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Introduction



The “Building For Tomorrow” Leadership Development Committee is pleased to present you with “**A Catalog of Sample Policies for Pennsylvania’s Conservation Districts.**” The “Building For Tomorrow” Program is a special project of the Pennsylvania Conservation Partnership. Committee members represent District Directors, District Managers, the State Conservation Commission, the Pennsylvania Association of Conservation Districts, the USDA Natural Resources Conservation Service, the Department of Environmental Protection and Penn State Cooperative Extension.

The Committee would like to thank all of the conservation districts that submitted copies of policies for inclusion in this catalog. As always, comments and suggestions are welcomed and encouraged.

Governance Matters

*The commonly accepted responsibilities of effective boards members are:

- Ensure that the organization’s mission is clear, appropriate and relevant as times change.
- Determine that the organization’s programs and activities support the organization’s mission and achieve both short-term and long-term purpose.
- Exercise fiduciary responsibility to obtain and appropriately use the resources required to carry out the organization’s mission and sustain it.

In order to fulfill these responsibilities, board members need to work together to:

- Cultivate a deep understanding of what the organization is doing through involvement in its activities.
- Act as ambassadors for the organization, explaining its purpose and needs to the community.
- Select and establish conditions of employment for, work with and evaluate the executive director.
- Make sure that the organization fulfills its ethical, legal and regulatory obligations.
- Attend board meetings fully prepared to discuss, ask questions and make decisions related to the organization’s purpose, goals and activities.
- Support and monitor the organization’s fundraising and use of funds.
- Evaluate the composition and performance of the board and recruit future board leadership.

(* From the Alliance for Nonprofit Governance, an organization whose purpose is to promote good nonprofit governance.)

Why Create Policies?

In his book "Policy Management in the Human Services," John Tropman defines policy as an idea that is embodied in a written document, is ratified by legitimate authority and serves as a guide to action. The major policies of a nonprofit organization – and a conservation district – (1.) are created and ratified by its board of directors; (2.) are (or should be) written down in a policy manual for easy reference; (3.) are (or should be) reviewed frequently to see if they are up-to-date; and (4.) cover every aspect of the organization's – or the conservation district's – business.



Section 9 of Act 217, The Conservation District Law, lists the many powers of Pennsylvania Conservation Districts. One of those powers is "... to make, and from time to time amend and repeal, rules and regulations not inconsistent with this act to carry into effect its purpose and powers." As a governmental unit created by statute (Act 217), Conservation Districts are vested with the authority to adopt policies and procedures for the effective operation of their organizations.

In these times of increased visibility and responsibility for conservation districts, it is more important than ever that district boards and staff conduct district business in ways that are efficient, professional and above-reproach. Conservation districts must be aware that they are public entities and are responsible for implementing approaches to district operations that abide by state and federal law.

One of the primary responsibilities of every district board is to provide guidance and leadership to the district directors, district staff and volunteers. An important management tool to capture the products of the board's decision-making actions and provide guidelines and directions for the daily operations of a conservation districts is the creation of district policies.

By far, the leading contributor to employee, or former employee, legal disputes is inadequate policies and guidelines for employees and management personnel. In many cases, the employee wins simply because they did not know their actions, or lack thereof, violated company policy. Written policies, used to familiarize a new employee with the district's policies and procedures, are essential in answering most of the basic questions about how a district operates.

Policies on personnel administration are tools that can provide guidance that will not only enable the district to hire and oversee the work of qualified employees but also ensure that its decisions and practices conform to legal guidelines.

Even if your district's staff members are employees of the County and you follow the County's personnel policies, your district should adopt operational policies that guide how your district conducts business. Written policies make employees – and the public – aware of what the district expects with regard to performance and conduct. Policies on subjects such as access to files, public comments at district meetings and fees for services assist the board and the district manager to run the district efficiently and professionally and reduce the possibility of the district being seen as reactionary, biased, or arbitrary.

Let's not forget the Board of Directors' fiduciary responsibilities. Every conservation district should have – and follow – written policies on how district funds are collected, accessed, used

and accounted for. Board-specific policies should also be created. These may include topics such as expense reimbursement and conflict of interest.

Simple Guides for Developing Policy

Too often policies are created to make sure a bad decision made in a crisis is never repeated. Proactive policymaking is recommended for situations that are common to your conservation district or may result due to the programs you administer. Conservation districts that practice proactive policymaking can save themselves a great deal of anguish in a crisis situation that demands instant response.

Making policy does not have to be onerous. Although district policies should always be written to conform to legal, moral and ethical mandates, most policies dealing with how a conservation district conducts business on a day-to-day basis can be developed through a series of simple questions:

1. For which district situations, issues, programs or procedures do we need a policy establishing clear guidelines and procedures?
2. Do we have any legal or programmatic guidance on how these issues, programs or procedures should be handled?
3. What do we intend this policy to do?/ What outcomes do we expect to see?/ What is the purpose of this policy?

Maintaining and Reviewing Policies

All conservation district policies (as well as position statements) should be officially adopted at a monthly district meeting. Once developed into a final draft, a proposed policy should be distributed and discussed at a district meeting. The official adoption of the policy should be done at the following district meeting to allow the district directors to contemplate the intent and consequences of the policy and to allow for any possible public input into the policy as proposed.

Conservation Districts should keep all officially adopted policies in a Policy Manual. A copy of the manual should be provided to every district director and every member of the staff. Copies of specific policies should be available to the public in situations covered by the policies. For example, copies of a policy on public input and media coverage should be available at monthly district meetings.

Just as important as creating a policy manual, a conservation district needs to maintain and review the policy manual it creates. One of the first policies you may want to consider is a policy on how policies are created, adopted and reviewed. Be sure that the district's policies are still in line with district program responsibilities as well as current legal and regulatory requirements.

The final factor in successfully creating and using policies to help manage how the conservation district does business is training. It is not enough to create policies and just keep them on the shelf. District policies should be reviewed with all new (and existing) district staff and directors are part of an established orientation process. Remember, too, that investigations into some business situations and issues (such as accusations of sexual harassment) actually look at whether or not training is held – some times on an annual basis – to deter the situation or issue being investigated. If such training is not conducted, the conservation district can be held partially liable for the actions.

Important Last Words

You may want to review your county's policies for examples of many policies you may decide to create. (They have already been reviewed by legal counsel.) We also offer you this collection of policies from other conservation districts and various non-profit organizations.

The policies contained in this catalog are provided as examples only. Conservation Districts making use of these policies should tailor them to their own needs, coordinate them with County policies (where possible) and have them reviewed by appropriate legal counsel.

Access to Public Files

(Union Conservation District)

Public files created or maintained by the District are open to the public for inspection and review at the District Office during normal working hours (7:30 a.m. to 4:00 p.m. Monday through Friday - excluding County holidays). No files, or portions of files, may be removed from the District office by the requesting party.

Files may be reviewed at the District by appointment only. Appointments can be made by calling the Union Conservation District (570-523-8782) at least 2 working days in advance. Appointments will be made pending the availability of the District staff to oversee the entire review and, when requested, assist with the review.

Please list all documents and other file items that are desired to be reviewed at the time the appointment is made.

- Act 6 nutrient management plans that are in their final form and are ready to be submitted to the District Board for final approval are considered public information and are available for public review at any time. Any supplemental documents that were referenced in order to approve/disapprove a nutrient management plan shall be considered as available to the public also.
- Earth disturbance permit applications that are in their final form and ready to be submitted to the Department of Environmental Protection are available for public review also.
- Conservation plans are the property of the landowner and can only be reviewed with the landowner's expressed written permission.
- NRCS files are not maintained by the Conservation District. Review of these files must be requested through NRCS.

The reviewer must be prepared to show proper identification to the District staff person. The District will record, and keep on file, the reviewer's name, address, telephone number and name of document reviewed. This information is for District use only and will be kept confidential. The landowner will be notified that files were reviewed, but names will not be disclosed.

The party reviewing the file may take notes or otherwise duplicate, by their own hands, any file material. If the party would like photocopies, the District staff can make copies as requested by the reviewer. The current office fee schedule will be used to calculate costs of copying. If an extensive number of copies are requested, the District will have them mailed, or they can be picked up at a scheduled time. No materials will be released until payment is made in full.

As per the ruling on May 4, 1989 of the Environmental Hearing Board, complaint files are considered privileged information and will be withheld. Access to portions of the file pertaining to any complaints will be denied.

If enforcement actions have been initiated by the State Conservation Commission, the Department of Environmental Protection or the Conservation District, access to the files relevant

to the investigation may be denied. Access to those files will be reopened when the enforcement action has been completed.

