISTRICT PERSONNEL POLICIES AND PROCEDURES

FORWARD

This Employee Policy Manual contains important information and should therefore be read in its entirety upon receipt. A great deal of information is covered in this manual, but it cannot cover all subjects completely. Therefore, if you have any questions about the policies of the Post Oak Savannah Groundwater Conservation District (District), do not hesitate to ask your immediate supervisor or the General Manager.

Employment with the District is on an at-will basis. This means that the employment relationship is not an entitlement, but rather a privilege that may be terminated at any time by either the employee or the District for any reason not expressly prohibited by law. The contents of this manual do not constitute a contract of employment. Nothing contained in this handbook should be construed as a guarantee of continued employment or of any particular policy or benefit. The policies, programs and benefits described in this manual may be added to, subtracted from or otherwise amended at any time without advance notice or cause. Interpretations of this policy are reserved to the General Manager or his designee under guidance of the Board of Directors (Board). Any agreement with regard to this or any other policy is invalid unless it is in writing and signed by the General Manager.

EQUAL OPPORTUNITY EMPLOYMENT

The District is committed to fair and equal treatment of all employees and fair and equal consideration of all prospective employees, without regard to race, color, age, religion, gender, ancestry, national origin, or disability which does not interfere with job performance with reasonable accommodation.

The District is committed to providing a working environment free from racial, religious, sexual, or other forms of discrimination or harassment. Such conduct will not be tolerated and constitutes grounds for dismissal. If you are subject to harassment, you are urged to bring the situation to the attention of your immediate supervisor or the General Manager. All complaints will be treated in strictest confidence and will be promptly investigated.

EMPLOYEE CATEGORIES

A Full-time employee is a person who is regularly scheduled to work forty (40) hours a week. A Full-time employee is eligible for the benefits' described in the section "Employee Benefits."

A Part-time employee is a person who is regularly scheduled to work less than forty (40) hours

a week. A Part-time employee is not eligible for the benefits described in the section "Employee Benefits."

A Temporary or Contract employee is a person employed for a specific length of time or for the duration of a project. Such employee is not eligible for the benefits described in the section "Employee Benefits."

HOURS OF OPERATION

For all fulltime employees the basic workweek is 40 hours consisting of five consecutive days per week, which is Monday through Friday. The normal hours of operation are from 8:00 a.m. to 4:00 p.m.

Any request for variation in the regular schedule must be made in writing and approved in writing by the General Manager.

TIME SHEETS

If a time sheet is required for an employee's position it is the responsibility of that employee to fill out his or her Time Sheet correctly. The Time Sheet should be turned in to the General Manager bi-monthly. For Time Sheet purposes, the pay period begins on Monday of the first (1st) day of the month and ends at midnight of the fifteenth (15th) day of the month; and beginning on the sixteenth (16th) day of the month and ending on the last day of the month. The Time Sheet must be submitted to the General Manager prior to the last day of the pay period.

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If an employee is going to be on vacation when Time Sheets are due, the time sheet must be handed in prior to leaving for vacation.

PAY INFORMATION

Each pay day will be the 15th of the month and the last day of the month for work performed during the previous pay period. Should payday fall on a weekend or holiday, electronic deposits or paychecks will be distributed on the workday immediately preceding that day.

Should a paycheck be necessary, any employee who plans to be away from the office on the day the paychecks are issued should make arrangements for the disposition of his or her check.

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POLICY ON ADVANCES

The District's general policy is not to grant payroll advances or extend credit to employees.

COMP-TIME

Due to the nature of this employment, it is sometimes necessary to require employees to work in excess of the normal work week. Cooperation of all personnel in this regard is expected and compensation is as follows:

A. Employees are eligible for "Comp-Time". This will be calculated in accordance with the Fair Labor Standards Act.

B. The General Manager shall determine when the employee is approved to work over-time and to be eligible to receive comp-time. Although comp-time may be carried over from one pay period to the next, every effort should be made by the employee to use the comp-time during the same pay period it is earned. An employee may not accumulate and carry over more than 40 hours of comp-time.

