

RAPID VALLEY SANITARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MARCH 13, 2023

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Vice Chairman Bob Philips called the meeting to order at 7:00 p.m., Chairman Andy Fitzgerald was absent. Present at roll call were Jennifer Battles, Diana Nelson, Eric Krebs, Connie Olson, and Carrie Wheeler. Rick Hensley Also, in attendance were Manager Rusty Schmidt, Engineer Dustin Dale, and District Clerk Sara Bender.

**APPROVAL OF AGENDA:** A motion was made by Connie Olson to approve the agenda. The motion was seconded by Diana Nelson. Motion carried.

**APPROVAL OF MINUTES:** A motion was made by Rick Hensley to approve the minutes from the February meeting. The motion was seconded by Shirley Haines. Motion carried.

**APPROVAL OF FINANCE REPORT:** The financial reports were distributed to the Trustees for their review prior to the meeting. A motion was made by Diana Nelson to approve the Finance Report. Connie Olson seconded the motion. Motion carried.

**ITEMS FROM THE PUBLIC:** None

**PRESIDENT'S REPORT:**

**1. Direct Deposit for Board Member Per Diem:** After contacting the accounting software company they indicated direct deposit payments are not a feature that is offered within that program. Board members cannot be entered into the payroll module for direct deposit because they are not employees of the company. For now, the trustees will continue to receive their quarterly per diem in check form.

**2. Policy Committee Recommendations for Changes to Water Use Ordinance 14-1, Policy and Procedure Manual and Investment Policy:** Gunderson Palmer Law Firm reviewed the Personnel Policy and made several recommendations that will update the policy to be current with all applicable rules and regulations. The policy committee recommended changes to the ordinance and policies are as follows:

**WATER USE ORDINANCE 14-1**

ARTICLE V  
SERVICE CONNECTION REQUIREMENTS

C. All **developers**, contractors or individuals who desire to install water and sewer service lines in the right-of-way, including easements, roads, alleys, or private property upon which the District's utility mains are located, must apply for the proper permits. Permission must be obtained from the District prior to any excavation for installation of new service lines. The required **connection** fees must also be paid prior to excavation (see Attachment A). All permits must be obtained in writing prior to excavation and each application must be accompanied by the required fees. The District's service personnel or contractor approved by the District, upon appointment and after the main has been exposed, will tap the water main and inspect all services installed and complete drawings of same. Connections to water mains must be installed by a licensed (by an appropriate licensing agency) and insured utility contractor.

ARTICLE XV  
EXTENSIONS OF WATER AND SEWER MAINS

A. All **Developers**, Contractors or individuals desiring to extend water and/or sewer mains/services, in development of an area, shall obtain prior approval of the District. The Contractor, Developer or Individual will be responsible for all costs incurred in extending any water or sewer mains/services. All water and sewer mains/services will be properly sized according to RVSD master plan and designed to RVSD construction standards and criteria. The Contractor, Developer, or Individual shall be responsible for providing adequate fire flows for said development. All connections will be made by a licensed plumber or underground utility contractor. The applicable fees are set forth on Attachment "A."

#### DESIGN AND CONSTRUCTION CRITERIA

#### PART 2 - WASTEWATER PIPING AND APPURTENANCES

H. Sewer minimum slopes, 8"=.6/100ft, 10"=.42/100ft, 12"=.33/100ft, 14"=.25/100ft, 16"=.21/100ft, 18"=.18/100ft.

#### POLICY AND PROCEDURE MANUAL

### Policy 2: Equal Employment Opportunity

#### 2.0 Equal Employment Opportunity

The District is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, national origin, age, or disability in accordance with applicable federal, state, and local laws~~religion, sex, age, national origin, or disability.~~

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, recruiting, layoff and recall, promotions, training, terminations, working conditions, compensation, fringe benefits, retirement plans, disability leave and other terms and conditions of employment.

The District complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful harassment, including sexual harassment. The District considers unlawful harassment and discrimination ~~in all forms~~ to be a serious offense. Employees who have been subject to ~~prohibited-unlawful~~ discrimination or harassment should immediately report the incident to his/her Supervisor.

#### 2.1 Nondiscrimination

It is the policy of the District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in accordance with applicable federal, state, and local laws~~age, race, color, religion, creed, national origin, sex, marital status, disability, veterans status, pregnancy, gender, ancestry, medical condition, sexual preference, and any other protected group status~~ in its educational programs, activities, or employment policies and activities as required by state and federal laws and regulations. Inquiries regarding non-discriminatory policies in employment may be directed to Management.

#### 2.2 Complaint Procedure for Harassment and Discrimination

## 2.3 Americans with Disabilities Act

### 2.3.1 Requesting an Accommodation

Qualified individuals with disabilities may make requests for a reasonable accommodation to his/her individual Supervisor. On receipt of an accommodation request, the Supervisor along with the Manager will meet with the individual requesting the accommodation to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the District may make to accommodate the limitations. ~~The District will provide reasonable accommodation to otherwise qualified disabled employees or applicants. Please recognize, however, that the District cannot promise to make any and all requested accommodations. Each accommodation will be considered on a case-by-case basis to determine whether it would cause an unreasonable undue hardship to the organization.~~

~~The Manager, along with the individual's Doctor and other necessary professionals at the District will determine the feasibility of the requested accommodation, considering various factors as permitted by law.~~

### 2.3.2 Complaint Procedure

Any individual who believes that he/she or a specific class of individuals with disabilities has been subjected to unlawful discrimination on the basis of that disability by the District may, by himself or herself or by any authorized representative, file a complaint. Please refer to section 2.2 for appropriate complaint process.

## 2.4 Sexual Harassment/Harassment

~~It is the goal of the District to provide a work environment free of unlawful discrimination. The District strives to allow each individual the ability to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of unlawful bias, prejudice and harassment.~~

~~It is the goal of the District to have a workplace free of harassment, regardless of whether the harassment is of a sexual nature or in reference to age, race, color, religion, creed, national origin, sex, marital status, disability, veteran status, pregnancy, gender, ancestry, medical condition, sexual preference, and any other protected group status. Any behavior that creates or contributes to an intimidating, hostile, or offensive environment is absolutely prohibited and will result in disciplinary action, up to and including termination.~~

### 2.4.1 Workplace Harassment

### 2.4.2 Sexual Harassment Defined

Any number of actions may constitute sexual harassment, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- ~~The harasser's conduct must be unwelcome.~~

### 2.4.3 Responsibilities

Everyone at the District and especially management is expected to avoid any behavior or conduct that could be interpreted as unlawful harassment. All employees should also understand the importance of informing the individual whenever that individual's behavior is unwelcome, offensive, in poor taste, or inappropriate.

District must be aware of incidents of harassment to be able to take appropriate corrective measures.

A. **Employees**— If an employee believes that he/she has been subject to unlawful harassment/sexual harassment or any unwanted sexual attention, he/she should:

- Make his/her unease and/or disapproval directly and immediately known to the harasser;
- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses;
- Report the incident to the Manager, or the Board of Trustees. If the incident involves the Manager, employee should report directly to the Board of Trustees.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their supervisor, the Manager, or the Board of Directors. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

~~All incidents of harassment/sexual harassment or inappropriate sexual conduct must be reported regardless of their seriousness. Publicizing information about alleged harassment without following the reporting procedures or filing a formal complaint might be considered evidence of a vexatious intent on part of the accuser.~~

**B. Supervisors/Management**— Supervisors must deal expeditiously and fairly with allegations of harassment/sexual harassment within his/her departments, whether or not there has been a written or formal complaint. Supervisors/Management must:

- Act promptly to investigate harassment/sexual harassment;
- Ensure that harassment or inappropriate sexually-oriented conduct is reported to the Supervisor/Manager;
- Take corrective action to prevent prohibited conduct from reoccurring.
- It is recommended that the Manager review the anti-harassment policy with staff annually.