Access to Sensitive Information

(Department of Environmental Protection, excerpts)

While we are clearly obligated under law to provide for citizen access to our public records, it is the policy of the Department that we will no longer provide location information to citizens over the phone or in writing concerning facilities that are considered to be potential targets. All citizens requesting this type of information must be directed to conduct a file review at the appropriate DEP office(s).

In order to ensure that these DEP records are being made available only to persons who are citizens of the United States, all requests for review of a file that may contain location information about one or more potential target facilities should be notified that they will be required to provide valid identification verifying U.S. citizenship, i.e., a Pennsylvania Driver's License or Identification Card, a valid driver's license from another state, a passport, a voter's registration card, Department of Defense identification, etc. at the time of the file review.

DEP records management personnel are required to ask for the purpose of the file review at the time the review is requested. However, refusal to provide a reason for the review does not provide legal grounds for denying access to public records. Requests for access to files that may contain location information about potential targets from persons that cannot prove that they are citizens of the United States will be denied.

Records management personnel will maintain a record of all file review requests. The record should include the reviewer's name; a copy of the identification verifying U.S. citizenship; the purpose of the request; a listing of the files they reviewed and the date of the review or whether the request was denied for failure to provide proof of U.S. citizenship.

Activities Fund Account

(Pike Conservation District)

The Activities Fund is the District's primary operating account, which consists of grant income, County appropriations, permit fees and earnings from the annual Tree Sale and other fund-raising activities. Expenditures from this fund pay operating expenses, grant expenditures, educational program and fundraiser costs, and support the mission and goals of the Conservation District as approved by the Board of Directors.

- The goal of the fund is to match each year's expenditures with income. Actual surpluses or deficits, although not planned, may be added to or subtracted from the fund balance (see Capital Reserve Fund).
- Guidelines for annual fund expenditures are set through an annual budget developed by the District Manager and Finance and Planning Committee and approved by the Board of Directors.

Checks must contain two signatures. The Treasurer, Chairman, District Manager and Secretary are signatories for the Activities Fund Account.

The ADA and Announcements

(Department of Environmental Protection, excerpts)

The ADA is a federal law designed to remove barriers that deny qualified individuals with disabilities an equal opportunity to share in and contribute to the vitality of life. Title II of the ADA prohibits state or local governments from discriminating against persons with disabilities in providing programs, activities, and services. Management Directive 205.26 is utilized to implement Title II of the ADA on a state and local level. Part of the Department's obligation under the foregoing is to ensure that all members of the public, regardless of disability, have an equal opportunity to participate in Department programs.

In order to comply with Title II of the ADA, the following language should be used in all announcements of public meetings where a citizen would like to appear in order to participate or avail him/herself of a government program, benefit or service:

"Individuals in need of an accommodation as provided for in the Americans With Disabilities Act should contact [name] at [phone number] or through the Pennsylvania AT&T Relay Service at 1-800-654-5984 (TDD) to discuss how the Department may accommodate your needs."

The contact person given in the announcement should be a person who in most cases can actually make the decision on the requested accommodation.

Affirmative Action Statement

(Johns Hopkins University)

It is the policy of the Johns Hopkins University to provide equal employment opportunity to each individual, regardless of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.

Agency Reports at District Board Meetings

(Adams Conservation District)

The amount of business that the District is faced with each month continues to increase. In an effort to speed up Board meetings, the Board is requesting that any cooperating agency that attends a Board meeting and that wants time to give a report needs to provide a written report. The main point of the report can then be highlighted at the Board meeting. Ten copies of the report should be brought to the meeting for distribution.

Agricultural Use of Biosolids (Position Statement)

(Fulton Conservation District)

The Fulton County Conservation District supports the beneficial use of biosolids or sewage sludge for application to agricultural land, when the following conditions are met:

- The farm receiving the biosolids has a soil conservation plan meeting the requirements of the PA Code, Title 25. Chapter 102. Erosion Control, and the plan is fully implemented.
- The biosolids are of good quality, determined by lab analysis, which meets the state and federal regulations for application to agricultural lands.
- The site is suitable and under good management and meeting the permit requirements of the state and federal regulations. Good management includes frequent testing of the biosolids and the soil to which it is applied, as well as application of the biosolids to meet crop needs to be determined by a Nutrient Management Plan.

It is the opinion of the board that beneficial use is, at the present time, the best available alternative for the use of biosolids. It is recycling at the most basic level of human life and will improve soil organic matter and tilth, which will improve the long term sustainability and productivity of the soil, when the above conditions are met.

(This policy was reviewed and updated on March 9, 2000 by the Fulton County Conservation District Board of Directors.)

Agricultural Operations (Old and New) In Fulton County (Position Statement)

(Fulton Conservation District)

The Fulton County Conservation District supports any and all agricultural operations within the County boundaries, which adhere to the following conditions:

- The agricultural operation has a current conservation plan that has been approved by the Fulton County Conservation District Board of Directors.
- Sound agricultural and environmental practices are incorporated into the daily operation.
- Nutrient Management is being incorporated at the operation.
- If the Ag operation, because of its size or specialty, is affected by other State or Federal regulations, that operation must be in compliance with those regulations.
- The landowner(s) or Operator(s) is/are willing cooperators with the Fulton County Conservation District.

It is the opinion of the board that agriculture is a viable and significant component of the economy of Fulton County. By instituting various ordinances and moratoriums at the township level, the future of agriculture within the county is destined for intensive scrutiny thus the inevitable destruction of our agriculture base.

(Approved and adopted by the Fulton County Conservation District Board of Directors at the advertised, regularly scheduled monthly meeting held on Thursday, April 8, 1999. This policy was reviewed and updated on March 9, 2000 by the Fulton County Conservation District Board of Directors.)

Alcohol, Drug Abuse and Drug-Free Environment

(Johns Hopkins University)

The Johns Hopkins University recognizes that alcoholism and other drug addiction are illnesses that are not easily resolved by personal effort and may require professional assistance and treatment. Faculty, staff and students with alcohol or other drug problems are encouraged to take advantage of the diagnostic, referral, counseling and preventive services available through the University. Procedures have been developed to assure confidentiality of participation, program files and medical records generated in the course of these services.

Substance or alcohol abuse does not excuse faculty, staff or students from neglect of their employment or academic responsibilities. Individuals whose work or academic performance is impaired as the result of the use or abuse of alcohol or other drugs may be required to participate in an appropriate diagnostic evaluation and treatment plan. Further, use of alcohol or other drugs in situations off campus or removed from University activities that in any way impairs work performance is treated as misconduct on campus. Students are prohibited from engaging in the unlawful possession, use or distribution of alcohol or other drugs on University property or as a part of University activities.

It is the policy of The Johns Hopkins University that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on the University's property or as a part of University activities. Individuals who possess, use, manufacture or illegally distribute drugs or controlled dangerous substances are subject to University disciplinary action, as well as possible referral for criminal prosecution. Such disciplinary action of faculty and staff may, in accordance with this policy, range from a minimum of a three day suspension without pay to termination of University employment. Disciplinary action against students may include expulsion from school.

As a condition of employment, each faculty and staff member and student employee must agree to abide by this policy, and to notify the divisional Human Resources Director of any criminal conviction related to drug activity in the workplace (which includes any location where one is in the performance of duties) within five (5) days after such conviction. If the individual is supported by a federal grant or contract, the University will notify the supporting government agency within ten (10) days after receiving notice.

Annual Audits

(Pike Conservation District)

Financial records maintained by Pike County Conservation District are reviewed annually by the Pike County Auditors. A report of their findings is provided to the County Commissioners and the District Board of Directors.

The District follows the State Conservation Commission's Revised Audit Standards for County Conservation Districts (Adopted 11-9-99) for annual Financial Statement audits. The District is required to have an annual audit performed by a Certified Public Accountant, whose report must be submitted to the State Conservation Commission by the deadline set by the Commission.

Anti-Discrimination Policy

(National Center for Nonprofit Boards)

The _____ Conservation District shall not discriminate because of race, color, age, sex, marital status, disability, national origin or ancestry, religion, economic status, union membership, or political affiliation. This covers all areas of employment, recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, or any other benefits. Employment will be solely on the basis of merit and qualification.

The _____ Conservation District shall comply with the intent of the Americans with Disabilities Act of 1990 and shall not knowingly discriminate against individuals with disabilities. The District will consider modifying schedules and other adjustments to reasonably accommodate employees with disabilities.

Any grievance regarding discrimination shall be handled through the District Chair and in consultation with the Personnel Committee when appropriate. The complainant should contact the District Chair who shall provide information and assistance on filing and pursuing the complaint.