EXPENSES

Employees are reimbursed for all ordinary and necessary business and travel expenses.

If an employee is required to use his or her personal car on District assignment, they will be reimbursed at the rate per mile as authorized under the Internal Revenue Service Code. Such reimbursements take into consideration gas, oil, insurance and wear and tear on the automobile. A monthly allowance may be provided for in the annual District budget for use of personal vehicles by designated employees.

All reimbursement expenses should be accurately recorded on the District's Expense Report form. Receipts for all claimed expenses, including commercial plane travel, automobile rental, parking, room rental, are to be included with the expense report as required by the Internal Revenue Service. All expenses must be approved by the General Manager and are subject to scrutiny.

TRAVEL ADVANCE

Employees who must travel on District business and anticipate significant expenses may receive a travel advance by requesting an advance and submitting it to the General Manager for approval. All advances will be requested at least five days in advance of departure.

The employee is responsible for reimbursing the District for any travel advance received and not used. Reimbursement must be made as a direct payment to the District.

TIME OFF CALL IN PROCEDURE

If an employee is going to be late or absent from work for any reason, other than approved annual leave, the employee should call in and inform the General Manager before 9:00 a.m. in the workday. It is the employees' responsibility to contact the General Manager directly. Leaving a message with a fellow employee is unacceptable, and the absence would be

considered un-excused. Failure to call in will result in an un-excused absence and will result in written disciplinary action.

If an employee is going to be out on consecutive sick days, they must contact the General Manager each day before 9:00 in the workday.

**FAILURE TO CALL IN FOR THREE (3) CONSECUTIVE DAYS WILL BE
CONSIDERED AS VOLUNTARY TERMINATION ON THE PART OF THE EMPLOYEE.**

VACATION OR TIME OFF REQUESTS

It is your responsibility to inform the General Manager, in writing, at least two weeks prior to an anticipated vacation or the need for time away from work. In the event of an emergency situation, the circumstances of the situation will be evaluated. Requests for vacation will be approved on a "first come, first served" basis. The General Manager has the right to deny or require rescheduling of a vacation that interferes with any ongoing or upcoming project or meeting.

PERSONNEL RECORDS

The District maintains a separate file for each employee, which includes the employment application and/or resume, indicates educational experience, and contains experience records and other pertinent information. These records are used for complying with government regulations, providing information for payroll deductions, determining individual eligibility for insurance and other personnel related matters.

Maintenance to keep data up-to-date in the file is important to you and the district. It is the employee's responsibility to notify the District General Manager in writing when changes are necessary. Such information includes changes in marital status, numbers of dependents, address, telephone number, and education. Written request to keep personal information confidential can be submitted to the General Manager. All requests will be filed in separate file not contained in the employee file.

The information contained in an employee's personnel record is kept confidential to the extent allowed by rules of the Texas Open Records Act. Personnel records may be reviewed by a member of the Board of Directors in the presence of the General Manager following authorization of the review by the Board of Directors at a scheduled meeting of the Board. Employee individual records are available to the employee for review upon request and in the presence of the General Manager.

EMPLOYEE BENEFITS

The District has an annual vacation and sick leave policy, holiday policy, and disability leave policy for the full-time employees of the District. Benefit plans may be approved from time to time for full-time employees. Part-time, temporary, and intern employees are not eligible for employee benefits. Questions in regard to the details of the benefit plans may be answered by the General Manager or a representative of the company administering the plan. All employee benefit plans shall be presented to the Board for approval or change.

Training: The General Manager may authorize full-time employees to participate in training, seminars, classes and educational programs at District expense.

Health Insurance: The District will provide health insurance coverage for the General Manager, each full-time employee, and their respective dependent family members.

VACATION

Vacation time may be used by a full-time employee at any time the employee needs to be away from his or her job for personal business. For vacation time of more than two (2) days the employee shall submit a request to the General Manager for the time he or she needs to be on vacation at least two weeks prior to the day he or she is to start vacation. All vacation scheduling is at the discretion of the General Manager.

