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**Personnel Policy Handbook**

The Cody Conservation District - Personnel Policy Handbook (CCD-PPH) is designed to acquaint Cody Conservation District (CCD) employees with information about your job, working conditions, employee benefits, and the Board of Supervisor’s policies affecting employment. All employees should read, understand, and comply with all the provisions in the CCD-PPH. The language used in the CCD-PPH does not intend to create a contract with you, nor is it to be construed to constitute, a contract between the CCD and one or any of its employees. The CCD-PPH does not create binding terms and conditions of employment, nor shall the CCD-PPH be construed in such a way. The Board of Supervisors retains the absolute right to terminate any employee at any time with or without cause. The Board of Supervisors explicitly reserves the right to modify any of the provisions of these policies at any time. Employees should consult their immediate Supervisor regarding any questions about the CCD-PPH, or any questions they may have from time to time not answered therein.

Cody Conservation District

1501 Stampede Drive, suite 2046

PO Box 601

Cody, WY 82414

Reviewed and approved by the Cody Conservation District Board of Supervisors

7 April 2021

Modified 5/14/2025

**Table of Contents**

1. At Will Employee Statement ................................................................................................. 4
2. Mission .................................................................................................................................. 5
3. General Practices and Policies................................................................................................ 5
   1. Equal Employment Opportunity ..................................................................................... 5
   2. Harassment Policy ........................................................................................................... 5
   3. Discrimination, Harassment, or Retaliation Reporting .................................................... 5
   4. Substance Abuse Policy ................................................................................................... 6
      1. Alcohol.......................................................................................................... 6
      2. Illegal Drugs ................................................................................................. 6
      3. Disciplinary Action........................................................................................ 6
      4. Searches....................................................................................................... 6
      5. Drug Testing ................................................................................................ 7
      6. Smoking Policy ............................................................................................ 7
      7. Drug Free Workplace Act of 1988 (41 U.S. Code §8102) .............................7
   5. Personnel Records ......................................................................................................... 7
   6. Work Related Injuries .................................................................................................... 7
4. Personnel .................................................................................................................................... 8
5. Standards of Conduct .................................................................................................................. 8
   1. Dress Code ...................................................................................................................... 8

6 Salary and Compensation ........................................................................................................... 9

6.1 Salary and Wages ............................................................................................................ 9

6.2 Performance Evaluation................................................................................................... 9

6.3 Health Insurance............................................................................................................. 9

6.4 Retirement....................................................................................................................... 9

6.5 Workers’ Compensation.................................................................................................. 9

6.6 Social Security..................................................................................................................10

7 Leave Policy...............................................................................................................................10

7.1 Annual Leave...................................................................................................................10

7.2 Sick Leave .......................................................................................................................10

7.3 Holiday Leave..................................................................................................................11

7.4 Other Leave.....................................................................................................................11

7.4.1 Parental Leave.................................................................................................11

7.4.2 Bereavement Leave ........................................................................................12

7.4.3 Voting Leave ...................................................................................................12

7.4.4 Jury Duty/ Court Leave ....................................................................................12

7.4.5 Legislative Leave..............................................................................................12

7.4.6 Administrative Leave/ Leave without Pay........................................................12

7.4.7 Blood Donations...............................................................................................12

7.4.8 Snow Plan.........................................................................................................12

8 Fair Labor Standards Act Policies.....................................................................................13

8.1 Overtime .............................................................................................................13

8.2 Compensatory Time.............................................................................................13

8.3 Exempt Employee Determination.......................................................................14

8.4 Hours of Work......................................................................................................14

8.5 Rest Periods (Breaks) ...........................................................................................14

8.6 Meal Periods........................................................................................................15

8.7 Call-back Time .....................................................................................................15

8.8 Non-Exempt Employee Travel Time ....................................................................15

9 Compensation upon Separation.......................................................................................15

9.1 Vacation Leave......................................................................................................15

9.2 Sick Leave .............................................................................................................15

9.3 Compensatory time .............................................................................................16

10 Acknowledgment............................................................................................................17

**1. AT WILL EMPLOYEE STATEMENT**

The CCD-PPH describes the conditions of employment at the CCD, and I understand that I should consult my immediate Supervisor(s) regarding any question(s) not answered in the CCD-PPH.