Appointing Associate Directors Policy

(Lawrence Conservation District)

In accordance with Act 217, the Conservation District Law, the Board of Directors of the Lawrence Conservation District "may appoint associate directors without voting power to carry out the district's business at the discretion of the board."

Qualifications for Associate Directors

- General interest in conservation of natural resources.
- Willingness to abide by the Conservation District Law, the Handbook for Pennsylvania's Conservation District Director's guidelines, and the policies and procedures set forth by the Lawrence Conservation District Board of Directors.

- Commitment to the District's objectives.
- Possession of education or experience in areas relevant to the District's programs.
- Have sufficient time to effectively participate in the District's activities.

Appointment of Associate Directors

- Candidates for associate director shall be recommended to the Board for appointment by a director through a motion made during any regular monthly Board meeting.
- A majority shall be required for appointment or reappointment as an associate director.
- The appointments of all associate directors shall expire one year from the time of appointment. At that time, the Board, or a committee designated by the Chairman, will make a recommendation to the Board regarding the reappointment of the associate directors in accordance with the policy herein.

Number of Associate Directors

- There is no minimum or maximum number of associate directors that the Board may appoint.

Role of Associate Directors

- Associate directors are encouraged to participate in district programs, except for making motions and voting during board meetings.
- The Chairman has the discretion to appoint any associate director as a member or chairman of any district committee.
- Reimbursement for expenses, at the same rate paid to directors, such as mileage and meals for attending PACD meetings, can be made only if appropriated for in the budget year or if funds become available at a later date and with board approval. Reimbursement must come from the conservation district's funds, not from the funds appropriated from the State Conservation Commission which is for directors' travel only.

Revocation of Appointment

- Associate directors may not act on behalf of the conservation district without the knowledge of and the approval of the Board of Directors. Any such action is grounds for immediate revocation of appointment. Such actions may include making unauthorized telephone calls, visits, or other unauthorized representation of the Board of Directors and/or staff.
- The Board may revoke the appointment of any associate director at any time during the year by a majority vote.

The policy was established by the Lawrence Conservation District Board of Directors on April 3, 1996.

Associate Director Appointment Policy

(Indiana County Conservation District)

Appointment as an associate director will be made by, and at discretion of, the Indiana County Conservation District Board of Directors.

Appointment of associate directors can be made at any time of the year, at the discretion of the Board of Directors. At discretion of the Board of Directors, deadlines may be established for submission of information that the Board requires in making appointment decisions.

The term of appointment of each associate director will terminate at the end of December of each year, regardless of when the appointment was made during that year.

To be considered for initial appointment as an associate director of the Indiana County Conservation District, an interested person must submit the following information to the Board of Directors for review and consideration. The information must be submitted prior to any deadline established by the Board.

- a resume and
- a letter that explains why the person is interested in serving as an associate director and what benefits that person would bring to the Board of Directors.

Following initial appointment, associate directors who wish to continue as associate directors should submit updates of this information to the Board of Directors on an annual basis if significant changes occur.

Approved by action of the Indiana County Conservation District Board of Directors taken on March 21, 2000.

Attendance & Punctuality Policy

(Pike Conservation District)

To maintain a productive work environment, Pike County Conservation District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the District. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the District Manager in advance, when possible, and no later than 8:30 AM on the day of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Days off should be scheduled with the District Manager at least one week in advance of the anticipated days off. Notice of scheduled time off should also be provided to administrative staff.

Bank Account Initiation & Closure

(Pike Conservation District)

Approval of the Board of Directors is necessary for the opening or closing of District bank accounts, with the exception of PA INVEST sub-accounts, which may be initiated by the District Manager under the Conservation District's participant name and account number to accommodate individual grants for which a separate interest-bearing account is required.

Similarly, individual grant sub-accounts may be closed by the District Manager upon completion of grant projects. Notification of sub-account initiation or closure will be provided to the Board of Directors at the monthly meeting following the transaction.

The County auditors must be notified in writing when new accounts are established or existing accounts closed.

Bidding Procedures & Policy

(Potter Conservation District)

The following steps will be used when bidding projects for the Chesapeake Bay or other cost-shared projects. These steps are outlined in the Chesapeake Bay Administrative manual.

Projects Less than \$25,000

The designer's estimate will be used as the basis for the project cost.

Estimated project cost must be kept confidential during the bid solicitation process.

A minimum of three bids should be obtained, unless work is done by the landowner. If less than three bids are available, the names of three contractors will be listed along with an explanation.

Landowner chooses the lowest responsible bid, which is within 10% of the designer's estimate. If the lowest bid is not accepted as the lowest responsible bid, or the selected bidder is not the responsible low bidder, an explanation must be provided. Cost share payment will be based on the bid price from the responsible low bidder.

The district will review and approve or reject the price solicitation and contractor selection process.

Projects Greater than \$25,000

The designer's estimate will be used as the basis for the project cost.

Estimated project cost must be kept confidential during the bid solicitation process.

Solicitation for contractors will be done through a sealed bid, unless work is completed by the landowner.

The district shall issue an invitation for bid at least 30 days before the expected start of construction.

The invitation for bids will include a brief description of the project, the township where it will be built, and a brief explanation of the competitive bidding and contracting process. The district shall allow at least 21 calendar days between the invitation for bids and the bid opening, including a reasonable amount of time between the site showing and bid opening. The invitation for bids will be placed in newspapers with general circulation in the county, inviting prospective contractors to obtain bid packages from the conservation district.

The bid package will consist of instructions to bidders, a bid sheet, and project plans and construction specifications.

The conservation district will keep a log of prospective bidders who request bid packages. In the event of a modification of the invitation for bids, the district will notify each prospective bidder.

All bids will be opened by the conservation district at the prearranged time and place (landowners are encourage to attend).

The conservation district will keep a log of the bids, listing the name and address of the bidder, the date and time of receipt of the bid, the amount of the bid, and conformity with the bidding procedures and contract terms. The log shall be retained in the landowner's case file

The landowner shall determine which bid is the responsible low bid, select the bid he plans to accept, and notify the conservation district. If the landowner does not identify the lowest bid as the responsible low bid, a written explanation must be given to the conservation district. Any and all bids may be rejected for just cause.

At the bid opening, the name of all bidders and their bid amounts become public information.

For those projects that provide service directly to the Conservation District, the following procedures will be followed:

As defined above, except it will be specified in the advertisement for the bid that the bids will be accepted at the board's discretion.

Bill Paying Policy

(Crawford Conservation District)

The District's Administrative Assistant is authorized by the Board of Directors to pay regular bills under the supervision of the District Manager for normal District expenses without additional Board approval. "Normal" expenses would include all those that fall under existing budget categories and which do not exceed the budgeted amount approved by the Board.

All expenses are to be included in the Treasurer's Report and reviewed and approved by the Board within a month of their payment.

The District Manager should get Board approval on expenses that would exceed the budget approved by the Board for that category.

(Adopted by the Board on 11/16/00)

Board Governance Policy

(Stanford Community Cooperative)

The Board will approach its task emphasizing leadership more than administrative detail, clear distinction of Board and staff roles, future rather than past or present, and proactivity rather than reactivity. In this spirit, the Board will:

- Focus chiefly on intended long-term impacts (i.e., Ends), not on the administrative or programmatic means of attaining those ends.
- Lead the Center through the careful establishment of broad policies addressing Ends (organizational products, benefits, impacts, outcomes), Executive Limitations (constraints on executive authority and decision making), Governance Process (Board roles and responsibilities), and Executive Director--Board relationship (delegation of authority and monitoring its proper use).
- Enforce upon itself the discipline necessary to govern responsibly and effectively.
- Be accountable as a body for competent, conscientious and effective accomplishment of its obligation.
- Monitor and regularly discuss its own process and performance, and insure the continuity of Board improvements.

Board Members' Code of Conduct Policy

(Stanford Community Cooperative)

The Board expects of itself and its members ethical and business-like conduct.

Board members must represent unconflicted loyalty to the interests of the membership of the Center. This accountability supercedes the personal interest of any director acting as an individual consumer of the Center's services.

Board members must avoid any conflict of interest with respect to their fiduciary responsibility.

Board members may not attempt to exercise individual authority over the Center except as explicitly set forth in Board policies.

Board members' interaction with the Executive Director or with staff must recognize this lack of authority; further, Board members will make no judgements of the Executive Director's or staff's performance except as set forth by the official process.

Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any director to speak for the Board.

Board Attendance Policy

(Written by Carter McNamara, PhD)

Purpose

This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Manual. The policy has been reviewed and authorized by the board (see signature and date below).

Definition of a Board Attendance Problem

A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

1. The member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
2. The member has three notified absences in a row.
3. The member misses one-third of the total number of board meetings in a twelve-month period.