- A. Each full-time employee of the district shall be entitled to vacation time of five (5) working days after six (6) months of employment, ten (10) working days after one (1) year, ~~fifteen (15) working days each year after five (5) years, and twenty (20) working days each year after ten (10) years~~ of service.
- B. Vacation time may not be granted until the employee has had continuous employment with the District for six (6) months. At that time, vacation will be awarded according to set policy.
- C. An employee may not carry over vacation time from one eligibility period to the next. The eligibility period shall be determined by the anniversary date of the hiring of the employee.
- D. An employee who has not used his or her vacation time due to circumstances related to District business will be paid for remaining vacation time.
- E. An employee who leaves the employment of the District shall be paid for the vacation time they have accumulated at his or her current rate of pay.
- F. Exceptions will be addressed on a case by case basis.

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HOLIDAY POLICY

The District observes nine (9) paid holidays each year as follows: New Year's Day, Good Friday, Memorial Day, ~~June 19 (Juneteenth)~~, Independence Day, Labor Day, ~~Veterans Day~~, Thanksgiving (2 days Thursday and Friday), Christmas Eve, and Christmas Day.

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Holidays will be paid as a full workday to all full-time employees provided such employee has reported for work on the workdays preceding and following the holiday. Should an employee fail to report for work on the regular workday preceding or following a holiday, for any reason other than annual leave requested and approved in advance, they will not be paid for the holiday.

If any scheduled holiday falls on Saturday it shall become an additional vacation day for employees to be taken at the employee's discretion and approval from the General Manager. If any scheduled holiday falls on Sunday, the holiday will be observed on the following workday.

Holidays which occur during an employee's vacation will be considered a holiday and will not count against vacation time. Holidays should be reported on the Time Sheet. Holiday time will not be counted in computing overtime.

SICK OR PERSONAL LEAVE

Sick Leave may be used by the full-time employee if; he or she is sick, his or her spouse or dependents are sick, or have a doctor's appointment. Sick leave may be used by the employee to attend a funeral of a relative or close friend.

- A. Each full-time employee of the district shall be entitled to sick leave of twelve(12) working days per year. Sick leave is credited to the employee, at the beginning of the fiscal year.
- B. New full time employees will receive sick leave credit of 1 day for each month worked beginning the first day of full time employment.
- C. An employee may carry over sick leave from one fiscal year to the next.
- D. The maximum amount of sick time an employee may hold at any one time cannot exceed 200 hours. If an employee accrues 200 hours of sick time, the employee will not be allowed to accrue further sick time until the maximum accrued time is reduced by taking sick time off.
- E. Sick leave will not be paid, by the District, for remaining sick leave balances at any time, including upon separation from the District. Sick leave is not considered hours worked for purposes of calculating overtime. Employees may only use accrued sick leave and may not carry a negative leave balance.
- F. If an employee so chooses, sick hours can be donated to a colleague if said colleague has a family or medical emergency and is out of vacation and sick hours. The donating employee must have an abundance of sick time (over 40 hours) to qualify to donate time. Any donation of sick hours must be approved by the General Manager.
- G. Exceptions to sick leave will be addressed on a case by case basis.
- H. Each full-time employee that has been employed with the district for twelve (12) consecutive months and 1,250 hours during the immediate 12 months

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preceding the leave, will be eligible for the Family Leave Act (FMLA).

1. An eligible employee shall be granted family or medical leave consisting of unpaid leave, and when appropriate, accrued paid leave, for a combined total of up to 12 weeks during a 12-month period. In order to qualify for FMLA leave under this provision, the employee must take leave for one of the following reasons:

a. The birth of the employee's child and care for such child during the child's first year of life;

b. The placement of a child with an employee for adoption or foster care and care for such child during the first year following placement;

c. To care for a spouse, child or parent who has a serious health condition;

d. A serious health condition of the employee that renders the employee incapable of performing the functions of his or her job;

e. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on covered active duty or called to covered active duty status; or

f. To care for the employee's spouse, child, or parent who is a covered servicemember with a serious injury or illness.