Supervisors who knowingly allow or tolerate unlawful harassment/sexual harassment are in violation of this policy and are subject to disciplinary action up to and including termination.

#### 2.4.4 Complaint Procedure

The District has adopted this complaint procedure to provide prompt and equitable resolution of complaints alleging any action prohibited within 2.4 of this manual or with any applicable state and/or federal law relating to harassment.

Any individual who believes that he/she or a specific class of individuals has been subjected to unlawful harassment ~~of any type~~ by another employee, contractor, patron or any other individual associated with the District may, by himself or herself or by any authorized representative, file a complaint. Please refer to section 2.2 for the appropriate complaint procedure.

#### 2.4.5 Retaliation is Prohibited

The District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### **Policy 3: Employee Conduct**

#### **3.0 Workplace Violence**

## 3.1 Drug and Alcohol Policy

The District is concerned about the possibility of alcohol or drug abuse in or around the District, which may adversely affect you and your job. Your safety and life depends on a clear, unimpaired mind, as does the safety of others who may be endangered by the physical and mental condition of their co-workers. Any employee who is under the influence of drugs or alcohol ~~will~~ may be subject to disciplinary action, up to and including termination. For the sake of your own safety, the safety of the consumer, the general public and all other employees of the District, please report any suspected abuse of drugs and/or alcohol.

### 3.1.1 Drug and Alcohol Abuse Policies

### 3.1.2 Parameters for Testing for Drugs and Alcohol

District may request that an employee undergo drug and alcohol testing for various reasons to include but not limited to random testing, pre-employment, ~~post incident~~, or “reasonable suspicion” that the employee is under the influence of drugs or alcohol during work hours. “Reasonable suspicion” means an articulate belief based on specific facts and reasonable inferences drawn from those facts that an employee is under the influence of drugs or alcohol. Circumstances, which constitute a basis for determining reasonable suspicion may include but are not limited to:

### 3.1.3 Employee Responsibility

An employee must not report to work at any time while his/her ability to perform his/her job duties are impaired due to alcohol and/or drug use. An employee must notify his/her immediate Supervisor/Manager of any drug and/or alcohol violation occurring in the workplace immediately. An employee must also report any conviction that may negatively impact their ability to perform their job duties. Any suspension of driving privileges should be immediately reported to the ~~General Manager~~. (The Manager has the authority to conduct background checks at his discretion.) Employee’s failure to comply with this policy may result in disciplinary action, up to and including termination.

### 3.1.4 Management Responsibility

Supervisors/Manager shall not physically search the employees nor shall they search his/her personal possessions without consent and in the presence of the employee. Supervisors/Manager shall notify the proper law enforcement agency when he/she has reasonable suspicion as defined in 3.1.2.

### 3.1.5 Testing Procedure

Where “reasonable suspicion” ~~or post incident~~ circumstances exist, employees may be asked to submit to blood and/or urine testing by a qualified medical physician at the District’s expense. Prior to testing, the proper authority shall secure a signed release statement from the employee to have the physician release medical information to the District’s Attorney. An employee who refuses to consent to a drug and alcohol test in accordance with this policy may be subject to

disciplinary action, up to and including termination. A positive test result may result in disciplinary action, up to and including termination. All documentation and results if positive will be filed in a sealed confidential envelope with need-to-know access only. Disclosure to any other person, agency, or other organization is prohibited unless written authorization is obtained by the employee.

### **3.2 Outside Employment**

### **3.3 Seat Belt Policy**

### **3.4 Smoking Policy**

Smoking shall be limited to a designated area outside the building. Smoking is also prohibited in any company vehicles or company owned equipment.

### **3.5 Inclement Weather Policy**

### **3.6 Absenteeism and Tardiness**

#### **3.6.1 Tardiness**

An employee is expected to report to his/her workstation, ready to work, at the beginning of the scheduled shift. An employee is considered tardy when he/she reports to work any time after the beginning of the shift. Excessive tardiness ~~will~~may result in disciplinary action, up to and including termination.

#### **3.6.2 Unscheduled Absences**

#### **3.6.3 Unexcused Absences**

#### **3.6.4 Abusing Attendance and Benefits**

Any employee found to have abused his/her attendance and/or benefit privileges may be subject to disciplinary action, up to and including termination.

### **3.7 Dress Code**

### 3.8 Email and Internet Policy

The District provides its employees with systems to send and receive electronic mail (email) and information so they can work more productively. The District's email system is a valuable business asset. The messages sent and received on the email system, like memos, purchase orders, letters, or other documents created by employees in the course of his/her workday, are the property of the District.

This policy explains rules governing the appropriate use of email and the Internet and sets out the District's rights to access messages on the email system or review files downloaded from the Internet. Employees should not have any expectation of privacy with respect to messages or files sent, received, or stored on the District's email system. Email messages and files, like other types of correspondence and documents, can be accessed and read by authorized employees or authorized individuals outside the District.

No provision in these Policies, or any other District policy, is intended to prohibit employees from engaging in conduct protected by the National Labor Relations Act. This includes discussions and concerted activities involving wages, hours, working conditions, and other terms and conditions of employment.

#### 3.8.1 Confidential Information

#### 3.8.2 Restrictions

#### 3.8.3 Violations

Employees violating the email and Internet policy ~~are~~ may be subject to discipline, up to and including termination. Employees using the email system for defamatory, illegal, or fraudulent purposes and employees who break into unauthorized areas of the District's computer system could also be ~~are~~ subject to civil liability and criminal prosecution.

### 3.9 Telephone Usage

#### 3.9.1 Voice Mail

#### 3.9.2 Cellular Telephone Usage.

#### 3.9.3 Violations

The use of the District's telecommunications systems to make or send fraudulent, unlawful, or abusive calls or messages is prohibited. Employees are to report any threatening, intimidating, or harassing telephone calls to the Manager. Any employee identified as the initiator of fraudulent, unlawful, or abusive calls or messages is ~~may be~~ subject to disciplinary action and possible criminal prosecution. In instances where harassing calls are identified as originating from outside



the District's premises, the telephone company or appropriate telecommunications provider ~~will~~ might be notified.

Making or sending fraudulent, unlawful, or abusive calls or messages or using cell phones while driving violates District's policy and potentially is a crime under both state and federal laws. Violations of this policy can result in criminal charges and prosecution, as well as discipline up to and including termination.

### 3.10 Computer Use

#### 3.10.1 Responsibilities

### 3.11 Political Activity

### 3.12 Personal Business

Employees may not use the District's property (financial resources, office supplies, equipment, vehicles, welders, snow plows, etc.) for the purpose of conducting personal business of any kind without the approval of the Manager. An employee caught abusing this policy ~~will~~ may be subject to disciplinary action, up to and including termination. Should an employee's use of company property be both unauthorized and excessive, the employee may face termination and/or charges of theft of company property.

### 3.13 Solicitation and Distribution

#### 3.13.1 Solicitation

A. Solicitation is defined as:

1. ~~Soliciting-Promoting~~ business of any type, including the selling of products or services, on District-owned or leased property;
2. ~~Solicitation-Requesting of~~ funds, including debt collections, or political or petitioner support of any kind, other than the ~~solicitation-of-funds-requests~~ related to company-sanctioned events such as the annual Christmas party, unless required by law;
3. Conducting opinion or other types of surveys or polls, other than those sanctioned by the District;
4. ~~Solicitation-Promoting for~~ membership in any organization, other than those sanctioned by the District.