Suggested Response to a Board-Attendance Problem

If a board-attendance problem exists regarding a member, the Board Chair will promptly contact the member to discuss the problem. The member's response will promptly be shared by the Chair with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. If the board decides to terminate the board member's membership, termination will be conducted per this policy (or the process may specified in the organization's bylaws). The board will promptly initiate a process to begin recruiting a new board member.

(For example, the termination process might include that the Board Chair will call the member with the board-attendance problem and notify him or her of the board's decision to terminate the member's membership per the terms of the Board Attendance Policy. The Chair will request a letter of resignation from the member to be received within the next two weeks. The Chair will also request the member to return their board manual back to the agency by dropping it off at a specified location over the next two weeks. The board will vote regarding acceptance of the member's resignation letter in the next board meeting.)

Break Periods Policy

(Southern Illinois University)

Unless otherwise stated by collective bargaining agreement, department heads and supervisors are free to determine break period practices in their areas based on the special conditions of their work situations. Many departments, particularly those dealing with walk-in clients, may not have the flexibility to designate a specific 15-minute period, morning and afternoon, when all employees may take a break. In such cases, employees may have coffee or other refreshment at their workstations when the work is up to date or there is a natural lull in the work. In other cases, employees may take their breaks on a rotational basis.

Break periods, however, should serve their intended purpose -- specifically, a morning and/or afternoon rest period from the work schedule. Formal breaks cannot be manipulated to be placed either at the beginning or end of the workday or regularly scheduled lunch break. They may not be accumulated toward time off.

Guidelines For District Building Use

(Pike Conservation District)

The facility shall be used as office space and as an educational facility by the Pike County Conservation District.

Administration of the building by the Conservation District is guided by a lease agreement limiting uses to civic and community meetings and educational programs held or sponsored by the Conservation District or associated conservation, environmental, or outdoor recreation related community groups. This does not include private parties, trade associations, or other groups not associated with the conservation or educational use guidelines.

Requests for building use should be made in writing to the Conservation District at least one month in advance of the meeting date. The Administrative Assistant is responsible for scheduling all building uses and making arrangements for use of the building after business hours (8 a.m. - 4:30 p.m.).

Smoking and drinking alcoholic beverages shall not be allowed.

The building must be restored to its original condition. Following the meeting, all lights will be turned off (including the bathroom and the outdoor light), windows closed, and the front and back doors locked. Clean table tops and place all trash in the dumpster.

Any damage must be reported to the District Administrative Assistant immediately.
(adopted by the Conservation District Board of Directors on September 21, 1988)

Approval of Capital Expenditures

(National Center for Nonprofit Boards)

Purchasing

Any equipment or services with an estimated value of \$1,000 or more, shall be purchased through competitive bidding or comparative pricing by at least three vendors whenever possible. Comparative pricing or competitive bidding should also be used periodically for regularly purchased materials, supplies, services, and insurance.

Property

The board chair must approve the purchase or disposition of any asset with a value of \$2,500 or less. The purchase or sale of any asset of higher value shall be approved by the Board of Directors. The purchase or sale of any real estate must be approved by the Board of Directors.

Discretionary Fund

The District Manager shall have the authority to spend up to \$1,000 from the discretionary fund on any single acquisition without prior approval from the Board of Directors as long as the funds are available in the District's budget. Such acquisitions shall be reported to the Board of Directors for approval at the next regular District meeting.

Capital Reserve Fund

(Pike Conservation District)

The Capital Reserve Fund is an INVEST* account consisting of money set aside from the Activities Fund for the purpose of funding future District conservation education efforts, including development of an environmental education facility.

Recommendations for altering the fund's investment strategy are made by the District Finance and Planning Committee and approved by the Board.

Funds may be transferred between the Capital Reserve and Activities Funds as needed at the discretion of the Board.

(The District Board of Directors authorized participation in the State Treasurer's INVEST Program for local governments by resolution adopted on September 27, 1999.)

Cash Receipts and Deposit Policy

(California Resource Conservation District Assistance Program)

Cash Receipts

The District receives cash and checks as a normal course of business. All Employees and Directors will adhere to the following policy and procedures when handling these receipts.

- Records of Accounts Receivables shall be maintained by the Fiscal Officer.

- The District prefers to receive payments through electronic transfer, or in the form of a check. All checks must be made payable to the Western Shasta Resource Conservation District.
- The District will use a standard numbered receipt cash form which will include all of the information necessary for a basic audit. All receipts will be in duplicate and include the District's full name and address.
- When payments by check are received, the District Secretary will record the payment in the receipt book. If requested, the original copy will be sent to the payer. A copy of the receipt will be sent to the Fiscal Officer, and the second copy will remain in the book for audit purposes.
- If handling the transaction will completely fill out the receipt, and in a timely manner return the payment and the receipt book to the Secretary.
- The receipt shall always include the project and/or account number to which it is credited.
- The District Secretary will summarize the receipts, make photo copies of the checks and receipts, stamp the District's endorsement on the checks, fill out a bank deposit slip, and deposit the proceeds in the District's bank on the same day the money is received. A photo copy of the payment summary, bank receipt, and checks shall be forwarded to the Fiscal Officer.
- The Fiscal Officer will post all transactions in a Cash Receipts Journal by payee's name, date, amount received, and funding code or description.
- The receipt book shall be kept in the District Office and shall be available for audit at any time.
- The Directors are responsible for performing random audits to insure that the receipt process is being followed and that calculations are accurate.

The Fiscal Officer shall verify the Bank Reconciliation of Deposits.

Deposits

- Agency deposit slips will include: bank number and amount of each check. Cash will be listed separately. All deposit slips will be totaled, dated, and initialed by the preparer.
- Deposit slips will be checked by the secretary for completeness and accuracy before bank deposits are made. A copy of deposited checks and the deposit slip will be forwarded to the Fiscal Officer.

Use of Cellular Phones While Driving

(PreventClaims.com)

_____ encourages the safe use of cellular telephones by employees who use such telephones to conduct business for _____ .

Proper Use of Hand-Held Phones

Employees who use hand-held cellular phones while on company business should refrain from making or receiving business calls while driving. If an employee needs to make or receive a business phone call while driving, the employee should make sure the vehicle is stopped and that he or she is parked in a proper parking area for the call.

Proper Use of Hands-Free Phones

Employees who use hands-free telephones must keep business conversations brief while driving, and must stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor.

Safety Is the First Priority

Safety should be the first priority while driving for company business. Employees should wear safety belts, follow all posted signs and speed limits, not eat while driving, and take sufficient breaks when driving for extended periods of time.

Special Situations

Employees who are faced with an emergency, such as a traffic accident or car trouble, may find it necessary to make a phone call while driving.

Discipline

Employees who are found to have violated this policy may be subject to disciplinary action up to and including termination from employment.

Check-Signing Authority

(National Center for Nonprofit Boards)

The Board Chair, Treasurer, District Manager, and one senior staff member as designated by the Board, are authorized to sign checks. These four individuals shall be bonded.

Checks up to \$500 require two signatures.

Checks over \$500 require that one signature be that of the Board Chair, Treasurer, or District Manager.

Board of Directors Committee Operational Policy

(Potter Conservation District)

Committee Selection:

The District's Committee list is derived from the areas of concern listed on the goals and objectives for the present year.

In January, Directors choose committees by selecting their top four and then choosing two alternates.

The District Manager will review the choices and then put the committee assignments together.

Notification will be given to the Directors before the January monthly meeting.

Committee Representation:

There will be at least three directors represented on each committee. (Editors' note: Districts should NOT have a quorum of their directors on the same committee. This would mean that decisions made by the committee were being made by a quorum of the Board and could, therefore, be considered official District policy.)

A staff person will serve as the advisor for each meeting. It will be the staff person's duty to keep the committees informed of program implementation.

Committee Reports:

The advisor of the committee will forward monthly, unless otherwise specified, reports to all Directors with the monthly meeting agenda.

Committee Meetings:

Held on an as-needed basis.

All Directors will be invited, if possible, to the meetings. Meetings will be scheduled when a majority of the committee members can be present.

Only Directors who are committee members may make the necessary recommendations to be brought before the whole Board of Directors. Other Directors who attend committee meetings, not a part of the committee, are permitted to make comments only. (** See Editor's note above.)

The advisor will be in charge of keeping the meeting notes and will then generate a report for the committee members to present at the next regular meeting. Only Directors can make the presentation of reports.

Committee Recommendations:

No action shall take place until the committee has been given Board authorization.

A recommendation or course of action must come from a majority of the committee members.