2. In the event of leave to attend to a qualifying exigency, the employee shall provide as much notice as is reasonable and practical under the circumstances.

3. When it is not practicable to give such notice under any circumstances, such as premature birth or sudden illness, notice should be provided to the employee's immediate supervisor and the Human Resources Department as soon as practical, within one business day of when the employee learns of the need for leave.

4. An employee shall provide at least verbal notice sufficient to make the City aware that he/she needs FMLA leave and the anticipated timing and duration of the leave. Human Resources may inquire further of the employee if it is necessary to have more information about whether FMLA leave is being sought by the employee and to obtain the necessary information or forms for the leave to be taken.

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5. Within 15 days of a request by Human Resources, the employee must provide a "Certification of Health Care Provider" completed by the relevant health care provider to support the employee's request for leave. It is the employee's responsibility to make sure that the health care provider completes this form.

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6. An employee who shall undergo planned medical treatment is required to make reasonable effort to schedule the treatment in order to minimize disruptions to the District's operations.

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I. Maternity Leave. An employee shall be entitled to non-compensable maternity leave. An employee may be required to begin maternity leave at any point during the period of pregnancy if her physical condition unreasonably impairs her ability to perform the essential duties of her position. Such employee will be entitled to resume work following the termination of pregnancy when she is able to perform her job duties without danger to her health. This policy does not exclude an employee from receiving paid leave as provided for in the Family Medical Leave Act, during a period of pregnancy, recuperation or care.

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J. Emergency Leave. All regular full-time employees may be granted emergency leave with pay for a period not to exceed three (3) days in case of death of a husband, wife, father, mother, son, daughter, brother, sister, grandchild or grandparent of the employee or employee's spouse.

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K. Copies of this act can be obtained from the District office upon request.

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SICK LEAVE POOL (if this is added F. above may need removed)

Employees who have exhausted all of their paid leave time (including partial-pay benefits) because of a catastrophic illness or injury, may apply to access sick leave pool hours. Regular, full-time employees are eligible for the pool if they have at least 24 months of continuous full time employment with the District, have not been counseled for or shown a pattern of abuse of sick leave in the last 24 months, and have donated at least eight sick leave hours to the pool within the last 12 months.

A qualifying catastrophic illness or injury involves a severe health condition affecting the employee, spouse or minor child, and which requires the employee to miss significant amounts of work. Catastrophic illnesses or injuries may include, but are not limited to, incapacitating symptoms of severe stroke or heart attack, cancer, and major surgeries that require extensive recuperation periods. Procedures that are not medically necessary are not eligible for sick leave pool, nor are ensuing complications or recovery periods.

The sick leave pool is to be funded through voluntary donations of accumulated sick leave hours by employees of the District. Employees making voluntary donation to the pool must

have at least 48 hours of accumulated sick leave available and their donation cannot cause their available sick leave balance to fall below 40 hours. Donations must be in eight-hour increments, may not be made to a designated recipient and, once approved, are irrevocable. Employees who retire from employment may donate their unused sick leave balance to the sick leave pool. The names of recipients and donors are kept confidential.

In order to apply for use of donated sick leave hours, an employee must make a written request to the GM. The employee must provide any requested medical documentation to support the request. The decision is absolutely discretionary and final.

Transfer of sick leave pool hours is limited to a maximum of 480 hours in any 12-month period, provided the sick leave pool has sufficient hours available. Upon the sole discretion of the District, sick leave pool benefits terminate when the maximum allowable number of hours has been exhausted, when the employee begins to receive salary replacement from other sources, when misrepresentation of the need for benefits is discovered, or upon termination or death of employee. Unused sick leave pool benefits have no cash value upon employment separation.

SHORT-TERM AND LONG-TERM DISABILITY

All full-time employees of the District shall be eligible for short-term and long-term disability. The expense of short-term and long-term disability shall be paid by the District. Eligibility for short-term and long-term disability shall be defined within the coverage documents held on behalf of the employee which are generally discussed in an addendum to these policies.