B. Rules concerning solicitation:

1. Solicitation of or by non-employees on District property at any time is strictly prohibited.
2. Solicitation by District employees during the working time of either the person doing the soliciting or the person being solicited is prohibited.

3.13.2 Distribution

**3.14 Socializing**

Employees are expected to conduct their personal business before or after working hours. Employees who violate this policy ~~are~~ may be subject to disciplinary action, up to and including termination.

**3.15 Staff Meeting**

**3.16 Open Door Policy**

**3.17 Petty Cash Funds**

**3.18 Company Vehicles**

3.18.1 Use of Company Vehicle

3.18.2 Fleet replacement and/or upgrades:

The manager will make recommendations to the Facilities and Equipment Committee of the board of trustees for any fleet size increase, replacement, and/or upgrades. Committee recommendations will be considered when developing the budget and again prior to any vehicle purchase.

3.18.2 Disposal of vehicles, equipment and salvage

materials:

3.19 Remote Work

At the ~~General Manager's~~ discretion, there may be occasions when it is appropriate for RVSD staff to work remotely. Employees will be expected to continue to work their regular schedule unless otherwise approved by the ~~General Manager~~. Not all roles within RVSD can be done remotely.

## Policy 4: Employee Classifications and Status Changes

### 4.0 General

#### 4.1 Employee Classifications

#### 4.2 Nonexempt and Exempt Status

#### 4.3 Training Period

##### 4.3.1 Purpose of Training Period

The training period is an intrinsic part and extension of the employee selection process during which the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Generally, this period will be utilized to train and evaluate the employee's effective adjustment to work tasks, conduct, observance of rules, attendance, and job responsibilities. The training period will be six (6) months for all new employees.

*As all employees are hired conditionally on the basis of continuing fitness or need, these status categories or anything contained in these policies and procedures do not guarantee employment for any specified length of time. Rather, employment is at the mutual consent of the employee and District and can be terminated at-will by the employee or the District. The District specifically reserves the right to repeal, modify or amend any of these policies, with or without notice, by the Board of Directors. Nothing in this Manual is intended to alter this at-will employment relationship for either party. This Manual does not create, nor is it intended to create, an employment contract or agreement of any sort.*

## Policy 5: Recruitment and Selection

### 5.0 ~~General~~ **Equal Employment Opportunity Hiring Policy**

The District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability in accordance with applicable state and federal laws. It is the policy of the District to recruit and fill job vacancies with the most qualified applicant for the position. The District has two methods of recruiting qualified applicants to fill job vacancies: internal, or external. If in the best interest of the District, promotions or transfers of individuals already employed with the District shall be given first consideration. This consideration, however, does not entitle the individual to an automatic promotion or transfer. If in the event an internal promotion or transfer is not in the best interest of the District, then Management may hire from outside the District.

All selections shall be based on qualifications including experience, merit, ability, and fitness to fill the job vacancy. All recruitment efforts are based upon equal employment opportunity and conducted without regard to race, color, religion, sex, national origin, age, or disability in accordance with

~~applicable federal, state, and local lawsage, race, color, religion, creed, national origin, sex, marital status, disability, veterans status, pregnancy, gender, ancestry, medical condition, sexual preference, and/or any other protected group status.~~ It is the district's policy to refrain from nepotism when hiring staff. Each such case should be brought before the board for discussion and final approval.

## **5.1 Job Announcement**

Announcements for regular full-time job vacancies shall be made according to the position. Announcement shall include: the job title, a brief job summary, the minimum qualifications, closing dates, contact person, and location to send applications. All announcements and advertisements shall state that the District is an "Equal Employment Opportunity Employer." Public announcement of employment opportunities may be advertised in the newspaper, or other relevant avenues or media, and ~~must~~ may be listed with South Dakota One Stop Career Center at a minimum.

## **5.2 Applications for Employment**

## **5.3 Eligibility**

## **5.4 Qualifications**

The District maintains job descriptions on each position. This description establishes the minimum required levels of education and experience necessary to qualify for appointment. Each description may also detail desired skills or qualifications, which are preferred by the District and will be given foremost consideration. In the event that RVSD is unable to secure sufficient employment applications from individuals who possess the education requirements, the ~~General Manager~~ will determine if an exception to minimum qualifications may be granted.

## **5.5 Disqualification**

## **5.6 Employment References**

## **5.7 Selection**

## **5.8 Acceptance of Employment**

## **5.9 Creating New Positions**

In the event a new position is to be created, the Supervisor or Manager is to prepare a job description of the new position's duties, qualifications, etc., which is to be submitted to the Board of Trustees for

review and approval. The ~~General~~ Manager will seek approval to increase and decrease staffing, including increasing or reducing FTE/PTE positions.

**5.10 Employment of a Minor**

**5.11 Re-employment**

**5.12 Employment Agencies**

Temporary Service Agencies may be used for secretarial or other specific short-term staffing needs should there be a shortage in staffing or to fill the needs of a special project. The use of Employment Agencies will only be initiated directly by the Manager.

**5.13 Employee Orientation**

Employee orientation ~~is may be~~ offered to complete the employment process by acquainting new employees with the District's history, management organization, policies, benefits, safety preparedness, and future plans and to further assist employee retention by enabling employees to be better informed and therefore happier and more secure in their jobs.

~~5.13.1 Orientation Program~~

~~The Manager will implement the company orientation to discuss the following:~~

- ~~A. Wage statement presented and discussed~~
- ~~B. W-4 form prepared~~
- ~~C. I-9 form completed~~
- ~~D. Benefits explained, including Vacation Time, Holidays, Insurance, etc.~~

~~5.13.2 Departmental Orientation~~

~~Departmental orientation (Employee's department) is conducted by a designated co-worker to assist with the following:~~

- ~~A. Orientation to department and specific job duties~~
- ~~B. Department orientation and initial on-the-job training will last a maximum of six (6) months, at which time the new employee will be evaluated~~

## Policy 6: Personnel Records

### 6.0 Personnel Records

All paper-based documents relating to the District's personnel record systems are kept in secure locked files in the Managers office. All electronic files will be kept in a secure environment. Personnel records are the property of the District, and access to the information they contain is restricted. Generally, only the Manager and others who have a legitimate reason to review information in a file are allowed to do so. Individuals wanting access to the personnel files must obtain approval from the Manager, or appointed designee before access to personnel file information is granted. In collecting, maintaining, and disclosing personnel information, the District strives to protect employees' privacy rights and interests and to prevent inappropriate or unnecessary disclosures of information from any worker's file or record.