Once the committee has agreed upon a course of action or recommendation, it is final. One Director may not change the committee's decision. It must be through a majority.

Committee Additions:

Additional committees may be formed at the approval of the Board.

Committee Principles Policy

(Stanford Community Cooperative)

The Board may establish committees to help carry out its responsibilities. Committees will be used sparingly and only when other methods have been deemed inadequate. Committees will never be used so as to interfere with delegation from Board to Executive Director.

Board committees are to help the Board do its job, not to help the staff to do its job. Committees will assist the Board chiefly by preparing policy alternatives and implications for Board deliberation.

Board committees are not to be created by the Board to advise staff and cannot exercise authority over staff. Further, the Board will not impede its direct delegation to the Executive Director by requiring the approval of a Board committee before an executive action. The Executive Director works for the Board, never for a Board committee.

Board committees may not speak or act for the Board, except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated so as not to conflict with the authority delegated to the Executive Director.

This policy applies only to committees that are formed by Board action. It does not apply to committees formed under the authority of the Executive Director.

Use of Company Property

(SBA Women's Business Center)

_____ will provide employees with the necessary equipment to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of _____ - unless it is approved and your job specifically requires use of company equipment outside the physical facility of _____.

Computer equipment, including laptops, may not be used for personal use. This includes word processing and computing functions. It is forbidden to install any other programs to a company computer without the written permission of the department head. These forbidden programs include, but are not limited to, games, online services, screen savers, etc. The copying of programs installed on the company computers is not allowed unless you are specifically directed to do so in writing by your supervisor.

The telephone lines at _____ must remain open for business calls and to service our customers. Employees are requested to discourage any personal calls - incoming and outgoing - with the exception of emergency calls. No long distance calls that are not strictly business related are to be made on company phones.

Compensatory Time Policy

(Pike Conservation District)

Compensatory time may not be taken until it is accumulated and should be used prior to the end of the quarter in which it is accrued, unless approved in advance by the District Manager. There will be no accrual of compensatory time beyond the end of the calendar year. Employees should schedule comp time with the District Manager (and notify administrative staff) at least one week in advance of the date comp time is to be taken. Comp time requests will be granted subject to District staff availability, workload and responsibility to maintain operations.

Employees are provided with a ½ hour unpaid lunch period. Employees who choose not to take this lunch period may not claim it as comp time. The occasional exception is when an employee is required to maintain office and phone coverage during their lunch period due to absence from the office of other staff or if fieldwork or meeting schedules preclude an employee taking time for lunch. In these cases, the ½ hour lunch period may be claimed as comp time.

Complaint Handling & Requests for Technical Assistance

(Pike Conservation District)

All calls regarding environmental complaints should be entered in the complaint log. Complaints that are outside of the District's jurisdiction should be forwarded immediately to the appropriate agency.

For complaints within the District's jurisdiction, pertinent information, including complete directions to the site, is completed on the complaint form and forwarded to the appropriate technical staff person.

All information regarding complaints and complainants is to be considered confidential.

Requests for technical assistance, including requests for printed information, are logged on technical assistance request forms with complete information regarding the person(s) requesting assistance and the nature of the request. Forms are then forwarded to the appropriate technical staff person or filed.

Complaints Policy

(Seattle Community College, edited)

Staff members will be notified by the District in writing within thirty (30) calendar days of receipt at any substantive complaint from any source regarding their performance. Following such notification, the staff member's supervisor shall schedule a timely meeting with the staff member to discuss the complaint informally and, if possible, to resolve it. Such meeting shall normally take place during the staff member's work hours.

If disciplinary action is deemed appropriate by the staff member's supervisor, he or she shall proceed in accordance with the District's disciplinary guidelines.

No complaint shall result in disciplinary action unless the complaint is in writing, signed, and dated by the complainant.

Nothing in this section shall be construed as taking the place of normal evaluation procedures as set forth by the District. Nor shall this policy be deemed to provide the only basis for discipline.

Conference and Meeting Expenses Policy

(Lawrence Conservation District)

Expenses incurred by any director or staff member attending a conference or meeting will be reimbursed as long as the Board of Directors has approved such attendance prior to the conference or meeting. Any director or staff member who attends meetings or conferences on his or her own without prior approval of the Board will not be reimbursed their expenses.

The policy was established by the Lawrence Conservation District Board of Directors on January 8, 1997.

Conference Room Use Policy

(Bradford Conservation District)

Whereas the Stoll Natural Resource Center has been created for the purpose of serving the people of Bradford County who use and manage the natural resources of the County, it is the general policy of the Board of the Bradford County Conservation District to make the facilities contained within the Center, available for use by those interested in natural resource management on a first priority, and to the general public as a second priority. Use of the facilities contained within the Center will be made available dependent on the scheduled use by the agencies and organizations housed within the Center.

In the interest of maintenance and upkeep of the facility, the following fee schedule has been adopted by the Bradford County Conservation District at its regular meeting held on February 14, 1989. This policy may be changed or amended at any time by official action by the Board of Directors of the Bradford County Conservation District at their regular meetings or special meetings held.

FEE SCHEDULE (fee quoted for 1 day/night meeting)

- NON-PROFIT ORGANIZATIONS, PUBLIC AGENCIES
AND NON-PROFIT AGRICULTURAL GROUPS \$ 0.00
- NON-PUBLIC ORGANIZATIONS, BUSINESSES, ETC.
INTERESTED IN HOLDING EDUCATIONAL OR
INFORMATIONAL MEETINGS RELATED TO AGRICULTURE
OR NATURAL RESOURCE MANAGEMENT \$ 15.00
- ALL OTHER GROUPS \$ 25.00

AGREEMENT FOR USE OF CONFERENCE ROOM
STOLL NATURAL RESOURCE CENTER

The _____ hereby agrees to pay a sum of _____ dollars for the use of the conference room of the Stoll Natural Resource Center, Wysox Township, Bradford County, PA, owned by the Bradford County Conservation District, on the day _____ 19__, during the time period _____ to _____.

The above named organization also agrees to the acceptance of all liability of any lawsuit resultant from the use or misuse of the conference room, building, and grounds of the Stoll Natural Resource Center occurring during the use by the above named organization on the dates covered by this agreement; any costs assessed against, judgements, losses, or damages and attorney's fees incurred by Bradford County Conservation District in the event such a lawsuit occurs where the Bradford County Conservation District, or any other related person or persons are named as co-defendants; or any costs incurred in the adjustment to insurance premiums paid by Bradford County as a result of the above mentioned lawsuit or resulting settlements.

The Bradford County Conservation District shall not be responsible for any loss of life, personal injury, or property damages of any kind resulting from the use of the conference room by the parties listed in this agreement during the dates and times specified.

The above named organization also agrees to be responsible for the repair or replacement of any structure, furniture, etc., damaged beyond normal usage wear (to be determined by the Bradford County Conservation District Board), as a result of the usage of the facility.

Signed: _____
Name & Title Date Attested by

Accepted by the Bradford County Conservation District by:

Name & Title Date
Added: Non-tenant users of the conference room shall not be able to have the reservation of the room guaranteed more than three months in advance so that tenants will have greater access. (2/93)

Confidentiality Policy
(National Center for Nonprofit Boards)

It is the policy of the _____ District that Directors and employees of the District may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the District to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the District has authorized disclosure. Directors and employees shall use confidential information solely for the purpose of performing services as a Director or employee for the District. This policy is not intended to prevent disclosure where disclosure is required by law.

Directors and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and offices, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Directors and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a Director term in office or upon the termination of an employee's employment, he or she shall return, at the request of the District, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Confidentiality Policy

(SBA Women's Resource Center)

_____ requires all employees to sign a confidentiality agreement as a condition of employment, due to the possibility of being privy to information that is confidential and/or intended for the company use only. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of _____ in the safeguard of confidential, unique and valuable information from competitors or others.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your reporting manager. Failure to comply with this policy could result in disciplinary action, up to and including termination.

Conflict of Interest Statement for Directors, Officers, Committee Members and Staff Members

(Nonprofit Financial Center)

No member of the NFC Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Nonprofit Financial Center. Each individual shall disclose to the Nonprofit Financial Center any personal interest which he or she may have in any matter pending before the NFC and shall refrain from participation in any decision on such matter.

Any member of the NFC Board, any Committee or Staff who is an officer, board member, a committee member or staff member of a borrower organization or a loan applicant agency shall identify his or her affiliation with such agency or agencies; further, in connection with any credit policy committee or board action specifically directed to that agency, he/she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the NFC Board, any Committee, Staff of Institute Faculty shall refrain from obtaining any list of NFC clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a Board member, a committee member, or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the NFC which has resulted or could result in person benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the NFC.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the NFC.