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ANNUAL LEAVE AND SICK LEAVE ACCOUNTING

- A. An account of the days of Vacation and Sick Leave shall be kept for each employee entitled to Vacation or Sick Leave.
- B. The adjustments made in each employees accounting of vacation and sick leave shall be made at the end of each fiscal year.
- C. It is recognized that this policy does not cover all cases in which an employee needs to be absent from work. Therefore it shall be at the discretion of the General Managers as to the type leave an employee shall be charged.
- D. It is recognized that there are times an employee needs to be away from the office or his or her duties for personal business which may require a short amount of time. It shall be up to the Manager to decide if the employee shall be charged for the time off.
- E. It is recognized that emergencies arise and in these cases exceptions to this policy may be worked out by the employee and the Manager.

F. Exceptions will be addressed on a case by case basis.

JURY DUTY

The Post Oak Savannah Groundwater Conservation District respects an employee's duty as a citizen to serve on juries when requested to do so, if at all possible. Any full-time employee receiving a notice to appear for jury duty should notify the General Manager immediately and provide proof of service. When serving on jury duty, the employee will receive pay for the time spent on jury duty during normal working hours, Monday through Friday.

STATEMENT OF POLICY ON CONFLICTS OF INTERESTS AND ETHICS

The District has the right to promote and maintain its valid business interests not only in its dealings with its customers and competitors, but also in its relations with its own employees.

Whenever an employee has an interest, direct or indirect, in a proposed or actual business transaction in which the District is a party, the employee must inform the District General Manager of his or her interest. The General Manager will then determine whether there is in fact a conflict between the District and the employee's interests and, if so, whether such a conflict will harm the District's interests.

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In this policy statement the term "Employee" includes any relative or spouse of the employee, or any of the spouse's relatives who share the same home as the employee.

By direct interest this policy means the interest an employee may have in a firm, corporation, or entity of which the employee is an officer or director or in which the employee owns an equity interest. Equity of less than 5% in publicly held companies need not be considered.

The District discourages gratuities of any kind given by anyone doing business with or soliciting business from the District to employees who evaluate or award bids, negotiate contracts or approve changes in contracts. Not included in this understanding of a gratuity is the simple, casual meal offered by a supplier's representative as a timesaving expediency or normal expression of friendly business relationship. However, the repeated appearance of an employee as the luncheon guest of the same company should be tactfully avoided.

Violations of this policy may result in termination of employment, and reimbursement to the District for any losses suffered as a result of the employee's interests being given preference to those of the District.

The District prohibits any conduct by any employee which is illegal or unethical. Such conduct will be dealt with harshly.

SEXUAL HARASSMENT POLICY

It is the policy of the District to provide employees with a pleasant environment that encourages efficiency, productivity, and creativity.

The District will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Though all forms of harassment are prohibited, it is the District's policy to emphasize that sexual harassment is specifically prohibited. Each employee has a responsibility to maintain the workplace free of any form of sexual harassment. No supervisor or other employee will threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advance will adversely affect his or her employment, evaluation, wages, advancement, assigned duties or shifts or any other condition of employment or career development.

Sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes the following:

1. Sexual flirtation, touching, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual; and
5. Any display in the workplace of sexually suggestive objects or pictures, including photographs.

Any employee who believes that the actions or works of a supervisor or fellow employee constitute unwelcome harassment has a responsibility to report or complain as soon as possible, but no later than one (1) week after the incident. All complaints shall be directed to the district's legal council.

All complaints of harassment will be investigated promptly and in an impartial and confidential manner. The employee will be advised of the findings and conclusions.

Any employee, who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to disciplinary action up to and including termination.

DISCIPLINE POLICY

OBSERVANCE OF RULES AND POLICIES

Employees who violate work rules or policies of the District are subject to disciplinary action, including possible termination. Disciplinary action may also be imposed for performance contrary to training or failure to carry out instruction. Discipline may also

result from other unacceptable conduct or performance, even though not specifically prohibited by a particular work rule or policy.

RESPONSIBILITY

Supervisors are responsible for ensuring proper performance and conduct of employees under their supervision.