#### 6.1 Confidentiality of Information

~~The District treats information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using or releasing personal information about the organization's employees.~~

#### 6.2 Employees' Access Rights to Personnel File Information

~~All employees can review the information contained in his/her own personnel file, although the District reserves the right to remove certain sensitive documents. Manager shall, within a reasonable time after receipt of a written request from an employee, permit such employee to inspect their personnel file, if such exists. The inspection shall occur not more than twice a year and shall take place during regular working hours. Personnel files shall be kept for at least six (6) years after termination.~~

##### 6.2.1 — Records for Review

~~Employees generally have access to the following types of records:~~

- ~~A. Employment applications;~~
- ~~B. Personnel action forms, including those for hiring, promotions, salary changes, and job title changes;~~
- ~~C. Form I-9, Employment Eligibility Verification Form, and other documents related to employment eligibility;~~
- ~~D. Form W-4 and related tax withholding information;~~
- ~~E. Time cards and attendance records;~~
- ~~F. Performance appraisals;~~
- ~~G. Awards and commendations;~~
- ~~H. Accident reports;~~
- ~~I. Warnings and reprimands (excluding documents prepared in connection with investigations or other documentation to support reprimands);~~
- ~~J. Grievances filed by the employee;~~
- ~~K. Medical records (NOTE: The District will not release medical records to anyone, including physician's office or employee, except by order of the court or other government agency as required by law);~~
- ~~L. Workers' compensation information;~~

- M. ~~Fringe benefit enrollment and election forms, including designation of beneficiary forms;~~
- N. ~~Pension and retirement forms;~~
- O. ~~Emergency contact information;~~
- P. ~~Biographical information.~~

~~NOTE: The District retains documents in accordance with record retention requirements under federal and state law. After the expiration of the applicable retention period, the records are destroyed. Consequently, certain historical documents might not be available for review.~~

~~The following types of documents may not be part of an employee's general personnel records and may not be accessible to employees:~~

- A. ~~Pre-employment reference information, including letters, telephone notes, and memoranda secured from the employee's prior employers or persons who are not current employees of the District;~~
- B. ~~Medical records created or obtained by the District that an employee can obtain directly from his or her physician or directly from a health care provider;~~
- C. ~~Records relating to investigations of policy violations, prohibited conduct, or criminal offenses;~~
- D. ~~Documents developed or prepared for use in grievance or court procedures;~~
- E. ~~Documents related to staff planning or business planning, including management succession plans, management bonus plans, and job assignment plans.~~

### **6.3 Accuracy of Employee Information**

~~To ensure that the District's personnel files are up-to-date and contain accurate, complete information, employees are required to notify his/her Supervisor of any changes that need to be made in the following categories: name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, or individual to notify in case of an emergency.~~

#### **6.46.1 References and Disclosure**

The Manager is the only individual authorized to give out employee references. Employment references are limited to disclosure of job title, dates of employment, and eligibility for rehire. An employee may authorize the release of additional information by submitting a written request to the manager, which expressly releases the district from liability.

In the event a disclosure is required by law, the manager will take all precautions to ensure that all rules and regulations are adhered.



## Policy 7: Hours of Work and Compensation

### 7.0 General Policy

### 7.1 Standard Workweek

### 7.2 Standard Workday

### 7.3 Break Periods

### 7.4 Pay Period and Pay Day

Employees are encouraged to have direct deposit. This policy is utilized to establish a uniform payroll period policy and a mechanism for the distribution of paychecks, and to provide the District's employees with the convenience of authorizing voluntary deductions from their paychecks.

District's pay periods are defined as a two-week bi-weekly 14-day pay period which commences at ~~7:00~~<sup>7:00:30</sup> AM Monday and ends at ~~6:59~~<sup>6:59:29</sup> AM on Monday two weeks later. Paychecks will be distributed to employees on the Monday following the end of a pay period.

If payday falls on a holiday, paychecks will be issued on the preceding day. ~~On scheduled paydays, paychecks will be cut at the business office. In the event that direct deposit is unavailable, the employee may either pick up his or her paycheck at the business office or the paycheck will be mailed to their residence if they are not present at work on payday. Employees will be notified in advance if they will be receiving a physical paycheck. There may be provisions made for an early paycheck if Management considers it an emergency. Any~~ paychecks not cashed within sixty (60) days of issuance will be

voided and destroyed. Employee will be reissued a new check after the 60 day period.

## 7.5 Time Sheets

## 7.6 Payroll Deductions

District is required to withhold Federal Income Tax and Social Security (FICA) and South Dakota Retirement (SDRS) from each employee's paycheck. Other deductions include contribution to the employee's health insurance, and other withholdings required by law or pre-selected by the employee.

If an Employee feels a mistake has been made with regard to the amount of his or her pay or any deductions applied, it is the Employee's obligation to inform the Manager immediately upon discovery.

## 7.7 Wages and Job Descriptions

### 7.7.1 Salary Reviews and Increases

## 7.8 Overtime

Nonexempt employees may be required to work overtime when determined necessary by his/her Supervisor or the Manager. Overtime is defined as time that is worked in excess of the standard forty (40) hour workweek, but does not include hours paid but not worked such as sick leave, personal leave, holiday, etc.

All overtime must be authorized by the supervisor or Manager prior to the working of such hours except in an emergency. Overtime is to be authorized only if the work cannot be otherwise done during the normal working hours. Insofar as possible, the opportunity to work overtime shall be distributed as equally as practical among employees in the department. Accrual of overtime without prior authorization may result in disciplinary action, up to and including termination.

Overtime compensation for all nonexempt employees shall be at the rate of one and one-half (1 ½) times the employee's regular hourly premium rate.

## 7.9 Comp Time – No employee can accumulate comp time.

## 7.10 On Call

## 7.11 Seniority

### 7.11.1 Loss of Seniority

### 7.11.2 Seniority Regarding Promotions

### 7.11.3 Seniority Regarding Vacations

In scheduling vacations, employees with greater length of service in each job classification will be given no specific preference as to choice of vacation periods. In all cases, the needs of the District and the specific mission of each job and department are of first priority.

### 7.11.4 Seniority Regarding Furloughs and/or Rehires

If it becomes necessary to implement a temporary cutback in the number of employees, the following factors will be ~~used~~ considered to determine the order of the furloughed employees:

- A. Job classification (position)
- B. Qualifications

### 7.11.4 Rehire

## 7.12 Expense Reimbursement

## Policy 8: Benefits

### 8.0 Insurance, Retirement, and Workers' Compensation

The benefits that follow are those offered by District. Please refer to the necessary employee classification, as some or most of the benefits are afforded to the respective individual employee classification. Full details of the group insurance plan can be obtained from Management. The District reserves the right to amend or terminate any of its benefit programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of the District's benefits programs, the Manager will notify plan participants of all approved amendments or plan terminations, in accordance with the requirements of applicable federal law.

Full time employees that are hired to work less than 40 hours per week will receive all benefits and accrue leave and sick time at an apportioned or prorated rate.

District offers a comprehensive and competitive benefits package to all employees. Participation with any of the benefit programs is a decision of each individual employee.

#### 8.0.1 Health Insurance

All regular full-time employees may participate in the District's health insurance plan. Coverage for eligible employees, their spouse, and dependents is effective on the first day of the month following the employee's first day of employment, but only after proper enrollment.

Participation may require an employee payroll deduction on the healthcare premium amount, as established periodically by the Board of Trustees. Details of the health care plan are described in the summary plan description. The summary plan description and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Manager for more information on healthcare benefits.

Benefits under this plan terminate at the end of the month in which employment with the District terminates.

It is the employee's responsibility to obtain an insurance change of status from the Manager when there is any change in name, address, status, or number of dependents.

~~Regular full-time employees are eligible for health benefits coverage under District's health insurance plan on the first of the month following the employees first day of employment. Coverage is available for dependents and spouse.~~

~~For regular full-time employees participating in the health coverage provided through the district, the district will share the premium cost with the employees as follows:~~

~~The district will pay up to \$22,402.92 per year for family coverage and up to \$8,961.24 each year for individual coverage for all regular full-time employees that are employed by the district. The Manager shall have discretion on plan selection based on premium costs to be approved by the Board of Trustees with the annual budget. Employees will be responsible for the cost of all health benefit premiums that exceed this amount, until the amount of the health benefit premium paid by the employee reaches 25 percent of the~~

~~total cost of the health benefit premium. From that point forward, the district will pay 75 percent of the total health benefit premium and the employee will be responsible for 25 percent of the total cost of the health benefit premium. The Insurance premium cap amount will be reviewed annually in conjunction with budget development and policy committee review.~~

## 8.0.2 A Employee Medicare Coverage

### 8.0.2 Extended Health Coverage

### 8.0.3 Dental Insurance

All regular full-time employees may participate in the District's dental insurance plan. Coverage for eligible employees, their spouse, and dependents is effective on the first day of the month following the employee's first day of employment, but only after proper enrollment.