Printed name: _____

Signature: _____ Date: _____

Conflict of Interest (Board) Policy *(American Library Association)*

Members of the Board shall not use their Board or District relationships for their personal gain. To ensure recognition of this responsibility, any Board member aware of a conflict of interest with a matter coming before the Board or any of its committees shall bring this to the attention of the Board or committee, shall not vote on the subject or attempt to influence the vote of others and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.

Conflict-of-Interest Policy *(National Center for Nonprofit Boards)*

Employees and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the ____ Conservation District wishes its business to operate. The purpose of these

guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of the District's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, board member, or relative has a significant ownership in a firm with which the District does business, but also when an employee, board member, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction of business dealings involving the District.

The materials, products, designs, plans, ideas, and data of the _____ Conservation District are the property of the District, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice shall be subject to disciplinary action, up to and including discharge.

Conflicts of Interest Policy

(Fayette Conservation District)

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the FCCD wishes the District to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the District Manager or Chairman for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the Board of Directors of the FCCD. Business dealings with outside firms should not result in unusual bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the FCCD's business dealings. For the purposes of this policy, the definition related from "Hiring of Relatives (Nepotism)" is used.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose it to the District Manager or Chairman of the FCCD as soon as possible so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has significant ownership in a firm with which the FCCD does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the FCCD.

Policy on Updating Conservation Plans

(Adams Conservation District)

In the course of administering various District programs including the Chesapeake Bay, Nutrient management Act, Ag Land Preservation, Biosolids and any USDA programs, it has been found that many conservation plans are either outdated or not implemented. In order to be consistent with Chapter 102, all tilling operations must have an up-to-date and implemented farm conservation plan.

In order to gain compliance with Chapter 102 regulations:

- When an application is received in the office for any of the preceding programs, a check will be made to see if there is an existing conservation plan for the farm involved. In the case that there is no plan, "Letter A"* will be sent to the landowner. Upon response to the letter, an appointment will be made to initiate conservation planning.
- Where there is no response to the first effort, "Letter B"* will be sent out. If there is no response to this letter, the person will be referred to the Board of Directors to determine if enforcement action needs to be taken. At any time, phone calls may be used to facilitate a response.
- If a conservation plan exists but is outdated, "Letter C"* will be sent to the landowner in place of Letter A. At this point, the steps outlined above will be followed.
- If a plan exists but is only partially implemented, "Letter D"* will be sent to the landowner in place of Letter A. At this point, the steps outlined above will be followed.

(* Contact the Adams Conservation District for copies of Letters A, B, C and D)

Cooperator Program Policy

(Bradford Conservation District, 7/91)

The District adopts the following policy regarding cooperators and work with cooperators:

- The Cooperator Program should be maintained and expanded. Its values include:

- Providing a record of requests for District assistance.
- Providing a record of assistance provided by the District.
- Providing a list of individuals interested in receiving periodic or regular information from the District.
- Each Cooperator who received direct assistance (technical, informational or educational) other than general literature, mailings, etc., should have a file containing cooperator information and specific assistance given. These records should be kept by Township.
- Any individual, group, organization, agency, or municipality requesting technical, educational, regulatory, or coordination assistance from the District must request such through the cooperator program before such assistance may be given.
- Any individual, group, organization, agency or municipality requesting informational assistance only shall be encouraged to become a cooperator, but are not required to do so unless such information requires a site visit or specific technical determinations.
- The Cooperator Request Form shall be modified to reflect actual categories of District assistance.

Credit Cards Policy

(Pike Conservation District)

Pike County Conservation District maintains three corporate credit cards (Exxon, Sunoco and Visa) which are authorized for use as follows: (1) purchasing fuel or vehicle-related supplies (such as windshield washer fluid, oil, antifreeze, etc.) for district vehicles; (2) lodging reservations for authorized business trips; (3) approved purchases from internet vendors or others with whom the District does not have pre-established accounts.

Any unauthorized use of District credit cards will be the sole responsibility of the person who made the purchase and the cost of the purchase (plus any related charges) will be reimbursed to the District. Unauthorized use of District credit cards may be grounds for dismissal.

Credit Card Use Policy

(York Conservation District)

Purpose

The credit card is intended for expenses incurred by staff and/or directors for attendance at conferences, training sessions, workshops, conventions, and for use in the purchase of equipment & supplies from vendors we do not have a charge account established.

Authority

The District Manager & Administrative Assistant shall have authority to use the credit card for the above described purposes only. Other uses must be approved by the Treasurer, Chairman or Vice-Chairman of the District Board.

Administration

The balance shall be paid prior to penalty or interest charges coming due. Accurate records shall be maintained for all purchases and/or expenses charged to the credit card.

Credit Lines

The line of credit requested will not exceed \$10,000, unless amended by action of the District Board.

This policy was adopted during the March 11, 1994 meeting of the York County District Board.

Credit Card Use Policy

(origin unknown)

Your participation in the Visa/MasterCard Card Program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered County property and should be used with good judgment. Your signature below verifies that you understand the Program guidelines outlined below and agree to comply with them.

- The Visa/MasterCard Card is provided to employees based on their need to purchase County-related goods and services. A card may be revoked at any time based on change of assignments or location. This card is not an entitlement, nor is it reflective of title or position.
- The card is for County-related purposes only. No personal charges are to be made to the card.
- You are the only person entitled to use the card, with certain exceptions, and are responsible for all charges made against the card. Additionally, any late fees or interest charges associated with these accounts will be the responsibility of the cardholder.
- Improper use of the card, such as personal charges, will be considered misappropriation of County, state, or federal funds which may result in disciplinary action, up to and including termination.
- All charges are billed directly to and paid by the County.
- Cardholders are expected to comply with internal control procedures in order to protect County assets. This includes keeping receipts, reconciling monthly memo statements and following proper card security measures.
- Cardholders are responsible for reconciling their Visa/MasterCard monthly memo statement and resolving any discrepancies by contacting the supplier first, and then the bank.

- A lost or stolen card should be immediately reported to _____.
- A cardholder must surrender the card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At that point, no further use of the account is authorized.
- The issuance and use of this credit card does not preclude the established purchasing policies of the County. Please reference this purchasing policy should you have any questions regarding this matter.

Cardholder printed or typed name

Cardholder's Signature

Date

Department Head Name

Department Head Signature

Date

Dealing with Erosion & Sedimentation Complaints and/or Violations on Agricultural Land (Guidelines)

(Lancaster County Conservation District)

The Lancaster County Conservation District has been in operation for over 50 years, and soil and water conservation practices have been widely accepted by a majority of farmers. However, due to economic conditions compelling farmers to grow more corn and other clean-tilled crops, and cash-renting of farmland with no provision for erosion and sedimentation control, we are seeing erosion problems in isolated instances as severe if not worse than when the District was formed in 1938. The District is attempting to educate the public on soil conservation and improving water quality by emphasizing the aspect of stewardship and profitability of conservation. Unfortunately, some farmers/landowners continue to allow their soil to erode, thus causing problems downslope or downstream and lowering the productivity of the soil resource.

It is important that the District have a policy in dealing with agricultural complaints that is consistent and fair, flexible where needed, but firm in dealing with those landowners who wantonly and knowingly allow their soil to erode. The following guidelines will be used when dealing with agricultural landowners.

1. Receive and record complaints from the general public, agencies, local municipalities, or other legitimate sources. Document and file the complaint using current administrative procedure. Refer to PA Farm Bureau complaint handling program or other agency if we are not the appropriate I agency to investigate.
2. Contact the landowner and visit the site as soon as possible within 15 days of the date of complaint. Invite the landowner to be present at the first visit. If a director lives in the area, ask for his/her assistance if appropriate.

3. During the first site visit ascertain the specifics of the problem. If the problem is not related to accelerated soil erosion, or if the District has no regulatory authority over the problem or parts of the problem, refer the problem to the appropriate agency. Inform the complainant of the District's preliminary findings.
4. During the first site visit if the problem is determined to be accelerated soil erosion or is a result of accelerated soil erosion, begin the process to obtain voluntary compliance using the following procedure.
 - A. Discuss the general problems/violations with the landowner.
 - B. Explain that a conservation plan is the measure of compliance. In the absence of a conservation plan, soil loss calculations can be used to estimate the rate of soil loss for compliance determination purposes.
 - C. Briefly discuss possible alternatives available to correct the problem.
 - D. Extend to the landowner an offer of technical assistance and explain that financial assistance for correcting the problem may be available. Encourage the signing of an SC-1 to initiate assistance.
 - E. If temporary sediment control measures need to be taken quickly to control off-site sediment pollution, recommendations should be made and a reasonable deadline set.
 - District representative may have to consult with other District or NRCS staff before making specific recommendations.
 - Any earthmoving recommendations must include One-Call procedures,
 - F. In all cases, follow-up the first visit with written correspondence to the landowner and operator. Letters should contain applicable points listed below.
 - Establish whether or not a conservation plan has been developed.
 - Discuss whether or not the current plowing and tilling practices comply with the objective of the current conservation planning tools with regard to soil loss minimization requirements.
 - Discuss whether or not a conservation plan is being implemented.
 - Identify areas where the conservation plan is not maintained.
 - Identify locations where pollution is evident.
 - Discuss recommendations or agreed upon actions necessary to correct problem.