The General Manager is responsible for monitoring disciplinary actions and assisting supervisors in handling and documenting situations that require more than a verbal warning.

GENERAL PROCEDURE

When a supervisor determines that disciplinary action is needed, the supervisor shall conduct an interview with the employee for the following purposes:

1. To allow the employee to explain his or her account of the circumstance(s) in question.
2. To provide the employee with a clear understanding of the supervisor's observations and expectations.
3. To proceed with disciplinary action, if warranted.

FORMS OF DISCIPLINARY ACTION

The following steps are intended to provide a range of disciplinary actions that may be used to fit the circumstances of the violation. These steps will not necessarily be taken in the order listed, and the District may enforce any level of disciplinary action including immediate termination.

1. Initial Warning - This step is intended to inform the employee that the violations of policy or other conduct are unacceptable. The immediate supervisor may deliver an initial warning without management approval. The supervisor then writes a memorandum documenting the circumstances and the action taken. The memorandum is sent to the General Manager and a copy acknowledged by the employee is entered in the employee's personnel file.
2. Second Warning - This is a formal notification that poor performance or violation of rules or policies has jeopardized the employee's status and that continuation of these practices may result in termination. The supervisor documents the questionable actions in as much detail as possible and consults with the General Manager prior to issuing the warning. The supervisor prepares a letter informing the employee of the seriousness of the situation and potential consequences. A copy of the letter acknowledged by the employee is placed in the employee's personnel file.
3. Suspension- This is a short period of time off without pay to provide notice that the

employee is facing a possible discharge if performance does not improve. If suspension is indicated, the supervisor will consult with the General Manager. The General Manager will review the case with the supervisor who determines the amount of time for the suspension. The supervisor will also prepare a letter of direct warning to the employee of the seriousness of the situation and potential consequences. A copy of the letter acknowledged by the employee is placed in the employee's personnel file.

4. Termination - If a supervisor believes that termination is indicated, the supervisor may instruct the employee to leave work and wait for instructions. The supervisor will review the circumstances and supporting documentation with the General Manager. When a decision has been reached, the supervisor will formally notify the employee of the decision in writing.

GENERAL

DRESS CODE

In the interest of presenting a professional image to our customers, we ask that all of our employees observe good habits and ***personal hygiene***. Please dress conservatively and professionally in an appropriate manner for a business office and your specific job.

CIVIC ORGANIZATIONS

The District encourages employee participation in civic, community, and service related organizations.

SAFETY

The District makes every effort to keep your work area safe and free from hazard. Your supervisor **will** assist you with safety and health requirements. You are expected to observe all applicable safety requirements and report immediately any unsafe or hazardous condition to the General Manager.

If, in spite of precautions, you should be injured on the job, you should immediately notify the General Manager, who is responsible for notifying the District's insurance carrier. The District's workers' compensation insurance carrier covers job-related injuries. If you are involved in a business-related automobile accident, notify the General Manager immediately.

ALCOHOL AND DRUG USE

The consumption of alcohol will not be tolerated on district premises or property, and the use or distribution of illegal drugs is prohibited.

MANAGEMENT POLICY

DISTRICT GENERAL MANAGER

The District ' s General Manager is responsible for all daily operations of the District, office and fieldwork. All employees of the Post Oak Savannah Groundwater Conservation District work directly for the General Manager. The General Manager shall assign duties for all office and field personnel as required to complete the workload of the District. Employees are expected to cooperate and coordinate in a manner to produce an effective and efficient work force.

In order to reduce confusion between the General Manager and Board of Directors, the General Manager will work primarily with the President of the Board of Directors unless otherwise directed. Should an emergency arise, the President of the Board is to be notified. If the President is unavailable; the General Manager is to contact any other member of the Board.

ATTEST: I CERTIFY THAT I WAS PRESENT AT THE BOARD OF DIRECTORS MEETING ON October 8, 2024 AND THAT THE FOREGOING PERSONNEL POLICIES WERE REVISED AND APPROVED ON THAT DATE AND THAT THIS COPY IS TRUE AND CORRECT.

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