Participation may require an employee payroll deduction on the insurance premium amount, as established periodically by the Board of Trustees. Details of the dental insurance plan are described in the summary plan description. The summary plan description and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Manager for more information on dental insurance benefits.

Benefits under this plan terminate at the end of the month in which employment with the District terminates.

It is the employee's responsibility to obtain an insurance change of status from the Manager when there is any change in name, address, status, or number of dependents.

~~Regular full-time employees are invited to participate in the dental insurance plan provided by the district. The district will share the premium costs with employees as follows:~~

~~The district will pay up to \$1,071.60 per year for family dental health insurance coverage and up to \$420 per year for individual coverage for all regular full-time employees that are employed by the district. Employees will be responsible for the cost of all dental health insurance premiums that exceed this amount, until the amount of dental health premiums paid by the employee reaches 25 percent. From that point forward, the district will pay 75 percent of the total dental health insurance premium and the employee will be responsible for the remaining 25 percent.~~

### 8.0.4 Disability Insurance

Long-Term Disability—District offers long-term disability coverage to regular full-time employees. Long-Term Disability insurance provides financial protection by paying a portion of an employee's income while that employee is disabled. Some disabilities may not be covered. The amount received is based on the amount of weekly pre-disability earnings before disability began. Long-term disability is activated once the short-term disability is no longer in effect. The period of payment is after 90 days the (elimination period). Please see the Summary Plan for more information.

Regular full-time employees are invited to participate in the long-term disability insurance plan provided by the district. Subject to the discretion of the Board of Trustees, the District may pay

~~for a portion of the premium cost for disability insurance. Please contact the Manager for more information. The district will share the premium costs with employees as follows:~~

~~The district will pay up to the amount of the premium that was paid by the district during the 2012 calendar year. Employees will be responsible for any premium amounts that exceed this amount, until the total amount paid by the employee reaches 25 percent of the total premium costs. At that time, the district and the employee will share the premium cost with the district paying 75 percent and the employee paying 25 percent.~~

#### 8.0.5 Life Insurance

~~All regular full-time employees are provided with life insurance coverage.~~

~~Regular full-time employees are invited to participate in the life insurance plan provided by the district. Subject to the discretion of the Board of Trustees, the District may pay for a portion of the premium cost for disability insurance. Please contact the Manager for more information. The district will share the premium costs with employees as follows:~~

~~The district will pay up to \$288 per year for life insurance benefits (consistent with the premium amounts for the 2012 calendar year). When the total life insurance premium amount paid by the employee reaches 25%, the district will pay 75% of the total health benefit premium amount from that time forward.~~

#### 8.0.6 Supplemental Insurance

#### 8.0.7 Retirement Benefit

#### 8.0.8 Supplemental Retirement

#### 8.0.9 Workers' Compensation

### 8.1 Vacation

### 8.2 Sick Leave

#### 8.2.1 Administrative Guidelines

**Termination**— If termination is ~~within good standing~~ due to a voluntary separation, at the Manager's discretion, sick leave may be paid out according to the following scale:

Years of Service	Percentage paid out
0-5 years	0%
6-10 years	25%
11-15 years	35%
16-20 years	45%
21+ years	50%

### ~~8.3 Leave of Absence without Pay~~

~~This policy is utilized to provide guidelines to enable employees to be absent without pay, but without losing certain seniority rights or other credit which may accrue as a result of continuous employment. Any regular full-time employee who has completed five (5) years of employment will be considered for a leave of absence. No leave of absence will be initially granted for a period greater than one (1) year, with the exception of military leaves. Extensions of medical leaves may be granted in one (1) week increments with a statement by the attending physician.~~

~~During a leave of absence, all benefits (health insurance, group life, etc.) are held in suspension subject to immediate reinstatement upon return to work. Employees must maintain their health, life, or other prepaid insurance by paying the total premiums to the District by the first of each month during the leave.~~

~~Leaves of absence include:~~

~~A. Educational: Qualified employees will be considered for a leave of absence, not to exceed one (1) week, for educational purposes.~~

~~B. Military: A leave of absence will be approved for employees who are requested to serve a tour of duty in military service. Reinstatement will be in accordance with the Military Service Act.~~

~~\*Reference is also made to the National Defense Authorization Act (Public Law 111-84) for other certain expanded rights under the FMLA military caregiver leave and qualifying exigency leave provisions as it may pertain to any of the provisions under this Section 8.~~

~~C. Medical: Eligible full time employees will be granted a leave of absence up to twelve (12) weeks for extended illness and hospitalization. A statement from the employee's physician will determine when such a leave will begin or end. Maternity leave is considered medical leave. The first three (3) days must be taken from accrued sick leave. After that point, the employee may choose either vacation or sick leave until all leave is used; employee may then continue using unpaid medical leave of absence. Consistent with the foregoing, the Board reserves the right to approve leaves of absence for other reasons, on an individual basis, in the best interest of the District and employees, and in consideration of staffing demands.~~

~~D. On-the-job Injury or Illness: The first forty (40) hours of an employee's qualified on-the-job injury or illness are not covered leaves of absence by Workers' Compensation. This period will be paid at the employee's vacation or sick leave accrual at his/her regular rate of pay. After the initial seven-day waiting period, weekly Workers' Compensation will be paid as required by law. Employees may elect to receive sick leave and/or vacation pay to make up the difference between the amount of the Workers' Compensation benefits and their normal pay. Employees out on Workers' Compensation for a period of more than thirty (30) days will be placed on a leave of absence.~~

~~E. Special: The Manager reserves the right to approve leaves of absence for other reasons, on an individual basis, in the best interest of the District and employees, and in consideration of staffing demands.~~

~~Employees requesting a leave of absence must submit a request in writing as far in advance of the absence as possible. This requirement will be waived when the absence is due to unforeseen circumstances, such as a sudden illness or accident. After thirty (30) days of absence, management~~

~~reserves the right to evaluate replacement of the position. A physician's statement, indicating that the employee is released to full duty will be required prior to the employee being placed on active status. If the position vacated by the leave of absence was filled, the Manager will attempt to place the employee in an open position for which the employee is qualified. Salary will reflect the rate of pay of the position accepted. Failure to return to work on the scheduled expiration of a leave of absence will result in a voluntary resignation.~~

### **8.48.3 Jury and Witness Duty**

If an employee of District serves on jury duty or is called as a witness, District will guarantee the wage of their regular workweek. District will pay the difference between employee's regular wage and the payment the employee received for serving on the jury. The employee shall furnish the District proof of days performing court duties and payments received.

Employees who are absent from work due to jury or witness duty will not be dismissed or suspended from employment and shall retain and be entitled to the same job status and pay as he/she had prior to performing jury duty. Employees who are to be absent due to jury or witness duty must notify his/her Supervisor in advance. Vacation and sick leave benefits shall accrue at the normal rate for eligible employees.

Employees will not be paid by District for time taken for court appearances in cases in which he/she is personally involved, or in which he/she appears on a voluntary basis. This time may be taken as vacation leave or unpaid leave.