I have entered into my employment with CCD voluntarily and acknowledge that I am an at-will employee and there is no specified length of employment. Either CCD or I can terminate the relationship at will, or without cause, at any time. Nothing in the CCD-PPH shall be interpreted to conflict with or eliminate or modify in any way the employment-at-will status of the CCD employees. The CCD-PPH may not be modified by any officer or employee and shall not be modified in any publication or document.

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Employee’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name (Typed or Printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. MISSION**

The mission of the Cody Conservation District (CCD) is committed to improving the quality of life in our district through good stewardship of our land, water and natural resources. The Cody Conservation District will achieve the goal by providing information, education and technical services to its constituents.

**3 GENERAL PRACTICES AND POLICIES**

**3.1 EQUAL EMPLOYMENT OPPORTUNITY**

The CCD provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the CCD complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The CCD expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CCD’s employees to perform their job duties may result in discipline up to and including discharge.

**3.2 HARASSMENT POLICY**

1. A fundamental policy of the CCD is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters, which do not relate to the CCD’s business. In particular, an atmosphere of tension created by non-work-related conduct, including ethnic, racial, sexual or religious remarks, animosity, unwelcome sexual advances or requests for sexual favors or other such conduct does not belong in our workplace.

2. Harassment of CCD employees by CCD employees or others or the harassment of customers by CCD employees is a violation of state and federal law. Harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to such conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions or when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

3. Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, CCD will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

**3.3 DISCRIMINATION, HARASSMENT, OR RETALIATION REPORTING**

1. If an employee feels uncomfortable bringing the matter to the CCD Manager or the Board of Supervisor’s Personnel Liaison, or if the CCD Manager or the Board’s Liaison is thought to be involved in the harassment, employees should contact the any other member or members of the Board of Supervisors who, to the extent possible, will treat the matter with the degree of confidentiality that you require. Charges of harassment will be promptly and thoroughly investigated by the CCD Manager or Board of Supervisors and a report will be made to you concerning the results of the investigation.

2. If the CCD determines that harassment has occurred, appropriate relief for the employee bringing the complaint and appropriate disciplinary action against the harasser, up to and including discharge, will follow. A non-employee who subjects an employee to harassment in the workplace will be informed of our CCD’s policy and appropriate action will be taken. In all cases, the CCD will make follow-up inquiries to ensure that the harassment has not resumed.

3. An employee who remains unsatisfied after investigation by his/her CCD Manager, Board of Supervisors Personnel Liaison or any Board member may seek review from the Board of Supervisors. The full Board of Supervisors may direct or conduct an independent investigation, including witness interviews and statements concerning the complaint. Additionally, the Board of Supervisors may take further remedial or disciplinary action as is appropriate. The CCD understands that these matters can be extremely sensitive and, so far as possible, will keep all employee complaints and all communications, such as interviews and witness statements, in strict confidence.

**3.4 SUBSTANCE ABUSE POLICY**

CCD maintains a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers’ confidence in our entity.

**3.4.1 Alcohol**

Employees are prohibited from being under the influence of alcohol while performing business for CCD, while operating a motor vehicle or any machinery in the course of business or for any job-related purpose, or while on company premise or a worksite.

**3.4.2 Illegal Drugs**

Employees of CCD are prohibited from using or being under the influence of Illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in any CCD facilities, while operating a motor vehicle for any job-related purpose of while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

**3.4.3 Disciplinary Action**

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

**3.4.4 Searches**

CCD may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. An employee’s consent to search is required as a condition of employment and the employee’s refusal to consent may result in disciplinary action, including termination.