- Establish a 2 week deadline by which a signed SC-1 is to be returned to the District,
 - Establish a reasonable deadline by which agreed upon actions will be taken.
 - Discuss offers of technical and/or financial assistance.
5. If a signed SC-1 has not been returned to the District within the 2 week deadline, or other necessary action deadlines have not been met, a second contact should be made to determine the intent to comply.
1. This contact should be documented with follow-up correspondence to the landowner,
 2. If the landowner does not take reasonable action to comply, the E&S Division will be notified.
 3. Continue to document violations and correspond with the landowner using standard inspection report procedures.
6. Any of the following constitute sufficient grounds to conduct an enforcement conference stemming from a complaint situation..
- A. If after 6 months or other deadlines set. the landowner cannot furnish the District with a conservation plan.
 - B. The landowner or tenant farmer fails to begin implementing the provisions of a conservation plan in order to prevent further accelerated erosion as defined in his plan sequence calendar.
 - C. If after 6 months, the landowner or tenant farmer fails to maintain components of the conservation plan,
 - D. If a problem warrants immediate correction, and if after a reasonable period of time the landowner or tenant farmer fails to implement essential temporary sediment controls at the recommendation of the District.
7. Sometimes it is necessary to document violations with a camera. Discretion should be used when doing this, particularly on the first visit. Use of camera documentation on follow-up visits where little or no action or inadequate action has happened and pollution events have occurred is encouraged.
8. The above process is primarily complaint driven. However, should District staff, directors, or associate directors observe apparent violations during the normal course of their district activities, they are encouraged to contact the landowner or operator to encourage voluntary compliance.

Dealing with Livestock Waste Complaints and/or Violations (Guidelines)

(Lancaster County Conservation District)

The Lancaster County Conservation District has been in operation for over 55 years. The proper storage, handling and application of animal waste to cropland are practices that are widely used by a majority of the farmers. However, due to factors compelling farmers to increase livestock numbers on the same amount of land, combined with widespread management of manure in liquid form rather than a packed manure, we are seeing new problems resulting with these two major changes in livestock management. The District has attempted, and continues to attempt to educate livestock producers on the importance of nutrient management, manure storage units and the proper amounts and techniques when applying manure nutrients to agricultural land. Unfortunately, some farmers custom manure applicators and livestock producers continue to mismanage manure and pollute the waters of the Commonwealth of Pennsylvania. Their actions degrade the quality of waters used by all our citizens and propagate the unfair notion that all farmers are polluters.

It is important that the District have a policy in dealing with all agricultural complaints that is consistent, firm, fair and when needed, flexible. The following guidelines will be used when dealing with livestock manure complaints and/or violations.

Receive and record complaints from the general public, agencies, local municipalities or other legitimate sources. Document and file the complaint using either the "Complaint Handling And Problem Assessment" form if landowner/operator is not known or does not have an Act 6 plan, or the "Nutrient Management Inspection Report" if the landowner or operator is known to be regulated under Act 6. If the complaint involves excess application, surface or ground water contamination, visit the site immediately, or the next morning if daylight will expire before arrival. Before departure, look for conservation plans, nutrient management plans, Act 6 plans and Bay plans to obtain as much information as possible. Also contact the technician and/or engineer who serves that area to notify him/her of the situation and obtain additional information if available.

Odor or Fly Complaints

- If the complaint involves alleged odor or flies, inform the caller that the District has no authority over these matters, give the caller the appropriate contact names and numbers, and offer to visit site anyway if the caller requests.

Excessive Manure Application

- If the complaint involves only alleged excess manure application and the operator is regulated, request records of application and compare to planned recommendations in Act 6 plan.
- If not regulated, suggest that either an Act 6 plan or other nutrient management plan be developed or follow Department of Environmental Protection's Manure Management Manual.
- If a regulated operator is within application recommendations, document and close case, and if over application exists, make appointment to conduct a full compliance

assessment and report to the State Conservation Commission if District Board so directs.

Well Contamination

- If the complaint involves alleged well water contamination and the accused operator is regulated, investigate to see if proper spreading restrictions were followed or if a leaking or mismanaged manure storage is at fault. If well is observably contaminated and spreading restrictions were not followed or a leaking or mismanagement of the storage was at fault, the District is to contact DEP and report to the State Conservation Commission if District Board so directs. The District will make appointment to conduct a full compliance assessment as directed under Act 6.
- If the spreading restrictions were followed and the well is observably contaminated, and there is no obvious source of the contamination, refer affected landowner to DEP. The agricultural operator needs to be contacted and be made aware of the complaint.

Surface Water Contamination

- If the complaint involves alleged surface water contamination and surface water is observably contaminated, the District is to contact DEP. The agricultural operator then needs to be contacted and be made aware of the complaint. If the accused operator is regulated under Act 6, investigate to see if proper spreading restrictions were followed or if a leaking or mismanaged manure storage is at fault. If manure spreading restrictions were followed, make appointment to conduct a full compliance assessment, make suggestions if any based on particular situation, amend the Act 6 plan if deemed necessary and report to the SCC at the discretion of the District. If spreading restrictions were ignored, make appointment to conduct a full compliance assessment and report to State Conservation Commission if District Board so directs.

Conservation Plan

During the investigation of a legitimate manure contamination event, the technician needs to determine if the operator has a conservation plan for any plowing or tillage operation. If a conservation plan is available, determine if plan has been implemented. If there is incomplete implementation of the plan, the landowner is to contact the technician to assist with implementing the whole plan. If no plan exists, supply the operator with an SC-1 to be returned to the District within 2 weeks. Once the signed SC-1 is received in the District, the technician serving the area will visit the operator to write and implement a conservation plan within 6 months. If the technician has not been requested to assist with the implementation of an existing plan or the signed SC-1 has not been to the District within 2 weeks, follow the "Guidelines For Dealing With Erosion And Sedimentation Control Complaints And/Or Violations On Agricultural Land" paragraphs 5 & 6.

Other Than Manure

If upon investigation, the concern is not manure related but another source of pollution, the technician is to contact the appropriate District staff or agency and refer the case to them.

In all cases listed above, all efforts are to be made to address the issues the person complaining has raised that are in our jurisdiction. All efforts are to be made to acquire voluntary compliance from a non-compliant agricultural operator. When there is observable and significant (defined by the technician) manure contamination of streams, the District is obligated to contact the Department of Environmental Protection. Additionally, when the obvious manure

contamination of streams comes from an Act 6 regulated operation, the District, in addition to contacting DEP, has the discretion of contacting the State Conservation Commission if the District Board deems it necessary. When the District, through an investigation originating from any complaint, discovers an operation that should be regulated under Act 6 but currently has not developed an Act 6 plan, the District has the discretion of contacting the State Conservation Commission if the District Board deems it necessary.

Documentation of the complaint and resulting actions, if any, must be completed from the date the case is opened till the date the case is closed. Written reports of conversations with all parties concerned must be documented along with letters drafted and sent to those parties concerned. Photographs, videos and any other supporting documentation must be properly filed and/or stored at the District. All correspondence between the District and government agencies concerning an investigation must be documented and filed. Letters to the person lodging the complaint and to the person and/or operation that was identified in the complaint must be sent to inform them of the District's findings of the investigation.

Director Attendance Policy

(Fulton County Conservation District Board of Directors)

Based on a decline in director attendance at monthly meetings, the following items became effective January 1, 1997:

All Directors are expected to attend a minimum of 8 meetings unless specified by a health reason.

Any director missing three (3) consecutive meetings must notify the office stating a health problem.

Request authorization from the Commissioners to present a list of names for replacement of any director resignation or dismissal based on the above to fulfill the elected term of the board member.

The vacant positions will be filled by a Commissioner approved director.

If any director feels that he/she will be unable to fulfill the duties assigned to them as Director, he/she should decline this position.

For additional information regarding this policy, please refer to the Fulton County Conservation District's monthly minutes from January 9, 1997.