### **8.58.4 Voting Time**

District employees whose work schedule does not enable time to vote during the times the polls are open shall be allowed up to two (2) consecutive hours to vote, and shall use available leave time in accordance with 8.1 hereof or go without pay for purposes of voting.

### **8.68.5 Military Reserve Training**

- A. **Reserve Duty**— All employees who are members of the Armed Forces Reserves or members of the South Dakota National Guard will be allowed to take up to fifteen (15) consecutive days per year of leave without pay. Verification of military orders should be submitted to the Manager as soon as the employee is notified of his/her required service. During this fifteen-day period, all benefits accrue and remain in effect. If an employee wishes to be paid during his/her absence, he/she may charge the time to personal leave.
- B. **Active Duty**— In the event an employee is called to ~~military leave of more than 30 days~~ ~~service due to an involuntary military draft~~, all benefits to the employee will cease as if the employee had voluntarily resigned. However, upon completion of military service, every effort will be made to return the employee to their previous position or a similar position. An employee who returns under these circumstances will not suffer a loss of seniority, ~~status, and pay~~ for the calculation of benefits. However, all benefits will cease during the leave. Employees may COBRA the health insurance.



### 8.78.6 Funeral Leave

This policy is utilized to provide guidelines to enable employees to be absent without loss of normal pay to attend the funeral of an immediate family member. Immediate family member is defined as: husband, wife, parent, parent-in-law, brother, sister, child, step-child, foster child, grandchild, or grandparent.

Any regular full-time employee can use sick time or vacation time for up to three (3) days off following a death in the immediate family. Employees must notify the Manager as soon as possible of their need for funeral leave of absence so that alternative scheduling can be made. At the Manager's discretion, proof may be required of the employee's funeral attendance and relationship to the deceased. An employee may take an additional two (2) days off with pay in exchange for accrued sick leave or vacation time.

Time off to attend the funeral of a non-family member will be granted, either without pay or annual leave.

#### ~~8.7.1 Condolences~~

~~The Manager should be notified upon the knowledge of a death in the immediate family of an employee, supplying the following information:~~

- ~~A. Name of deceased;~~
- ~~B. Name and address of funeral home or church;~~
- ~~C. Date of funeral or wake.~~

~~The District will send a sympathy plant or flowers to the funeral home. If the District does not have the name of the funeral home, the plant or flowers will be sent to the employee's home. In some instances, a donation or other gift may be sent in lieu of flowers. This condolence policy may also extend to include associates of the District, e.g., Directors and their families, the District's attorney, etc.~~

### 8.88.7 Holidays

District recognizes and observes the following ten (10) holidays as paid holidays for all regular full-time

employees. New Year's Day  
President's Day  
Memorial Day  
Independence  
Day Labor Day  
Veterans' Day  
Thanksgiving  
Day  
Day After Thanksgiving  
~~Christmas Eve (1/2 day)~~  
Christmas Day  
~~New Year's Eve (1/2 day)~~  
~~Personal Day~~

Allowed holiday pay shall be defined as the number of hours that the average hours an employee regularly works, not to exceed (8) hours of compensation based on employee's regular rate of pay. When a holiday falls on a Saturday, the preceding Friday is observed as the paid holiday. When a holiday falls on a Sunday, the following Monday is observed as the paid holiday. ~~The requested personal day will be approved at the discretion of Management based on other employees' schedules and the general workload of the District.~~

It will be left to the sole discretion of the Manager to decide if the District should close early for any given holiday. Should Management determine that the office will close early for a holiday, employees may choose to utilize vacation time for that day or take it without pay.

## **8.98.8 Continued Education**

## **8.408.9 Family Medical Leave**

### **8.40.18.9.1 Introduction**

#### **8.40.28.9.2 Definitions**

#### **8.40.38.9.3 Eligible Employees**

#### **8.40.48.9.4 Notice**

#### **8.40.58.9.5 Certification**

#### **8.40.68.9.6 Failure to Provide Certification**

#### **8.40.78.9.7 Effect on Pay and Benefits**

During the term of *unpaid* Family or Medical Leave, no pay or other benefits shall accrue, with the exception of any group health benefits that were in effect at the time of commencement of such leave or new group health benefits which are provided by the employee during the FMLA leave. Group health insurance shall be continued in force for the duration of family or medical leave and the company shall continue to pay that portion of benefits normally paid by the employer. The employee shall be responsible for payment of any premiums he/she normally pays through payroll deductions. Such payments must be made by mail or in person to reach the Accounting Department no later than the last working day of the month prior to the next following month of insurance coverage.

~~Employees that opt to use paid vacation or sick leave during his or her Family Medical Leave, During the term of *paid* Family Medical Leave, employee~~ shall accrue vacation and sick leave. Employee health insurance benefits shall continue to be in effect with or without pay. The company shall continue to pay their portion of benefits normally paid by the employer. The employee shall be responsible for payment of any premiums he/she normally pays through payroll deductions. Such payments must be made by mail or in person to reach the Accounting Department no later than the last working day of the month prior to the next following month of insurance coverage.

~~8.10.88.9.8~~ Failure to Return to Work

~~8.10.98.9.9~~ Effect of Reemployment and Other Rights

## **Policy 9: Performance Appraisals**

### **9.0 Performance Evaluations General**

#### **9.1 Procedure**

#### **9.2 Signature Section**

*District recognizes that South Dakota is an employment at-will state and the intent of the District is to maintain the employment at-will status of all employees. Nothing in this Manual is intended to alter this at-will employment relationship for either party. This Manual does not create, nor is it intended to create, an employment contract or agreement of any sort.*

## **Policy 10: Safety**

### **10.0 General Statement**

This policy is utilized to provide guidelines on how to report employee on-the-job injuries or job-related illnesses, how to properly send an employee for medical treatment if necessary, and how to properly compensate an employee for any work time lost due to the injury or illness.

- A. All employee on-the-job injuries, near misses, or job-related illnesses occurring during the employee's working hours must be promptly reported to the Manager, or to the on-duty office personnel in the absence of the Manager. The office personnel must promptly complete an Accident Investigation Report, which is then forwarded to the Workers' Compensation insurance carrier.
- B. All employees needing or requesting medical treatment for an on-the-job injury or job-related illness will be referred to a clinic, hospital, or doctor's office.
- C. The workers' compensation insurance carrier will not pay an employee for time lost from work due to a compensable work-related injury or job-related illness unless the employee has lost more than seven (7) days due to the injury or illness.
- D. Due to this seven (7) calendar-day waiting period before the insurance carrier pays compensation, the employee will be eligible to draw available sick leave pay for any hours, that the employee would normally be scheduled to work during this waiting period.
- E. If an Employee is injured or become ill as a result of his or her job, it is the employee's responsibility to immediately report such injury or illness to the Supervisor and/or the Manager. An Employee's failure to report an on-the-job injury or job-related illness may result in a delay of payment of medical bills and/or compensation or a refusal by the carrier to qualify the injury or illness. Employees have up to 3 days to report after knowledge of the injury or illness.
- F. Medical bills and compensation will not be paid until it has been determined that the injury or illness qualifies and is a compensable on-the-job injury or job-related illness.

### **10.1 Reporting On-the-Job Injuries and Job-Related Illnesses**

### **10.2 Medical Treatment**

### **10.3 Safety Program**

#### 10.4 Safety Education

Safety procedures and issues ~~will~~may be taught and discussed at all weekly staff meetings. Any employees who may be required to work in confined spaces must first be familiar with the District's guidelines concerning Confined Space Entry. Any employee who fails to comply with these guidelines may be subject to disciplinary action, up to and including termination.