**3.4.5 Drug Testing**

CCD may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

**3.4.6 Smoking Policy**

Smoking is prohibited inside the CCD facilities, although the CCD may designate a smoking area if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts. All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

**3.4.7 Drug Free Workplace Act of 1988 (41 U.S. Code §8102)**

In accordance with the Federal Drug Free Workplace Act, employees must notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Failure to timely notify the District of a conviction for a criminal drug statute violation occurring in the workplace will be subject to disciplinary action up to and including termination.

**3.5 PERSONNEL RECORDS**

1. Each employee is responsible for updating personnel information with the CCD Manager in writing when there is a change in address, telephone number, marital status, emergency contact, or number and names of dependents.

2. Tax information must be kept current. W-4 forms are available at the CCD Manager’s office throughout the year.

3. All personnel records are the property of the CCD. Employees may view their personnel files in the presence of the CCD Manager and/or the Board Personnel Liaison. No material may be removed from the file or duplicated by an employee, but an employee may insert comments if desired. Both the employee and the CCD Manager will sign said comments.

4. Personnel material is shared within the CCD only on a need-to-know basis.

**3.6 WORK RELATED INJURIES**

All employees of the CCD are required to report any work or workplace related injury to the CCD Manager within 24 hours or as soon as is practicable.

1. You must complete an Employee’s Claim for Worker’s Compensation Benefits Form if you have an injury on the job. If your injury does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the CCD Manager.

2. The Occupational Safety and Health Act, as amended requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

3. In addition, the State Workers’ Compensation Act requires that you report all illness or injury caused by the workplace, or in the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers’ compensation payments as well as health benefits.

4. You can get the required reporting paperwork from your Supervisor.

**4 PERSONNEL**

Employees at the CCD are either full-time or part-time. The CCD may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits. Part-time employees work no more than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health benefits. All other employees are full-time.

1. Full-Time Salaried Employee- Full time personnel, with full benefits and paid holidays.

2. Full-Time Hourly Employees- This position is considered to be full time, hourly, for 30-40 hours a week.

3. Part-Time Employee - This position is considered to be part time, salaries or hourly, for 30 hours or less and a period of one year or less.

4. Temporary Employee - This position is full time hourly with no benefits. Holidays will be paid if said holiday falls within the normal work week.

5. Independent Contractor- This included all self-employed personnel. Agreements are entered into for a specific job and specific fee. This is not a Conservation District employee, therefore no payroll taxes, unemployment compensation, workers’ compensations, benefits or holidays are paid.

The Board of Supervisors designates full-time or part-time employment, and whether employees are exempt or non-exempt. All new employees will be subject to a ninety (90) day probationary period, hereinafter probationary period, wherein the new employee will be evaluated for continued employment with the CCD by the Board of Supervisors.

**5 STANDARDS OF CONDUCT**

As an employee of CCD you will be required to represent the CCD in a prudent, professional and courteous manner.

**5.1 DRESS CODE**

Employees will dress in an appropriate manner for their individual position. Personal hygiene must be maintained on a daily basis.

**6 SALARY AND COMPENSATION**

**6.1 SALARY AND WAGES**

The Board of Supervisors will establish the salary and wage of each employee.

1. Non-Exempt Employees

a. Wages will be paid monthly for an equivalent 12 pay periods in the calendar year. Nonexempt employees will be paid on an hourly basis

b. Each work week is the period of time beginning and ending at 12:00 AM Sunday. Hours are to be turned in the last Friday of the month. If the last Friday is a holiday or scheduled time off it is acceptable to turn in hours early.

c. All wages are paid through an electronic direct deposit payroll system. Therefore, all CCD employees should have a bank account, either savings or checking, in order to receive payment for hours worked. In their discretion, the Board of Supervisors may allow for paper paychecks.

d. Records will be kept by all non-exempt employees as to hours worked and leave used during each week and turned into the District Manager at the end of each pay period.