#### 10.5 Workers Compensation

### Policy 11: Separation from Service

#### 11.0 General Procedures

#### 11.1 Definitions

#### 11.2 Return of District Property

Employees are expected to return all District property at the time of his/her departure from service. On the terminating Employee's final day of employment, the Manager will meet with the Employee to ensure that all keys, safety equipment, tools, uniforms, and any other company property in the Employee's possession has been returned and that the employee provides all passcodes and log-in information to District systems. The District reserves the right to withhold from the employee's final paycheck the amount for any property that is not returned or for which there is no explanation for the absence of the property. The District may take further action if necessary to recover District property.

#### 11.3 Voluntary Separation

11.3.1 Resignation

11.3.2 Un-notified Absence

11.3.3 Retirement

#### 11.4 Involuntary Separation

Employees who are discharged are advised of his/her rights to continue participation in the District's group health plan. Employees discharged for gross misconduct receive neither advance notice nor can they be allowed to continue coverage under the District's group health plan.

*District recognizes that South Dakota is an employment at-will state and the intent of the District is to maintain the employment at-will status of all employees. Nothing in this Manual is intended to alter this at-will employment relationship for either party. This Manual does not create, nor is it intended to create, an employment contract or agreement of any sort.*

#### ~~11.5 Lay Off and Severance Pay~~

~~Severance pay is utilized to assist Employees in making transitions when positions are eliminated. While the District must run efficiently and in a cost-effective manner, its philosophy is to assure reasonable job security for its Employees. However, when conditions indicate that the District cannot continue to effectively operate financially unless major cost-containment measures are implemented, a staff reduction may be necessary.~~

~~In order to assist affected employees in the transition from the District to alternative employment, the District establishes this Severance Pay procedure. This procedure is designed to provide some financial assistance to employees who are displaced as a result of a reduction in staff.~~

~~Upon separation the employee will receive pay for all accrued vacation hours. Sick leave may be paid in accordance with the sick leave policy, section 8.2. Continuation of health benefits (COBRA) will be provided to employees whose employment with the District is terminated by retirement or otherwise, upon their election and payment of premiums, in accordance with federal COBRA guidelines. Any other compensation is at the discretion of the trustees.~~

## Policy 12: Purchasing

### 12.0 General Policy:

RVSD strives to obtain the best value in every purchasing transaction. Best value is determined by evaluating many factors to determine the lowest long-term cost for products and services.

Purchases made by RVSD will:

- Comply with applicable laws and regulations
- Be necessary for the operation of RVSD and consistent with the mission of RVSD
- Be consistent with the district's policies and procedures
- Not include alcohol without the approval of RVSD Board of Trustees

The manager has been given considerable decision making authority related to RVSD's purchases.

The manager has authority to:

- Determine RVSD purchasing needs
- Research and selection of vendors
- Solicit prices and initiate purchases consistent with approved budget - up to \$10,000
- Make urgent/emergency purchases to ensure the uninterrupted flow of services greater than ~~\$10,000~~ \$20,000– with immediate consultation and approval by RVSD Facilities and Equipment Committee
- Analyze costs and assess other important factors such as pricing, bid or quotation information, design information (drawings, blueprints, etc.) company strategic plans, delivery, customer services, wage and salary scales, supply sources and supplier information, computer software programs, etc.
- Track purchasing and warranty documentation
- Ensure proper receipt of ordered goods or services
- Negotiate and resolve disputes with vendors
- Monitor and reconcile purchase transactions using the financial system and associated financial statement and reports
- Actively engage with Facilities and Equipment Committee on planning and purchasing of expenses or projects greater than ~~\$10,000-~~\$20,000
- Emergency repairs expected to be over \$20,000 contact the chair for approval or one of the other officers.

The Board of Trustees will:

- Reviewing and approving employee reimbursement requests
- Reviewing and approving credit card purchases
- Monitoring budgets
- Reviewing monthly purchases and expense reports



**Appendix A: Rights and Responsibilities of the Board of Trustees**

**Appendix B: Rights and Responsibilities of the Manager**

## **Appendix C: Rights and Responsibilities of the Employee**

1. Purpose: To establish the rights and responsibilities of the Employee as they relate to the orderly operations of Rapid Valley Sanitary District.
2. Policy and Procedure:
  - A. The Employee has the right to consult the Manager regarding any valid business-related matter without the fear of reprisal as it relates to his/her employment.
  - B. The Employee has the right to expect a work environment that is both safe and non-detrimental to the employee's overall well-being and general health.
  - C. The Employee has the responsibility to:
    1. Maintain the physical and mental standards necessitated by the job;
    2. Understand the Policies and Procedures of the District and work in such a manner that will enforce them;
    3. Become familiar with and abide by all local, state, and federal regulations that apply to company operation;
    4. Help extend the working life of equipment through proper operation and avoidance of abuse;
    5. To represent the District in a positive, professional manner both on and off the job, restricting verbal viewpoints where they might not be considered appropriate;
    6. To notify Management of all actions or practices that could prove to be detrimental to the operations of the District in both a timely and confidential manner.

**Policy and  
Procedures  
Manual  
Acknowledgment  
Form**

This will acknowledge my receipt of Rapid Valley Sanitary District's Personnel Policy and Procedures Manual and my responsibility to become familiar with its contents. I further understand and agree to the following:

1. This handbook represents a brief summary of some of the more important District policies relative to employment, but not intended to be all-inclusive of District policies or practices.
2. The District retains the sole right in its business judgment to modify, suspend, interpret, or cancel, in whole or in part, at any time, and with or without notice, any of the published or unpublished personnel policies or practices.
3. The District does not recognize verbal or implied contracts for employment. Only the Manager has the authority to enter into any agreement of employment for specified durations. Such employment agreements will only be valid and binding on District when the agreement is set forth in a written document signed by the employee and Manager.
4. The contents of this manual do not constitute an expressed or implied contract of employment.
5. I understand that District maintains the At-Will status for all employees in accordance to state law.

6. I understand have received the District Harassment, Non-Discrimination, and Workplace Violence Policies.

6.7. I acknowledge that I have received a copy of this Manual.

Employee's Name (Print or type): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RAPID VALLEY SANITARY DISTRICT – WATER SERVICE

### FINANCIAL POLICY

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Provides guidance for prudent accumulation and management of designated reserves

**4/9/2018**

**3/11/2019**

**4/12/2021**

1. Finance Authorization Policy

**This policy defines who has decision making authority for purchases and transactions related to the financial operation of Rapid Valley Sanitary District – Water. Approval must be granted by the person with authority prior to undertaking any transactions. All invoices will be signed by the authorizing person before payment of funds to recipient. The RVSD - WS Board Treasurer will provide regular audit of financials.**

**Where additional policy is noted, this policy must also be adhered to when undertaking the finance transaction.**

Policy/Finance Related Task	Authorizer	Other Policy/Reference
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Financial oversight, authorization and approval	Manager	12.0 of Policy and Procedures Manual
Opening/Closing Bank Accounts	Manager	Investment Policy
Issuing Petty Cash	Manager	3.17 of Policy and Procedures Manual
Business Credit Card	Manager	12.0 of Policy and Procedures Manual
Purchasing consumables for field work or office support	Manager/ Field Supervisor and <del>Office Operations Clerk Office</del> Manager with immediate consultation of the RVSD - WS Manager. Manager has final authority.	12.0 of Policy and Procedures Manual and Approved Annual Budget
Purchasing Equipment	Manager – consistent with established approval authorization limits	12.0 of Policy and Procedures Manual and Approved Annual Budget
Investments including Stocks, Bonds, Money markets, CD’s	Manager at the direction of the board	Investment Policy

## 2. **Bank Account Policy**

This policy defines the requirements for use of bank accounts, including opening, closing authorization, reconciliation of bank accounts and bank account transactions.

### **Opening Bank Accounts**

Any new bank accounts to be opened for the business must have the authorization of the Manager and the Board of Trustees based on recommendations of the Finance Committee. For each new bank account opened, the financial system must be updated and the bank account registered by the ~~Office Operations Clerk~~ Office Manager

### **Bank Account Transactions**

Bank transactions will be reported to Board of Directors monthly with account detail and trial balances and sent in board packets.

The authorized persons for bank account payments are:

- Manager
- ~~Office Operations Clerk~~ Office Manager
- Administrative Clerk

Each payment made must be supported by invoice, receipt or other appropriate documentation and approved by the Manager.

### **Closing Bank Accounts**

Where it is decided that a bank account is no longer necessary, the Manager will authorize the closure of the bank account with prior approval of the Board of Trustees based on recommendation of the Finance Committee.

At the direction of the Manager, the ~~Office Operations Clerk~~ Office Manager will be required to:

- ensure all transactions with respect to the account (including cheques drawn) have been completed;
- lodge with the bank a letter, signed by authorized signatories advising of the closure of the account;
- meet the bank's requirements with respect to account closure; and
- update the financial system and bank account register

## 3. **Petty Cash Policy**

Petty cash can be used to pay for small business expenses where payments through accounts payable or credit card are not justified or appropriate, or for employee reimbursement of expenses. Employees shall not use petty cash for personal expenses.

### **Issuing Petty Cash**

Petty cash invoices must be authorized before any cash is taken from the petty cash safe float. Maximum of \$75.00 will be in the petty cash safe float.

All petty cash invoices must be approved by the Manager

The ~~Office Operations Clerk~~ Office Manager will enter all petty cash expenditures into the financial system.

All invoices must have the following details included:

- Issue date
- Amount of monies disbursed
- Details of expense
- Receipt for reimbursement
- Signature of approval person

Reimbursement of petty cash will be authorized by the Manager

#### **4. Petty Cash Policy**

Petty cash can be used to pay for small business expenses where payments through accounts payable or credit card are not justified or appropriate, or for employee reimbursement of expenses. Employees shall not use petty cash for personal expenses.

##### **Issuing Petty Cash**

Petty cash invoices must be authorized before any cash is taken from the petty cash safe float. Maximum of \$75.00 will be in the petty cash safe float.

All petty cash invoices must be approved by the Manager

The ~~Office Operations Clerk~~ Office Manager will enter all petty cash expenditures into the financial system.

All invoices must have the following details included:

- Issue date
- Amount of monies disbursed
- Details of expense
- Receipt for reimbursement
- Signature of approval person

Reimbursement of petty cash will be authorized by the Manager

#### **5. Use of Business Credit Card Policy**

This policy provides guidelines for the issue and use of business credit cards. The Manager has authority to approve the use of credit cards. The business credit card(s) can only be used for allowable operating expenses. No cash advances are to be taken using the business credit card unless authorized by the Manager.

If a business credit card is lost or stolen, the owner of this card is to notify ~~Office Operations Clerk Office Manager~~ immediately. The ~~office Operations Clerk Office Manager~~ will notify the issuing agency and ensure the card is cancelled.

The use of the business credit card is not to be used for personal expenses.

All holders of business credit cards are required to reconcile the monthly credit card statement to the expense form, attach all receipts for payments made on the credit card and have the expense statement authorized by the Manager

Upon completion and authorization of the monthly expense statement, these documents are to be forwarded to ~~Office Operations Clerk Office Manager~~ for payment of the credit card statement.

All business credit cards are to be returned to the business when the person is no longer an employee of the business.

A motion was made by Connie Olson to approve the first reading of the changes to Water Use Ordinance 14-1. Rick Hensley seconded the motion. Motion carried. Connie Olson presented the committee recommended changes to the policy manual and the finance policy. The consensus of the group was to adopt the changes.

## MANGERS REPORT

**3. Monthly Water Loss and Leak Detection:** Staff leak detected the pressure zone and found a large leak on Spade Ct, the estimated loss for this leak is about 800,000 gallons per month. This leak has lowered the pressure zone usage. Water audits are also being conducted in the pressure zone and in the O'Brien area. The pressure zone is showing a small amount of loss and the O'Brien area has a potential leak. Water loss from February was down from the prior month to 17.76%.

## PROJECTS AND FUTURE DEVELOPMENT

**4. Murphy Ranch Phase 10B Project:** Siteworks has completed the drainage for Murphy phase 10 and will be starting on the water and sewer for Phase 10B in the next couple of weeks.

**5. Cottonwood Water Main Extension:** Siteworks has started installing water main along Highway 44 to the Cottonwood Trailer Court. A portion of this water main will be installed at no cost to the District. The contractor has completed about half of this project and water should be available to this location sometime in the next couple of weeks.

**6. Apple Valley Water and Sewer Expansion Project:** This project is still projected to start in April or May timeframe, but there is no new information at this time.



7. **Quail Ridge Apartment Complex Project:** A meeting was held March 9<sup>th</sup> with Renner and Associates Engineering regarding the Quail Ridge Apartment complex. The engineer submitted a concept plan to run the sewer to the main on Twilight.

#### **OTHER TOPICS**

8. **Update on 2023 County ARPA and SD DANR Funded Projects:** The State Historical Preservation Office has not given approval for the site at this time, the document that details the findings are of no significance as of February 10<sup>th</sup>. The State Historical Preservation Office has indicated we will need DANR approval to move forward. Once we get the approval a FONSI (finding of no significant impact) will need to be advertised and then we can close on the loan and start on design.

9. **Box Elder and Rapid Valley Sanitary District Water Service Agreement:** This agreement has been signed by both parties and is effective as of February 28, 2023.

10. **Skid X Nanostone Retrofit Project:** Skid X was put into production March 2<sup>nd</sup>. Kevin Cronin, a Nanostone design engineer was on site to look at our design and document modules that had movement in the 2" permeate port. This will protect us if there is an issue past our full coverage warranty period. One module is being replaced that was damaged during shipping.

11. **Senate Bill 156:** Senate bill 156 is a bill to appropriate \$100 million to DANR for water projects. It passed the appropriations committee on February 24<sup>th</sup> and passed the senate as of February 27<sup>th</sup>, although it was struck down in the house.

12. **Direct Potable Reuse Study:** South Dakota School of Mines professors and students, as well as Box Elder will be touring our treatment facility in April. They are interested in our technology and we will be discussing the idea of reuse. There has been some interest in potentially conducting a study on this application. Box Elder is open to the idea of allowing their waste water effluent to be utilized in the study. There could be a potential cost associated with a study with the school of mines.

#### **Miscellaneous Items:**

- Rooms at the Ramkota for ATC 2024 are all booked. Rooms are currently reserved at the Holiday Inn Express.
- The election schedule for 2023 is complete. Trustees with terms expiring are Andy Fitzgerald, Diana Nelson, and Shirley Haines.
- Creekside Apartment Complex Phase II does not have an update at this time.
- Long View and Reservoir Rd apartment complex has not submitted any plans at this time.
- The emergency water main break on S Valley Dr last month did go over the \$10,000 limit. The total cost for that repair was \$14,754.00

There being no further business, the meeting was adjourned at 7:47 pm.

Respectfully Submitted,

Rapid Valley Sanitary District – Water Service  
Board of Trustees' March 13, 2023

Sara Bender  
Office Manager