2. Exempt Employees

a. Salaries will be paid every two weeks for an equivalent 26 pay periods in the calendar year. Exempt employees will be paid on a salary basis.

b. Exempt employees will keep records on tasks performed and leave per pay period and will turn it in to the Board of Supervisors.

**6.2 PERFORMANCE EVALUATION**

The Board of Supervisors may evaluate an employee’s performance at any time. At a minimum annual performance evaluations will be conducted by the District Manager and/or Employee Liaison.

**6.3 HEALTH INSURANCE**

The CCD participates in the WEBT Insurance Plan. For those employees who choose not to participate, no other benefit/compensation will be provided by the CCD. Vision and life insurance is provided to employees who choose to participate in the WEBT Insurance Plan. Dental insurance is optional to the employee and will be paid by the employee. Health, vision, and dental insurance benefits are provided only to full-time employees.

**6.4 RETIREMENT**

The CCD participates in the Wyoming Retirement System. The CCD will contribute the employer’s portion during the first year of employment, if the employee contributes the employee’s share. After one year of employment, the CCD will contribute to both portions of the Wyoming Retirement at the current rate. Retirement benefits are only provided to full-time employees.

**6.5 WORKERS’ COMPENSATION**

The CCD pays into the Wyoming Workers’ Compensation fund on all employees of the CCD. Worker’s Compensation is a mandatory insurance policy, which pays medical bills and job benefits to workers injured on the job.

**6.6 SOCIAL SECURITY**

The CCD participates in the FICA (Social Security) and Medicare program.

**7 LEAVE POLICY**

**7.1 ANNUAL LEAVE**

1. Accrual rates: Annual leave shall accrue at the rate of 3.69 hours per pay period for full-time employees from the 4th year of service. The annual leave schedule (see below) is applicable thereafter. Permanent part-time employees shall accrue annual leave at the rate of 1.85 hours per pay period from 4 years of service. The annual leave accrual schedule is applicable thereafter and defined below.

a. Annual Leave Accrual Schedule

Full Time:

5-9 years: 136 hours

10-14 years: 176 hours

15-19 years: 196 hours

20-24 years: 216 hours

25-over years: 236 hours

Permanent part Time:

5-9 years: 68 hours

10-14 years: 88 hours

15-19 years: 98 hours

20-24 years: 108 hours

25-over years: 118 hours

2. Maximum accrual: The carry-over maximum shall be 240 hours as of each June 30. Any excess time from the previous calendar year not utilized by the last day of August of the following calendar year shall be forfeited on September 1.

3. Employees who want to use annual leave in excess of three (3) or more days shall request it from their immediate supervisor two (2) weeks in advance of being gone. If such notification is not given, the immediate supervisor has the right to decline the request of annual leave and may engage in appropriate disciplinary action. Any annual leave requested less than the three (3) days must still be requested from the immediate supervisor.

4. Any employee under the probationary period shall accrue annual leave. If at any time during the probationary period, the employee resigns or is terminated, accrued annual leave will not be given.

**7.2 PERSONAL TIME OFF (PTO)**

1. Accrual rates: PTO shall accrue at the rate of 8 hours per month for full-time employees. PTO shall accrue at the rate of 4 hours per month for part-time employees.

2. Maximum accrual: There is no limitation on the amount of PTO that can be accrued by an employee.

3. Notification: Employees who are unable to work shall notify the CCD Manager as soon as possible of their absence or anticipated absence. If such notification is not given, the CCD Manager shall charge the absence to annual leave, compensatory time, or leave without pay and the Board of Supervisors may take appropriate disciplinary action.

4. Donation: Any employee who has accrued a minimum of eighty (80) hours of PTO may donate up to sixteen (16) hours of PTO per calendar year to an employee who has an immediate and reasonable need for such assistance. Donors shall give the CCD Board of Supervisors, who must approve or disapprove the donation, a written statement specifying the number of hours donated and the name of the employee to whom the donation is being made. The CCD Manager shall ensure that all donated but unused PTO shall be credited back to the original donor(s) when the recipient returns to work and/or no longer has an immediate and reasonable need for the leave or when the recipient dies.

5. Any employee who is terminated or resigns shall not be compensated for accrued PTO.

**7.3 HOLIDAY LEAVE**

Employees shall be granted paid holiday leave from regularly scheduled work hours occurring on the list of days below consistent with federal holidays. If an employee is required to work by the Board of Supervisors or CCD Manager on a day which is recognized as a holiday, in addition to regular pay for the work week that employee will be paid at time and one-half times the employee’s hourly rate of pay for each hour worked on the holiday.

1. New Year’s Day (January 1)

2. Martin Luther King Jr. Day (3rd Monday in January) (will be observed the day after Thanksgiving) per board decision 1 Dec 2021.

3. President’s Day (3rd Monday in February)

4. Memorial Day (Last Monday in May)

5. Independence Day (July 4)

6. Labor Day (1st Monday in September)

7. Columbus Day (2nd Monday in October)

8. Veteran’s Day (November 11)

9. Thanksgiving Day (4th Thursday in November)

10. Christmas Day (December 25)

**7.4 OTHER LEAVE**

**7.4.1 Parental Leave**

The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

1. Eligible employees shall be entitled to take accrued sick leave, compensatory time, annual leave, or leave without pay for up to twelve (12) weeks for:

a. the birth of a child and to care for the newborn child within one year of birth;

b. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

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

d. A serious health condition that makes the employee unable to perform the essential functions of his or her job;

e. Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or

f. Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

**7.4.2 Bereavement Leave**

Bereavement leave will be allowed as follows: Immediate family member: three (3) days paid. Family member, other than immediate: One (1) day paid. Non-family member: One (1) hour paid. Any additional leave required will need to have approval by the CCD Manager.

**7.4.3 Voting Leave**

Employees shall, at the time specified by the CCD Manager, be allowed one (1) hour of leave with pay for the purposes of voting in an official public election. (See W.S.§.22-2-111).

**7.4.4 Jury Duty/ Court Leave**

An employee required to serve as a member of a jury panel or as a witness of the court shall be granted leave with pay for the performance of such obligations, minus any compensation received from judicial system.

**7.4.5 Legislative Leave**

Any employee elected to serve as a member of the State Legislature shall be required to take leave without pay for the performance of all legislative duties.

**7.4.6 Administrative Leave/ Leave without Pay**

The Board of Supervisors may grant an employee administrative leave with pay to participate in meetings, seminars, hearings, examinations, employee organization meetings, or other work-related activities. The CCD Board of Supervisors or the CCD Manager as deemed necessary may close the CCD office when all employees are out on administrative leave. The Board of Supervisors may from time to time grant employees leave without pay at their discretion.

**7.4.7 Blood Donations**

An employee who gives blood shall be allowed one (1) hour of leave with pay for the purpose of donating blood.

**7.4.8 Snow Plan**

The CCD Manager in consultation with the CCD Chairperson will decide an administrative office closure if the need arises.

**8 FAIR LABOR STANDARDS ACT POLICIES**

**8.1 OVERTIME**

1. The overtime policy of the Cody Conservation District shall be in accordance with and no more stringent than the provisions of the “Federal Fair Labor Standards Act of 1938,” as amended 29 U.S.C. 201 et set. (FLSA)

2. CCD shall clearly communicate to the employee upon initial hire or upon change in position or classification, the determination of exempt/non-exempt status for overtime purposes.

3. CCD shall provide this determination in writing.

4. It is the policy of the Board of Supervisors to flex work hours in the same pay period in lieu of comp time. All comp time or overtime will be approved in writing by the Supervisor responsible for personnel.

5. A non-exempt employee shall receive overtime or compensatory time in lieu of overtime payment for hours worked in excess of forty (40) hours per week at one and one-half (1 ½) times the compensation rate.

a. A non-exempt employee who works overtime shall inform the Board of Supervisors regarding the method (overtime pay or compensatory time) in which they want to be compensated for overtime hours worked.

b. CCD shall honor the employee’s request except where budget or staffing requirements preclude the selected method.

c. A written record of the agreement shall be maintained.

**8.2 COMPENSATORY TIME**

1. A non-exempt employee may receive compensatory time in lieu of pay. The compensatory time shall be computed for the actual hours worked over forty (40) hours per workweek times one and one-half (1 ½) hours.

2. The maximum number of hours of compensatory time an employee can accrue shall be limited to forty (40).

3. Requirements regarding the use of compensatory time:

a. Compensatory time shall be used before taking any vacation leave; and

b. An employee, who earns compensation time, shall be permitted by CCD District Manager to use such time within a reasonable period, as long as the time off does not unduly disrupt the operations of the agency; and

c. CCD Board of Supervisors many, at their discretion, pay off or require the use of compensatory time balances while considering the needs of the employee and the staffing requirements of the district.; and

d. Unused compensatory time shall be paid as follows:

i. Balances as of December 31 shall be paid on the next regularly scheduled pay period, or

ii. Upon separation (Refer to the Compensation Upon Separation Section), or

iii. Dates approved by the CCD Board of Supervisors.

4. The compensation rate for unused compensatory time shall be computed using the employee’s regular rate of pay.

5. Employees shall keep accurate records of compensatory time and number of compensatory time earned or used for each work period. These records will be included on each employee’s time sheet and submitted for review and approval by the CCD District Manager and Board of Supervisors.

**8.3 EXEMPT EMPLOYEE DETERMINATION**

1. CCD employees exempt from overtime compensation include:

a. District Manager

b. Employees who serve in executive, administrative, professional, computer work or highly compensated capacities who have met the duties and salary requirements specified by the U.S. Department of Labor Wage and Hour Division. Requirements can be found at: http://www.dol.gov/whd/regs/compliance/fairpay/fs17a\_overview.pdf January 01, 2015 Page 26

2. When permanent and substantial changes occur to the duties of a position CCD’s Board of Supervisors shall review the position for proper exempt/non-exempt status.

**8.4 HOURS OF WORK**

Records will be kept by all non-exempt employees as to hours worked and leave used during each week and turned into the CCD Manager for approval at the end of each pay period. Hours worked is defined as all-time the employee is required to be on duty or on the agency’s premises or at a prescribed work place and all time that an employee is suffered or permitted to work for the CCD.

a. An employee may volunteer to continue to work at the end of a day for the purpose of completing an assigned task, correcting errors or preparing reports.

b. This time shall be counted as hours worked if management knows or has reason to believe that the employee is continuing to work.

c. This basic rule also applies to work performed away from the agency’s premises or an approved alternative work schedule.

d. CCD shall maintain office hours, 8:00 a.m. to :00 p.m. Monday through Thursday, and be staffed appropriately to ensure service to the public and other agencies at all times unless otherwise approved by CCD Manager and/or Board of Supervisors.

e. Employees shall maintain a set work schedule.

f. Employees may request to change their schedules with prior written approval.

g. Regularly scheduled workdays shall not exceed nine (9) hours a day without prior approval by the CCD Manager.

**8.5 REST PERIODS (BREAKS)**

1. An employee may be allowed one fifteen-minute rest period for each four-hour work period.

2. Rest periods should be scheduled with approval of the employee’s supervisor to ensure adequate coverage of job functions.

3. Rest periods shall be counted towards hours worked.

4. Rest periods shall not be:

a. Included in starting/ending workday periods, or

b. Taken consecutively or included in the computation of meal periods.

5. Missed rest periods are forfeited.

**8.6 MEAL PERIODS**

1. Meal periods shall be considered hours worked when a non-exempt employee performs any duties, whether active or inactive, while eating. It is not necessary that an employee be permitted to leave the premises if otherwise completely freed from duties during the meal period.

2. Meal periods should be scheduled with approval of the employee’s supervisor to ensure adequate coverage of job functions.

3. Employees shall take at least a half hour (30 minute) meal period when scheduled to work in excess of 6 hours, unless otherwise directed by their supervisor for a longer meal period.

4. Meal periods shall not be included in the computation of starting/ending workday periods.

**8.7 CALL-BACK TIME**

1. A non-exempt employee who is called back to work during other than normally scheduled work hours shall be paid for call back pay.

2. The District Manager and/or Board of Supervisors shall establish a response time and communicate it to the employee prior to use.

3. An employee shall be compensated for a minimum of two (2) hours at the employee’s regular rate of pay regardless of hours worked, beginning upon arrival at the regularly assigned work location.

4. Any hours exceeding the original two (2) hours shall be paid on an hour for hour basis.

5. For overtime purposes, only actual hours worked during the call-back period shall be used to determine total workweek hours.

6. Each call back period shall stand alone when determining the original two (2) hour period.

**8.8 NON-EXEMPT EMPLOYEE TRAVEL TIME**

1. Time spent traveling shall be considered part of hours worked when:

a. The employee, including time spent as a passenger, travels to a location other than the employee’s fixed location.

b. When travel is for meetings or training where the CCD Board of Supervisors approves attendance.

2. Travel time or activities not considered part of hours worked include: sleeping time; time spent on non-work activities outside of regular work hours; and time spent on travel from home to work or vice versa.

3. When traveling, the Staff or CCD Board of Supervisors must determine which mode of transportation to be the most cost-effective. Mileage will be reimbursed for travel at the current federal rate to employees & Supervisors using their own vehicles for CCD business. Other means of travel will be reimbursed at the actual value (e.g. plane, train, shuttle ticket cost).

**9 COMPENSATION UPON SEPARATION**

**9.1 VACATION LEAVE**

1. A terminated or self-terminated employee or the beneficiary of a deceased employee shall receive payment for the current balance of unused annual leave, except during the ninety (90) day probationary period.

2. Such payments shall be computed using the employee’s hourly compensation rate.

**9.2 SICK LEAVE**

1. Sick leave will not be compensated upon separation.

**9.3 COMPENSATORY TIME**

1. A separated employee or the beneficiary of a deceased employee shall receive payment for any unused compensatory time, except during the ninety (90) probationary period.

2. Non Exempt Employee - Such payment shall be computed using the average regular rate of pay over the employee’s last three years of employment or the final regular rate, whichever is higher except during the ninety (90) day probationary period (29 C.F.R. 553.27B).

**10 ACKNOWLEDGMENT**

I acknowledge that I have received the CCD-PPH, and that I have read and understand the policies. I understand that the CCD-PPH represents only current policies and benefits, and that it does not create a contract of employment. The CCD Board of Supervisors retains the right to change these policies and benefits, as it deems advisable. Unless expressly prescribed by statute or contract, my employment is “at will”. I understand that I have the right to terminate my employment at any time, with or without cause, and that CCD Board of Supervisors has the same right. I further understand that my status as an “at will” employee may not be changed except in writing and signed by the governing body. I understand that the information I come into contact with during my employment is proprietary to the CCD and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the CCD. I understand that I must comply with all if the provisions of the CCD-PPH to have access to and use CCD resources. I also understand that if I do not comply with all provisions of the CCD-PPH, my access to CCD resources may be revoked, and I may be subject to disciplinary action up to and including termination. I further understand that I am obligated to familiarize myself with the CCD’s safety, health, and emergency procedures as outlined in the CCD-PPH or in other documents.

Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_