This policy was reviewed and updated on March 9, 2000 by the Fulton County Conservation District Board of Directors.

Disciplinary Actions Policy

(Fulton Conservation District)

The Supervisor and the Board of Directors shall decide upon any matter not specifically mentioned below as to the necessary disciplinary action.

Oral Reprimands

- Continued abuse of work hours (i.e. late for work, too much time for lunch, absent without approval).
- Failure to present doctors statement when required to support sick leave.
- Failure to comply with dress code.

Written Reprimands

- Insubordination.
- Intentionally falsifying records or reports of information.
- Report for or being found in a condition unfit for the performance of the work involved.
- Disregard of safety and recognized safety practices.
- Abusive language, rude, or discourteous behavior or any act or practice not in accordance with accepted standards of moral or ethical conduct.
- Lack of professionalism when addressing clients and/or others.

Termination

- Striking, threatening, intimidation, coercing, or injuring Supervisor or other employees.
- Proven theft or dishonesty.
- Willful destruction, damage, or misappropriation of property belonging to Fulton County or on Fulton County Government work sites.

Action

- Two (2) oral reprimands will be, for disciplinary purpose, considered as the same as of one written reprimand.
- Each employee will be granted two (2) written reprimands without penalty. The second written reprimand will note that further violation will result in suspension without pay.
- Each employee upon receiving a third written reprimand will be given a five (5) working day suspension without pay, and given a warning that further violations will result in immediate dismissal.
- Each employee upon receiving a fourth written reprimand will be terminated from employment with the County immediately.

Dismissal

- An employee who does not perform a satisfactory service in the opinion of the immediate Supervisor and/or District Board and/or County Commissioners shall be warned verbally and in writing of the deficiency. If the situation is not corrected within a reasonable time, the employee is subject to dismissal.
- An employee, who is guilty of any substantial violations of Federal, State, County, or Local Laws or regulations shall be subject to immediate dismissal by the Supervisor and/or District Board or County Commissioners.
- Employees of Fulton County who have acquired permanent status will not be subject to separations except for cause or such reasons as curtailment of work or lack of funds. Quality of performance and length of service will be the major considerations in the reduction of the work force.
- Each supervisor will review employee performance evaluation reports and other relevant materials and recommend a plan of action to the County Commissioners to implement a reduction in work force. The County Commissioners will make final approval. A one month lay-off notice, when possible, will be provided.
- When a complete re-organization of a department or unit is deemed necessary, all employees may be placed on lay-off status. A system of re-hire or call back will be utilized upon the successful re-organization of the department.
- Lay-off status will remain active for six month. If an employee is called back within this period he/she will regain all leave accumulated prior to lay-off and level of seniority.

Resignation

- A fifteen (15) day notice is recommended of anyone who is resigning from the position of Secretary at the Fulton County Conservation District. A one-month (30 day) notice is recommended of anyone who is resigning from the District Manager or Technician position of the Fulton County Conservation District.

District Consultation Fee Policy

(Lebanon Conservation District)

The reimbursement fee for the services of the Lebanon County Conservation District shall be three (3) times the hourly rate (salary only) of the staff providing the service. This rate shall apply to in-kind and volunteer services where applicable. This policy updates and replaces the policy appearing in the minutes and approved by the Board of the Lebanon County Conservation District on December 4, 1997 concerning the In-Kind Rate For District.

Dress and Grooming Policy

(PreventClaims.com)

All employees are expected to ensure that their dress and grooming projects a positive image of _____ to clients, customers, vendors, visitors and the public.

Dress Guidelines

Employees should dress in appropriate business attire on Monday through Thursday. Employees must use good judgment in determining what type of dress is considered appropriate business attire. Appropriate attire will depend on an employee's job duties and responsibilities, degree of customer and client contact, safety issues, and other activities. Clothing should be clean and neat in appearance at all times.

Casual Day on Friday

In the interest of employee comfort, Friday has been designated as "Casual Day" for employees. On Casual Day, employees must use good judgment in determining what is appropriate to wear. Jeans and dress shorts are permitted on Casual Day. Clothing should be clean and neat in appearance at all times. Employees should remember that business reasons may require employees to wear regular business attire on Casual Day.

Unacceptable attire

Unacceptable attire includes, but is not limited to:

- muscle shirts tank tops, halter tops, spaghetti strap tops
- torn clothing, cutoffs, and beach attire
- mini-skirts, mini-skorts, and other skirts and shorts that are excessively short
- sheer or "see through" clothing
- plunging necklines
- spandex clothing
- tee-shirts, sweatshirts, sweatpants, and other workout attire
- slippers, sandals, tennis shoes, sneakers, or work boots
- clothing that is offensive, revealing, distracting, provocative or excessively tight

Grooming Guidelines

Hairstyles, make-up, the grooming of beards and mustaches, and personal hygiene should be reasonable and in accordance with customary business practices. An employee's personal grooming and hygiene should contribute to a clean and neat appearance and impression.

Exceptions

Supervisors or other management personnel can specify additional or alternative dress and grooming requirements for employee safety reasons or based on the business needs of their departments.

Religion, Ethnicity or Disability

_____ makes reasonable accommodations for dress or grooming directly related to an employee's religion, ethnicity, or disability.

Dress Code/Uniforms Policy

(Pike Conservation District)

District technical staff who work in the field and staff who conduct regular public programs are provided with "uniform" shirts that identify them as employees of Pike County Conservation District. The District Manager is responsible for setting activity-dependent dress standards for District staff.

Dress Code Policy

(Fulton Conservation District)

Professional at all time. A well-groomed appearance instantly gives you credibility. Avoid excess make-up, perfume/cologne.

Gentlemen:

- No jeans or colored jeans*
- No T-shirts
- No shirts with pictures or writing
- No sandals or tennis shoes
- No shorts
- No sleeveless shirts or tops

*Jeans and a collared shirt (or Fulton County Conservation District shirt) is appropriate for fieldwork.

Ladies:

- No jeans or colored jeans*
- No dresses, suits, or skirts shorter than 3" above knee
- No cleavage
- No gaping between buttons
- No see thru material
- No undergarments showing or blending through materials
- No more than two buttons left open
- No tops extending or showing body
- No bare legs (nylons must be worn at all times)

- No sandals
- No shorts
- No spaghetti straps
- No sleeveless garments

*Jeans and a collared shirt (or Fulton County Conservation District shirt) are appropriate for fieldwork.

The Supervisor have the right to speak with you privately concerning your attire. If attire is inappropriate, you will be asked to go home and change.

Due to the program responsibilities of the Fulton County Conservation District staff, jeans are fundamental attire for the District Manager and the Technician. Jeans must be worn with an appropriate top to give a "dressier" appearance. A more casual dress is also acceptable for conducting school programs. The Fulton County Conservation District shirt must be worn when conducting programs. This serves as identification and looks professional.

Drug-Free Workplace Statement Policy

(Cornell University)

The Drug-Free Workplace Act Of 1988 requires Cornell, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace.

As a condition of employment on such contracts and grants, employees will abide by the terms of this statement and notify Cornell of any criminal drug statute conviction not later than five days after such conviction for a violation occurring in the workplace.

The unlawful manufacture, distribution, dispensation, possession, use or sale in the workplace of a controlled substance, as defined by state or federal law, is prohibited. The University will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including termination or required participation in a drug abuse assistance or rehabilitation program.

Drugs and Alcohol Policy

(Columbia University)

In compliance with the federal requirement for a drug policy, this also defines Columbia's formal policy on alcohol abuse at the workplace.

The unlawful manufacture, distribution, dispensation, possession, or use of a "controlled substance" in a University workplace by any Columbia faculty or staff member is prohibited.

Faculty and staff may not report to work, or remain at work while under the influence of either a controlled substance or while impaired by the use of alcohol.

It is a condition of employment that each University employee will abide by the terms of this Policy. In addition, each employee must notify the University's Vice President for Personnel

Management within 5 days of "conviction" for a violation of any "Criminal Drug Statute." (Notification should be sent directly to the Office of the Vice President, 311 Dodge Hall, Columbia University, New York, New York 10027).

Any employee who violates this Policy will be subject to serious disciplinary action up to and including termination of employment.

Within 30 days of receiving notice from an employee of a conviction, the University will take appropriate disciplinary action. This action can include termination of employment, and/or require the employee to satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

Columbia has established awareness programs to educate employees on:

- the dangers of drug and alcohol abuse in the workplace;
- the University's policies pertaining to a drug-free workplace; and
- the availability of confidential assistance, seminars and other programs through the Health Services and Employee Relations Departments.

Definitions as used in this Policy Statement

- The term "controlled substance" refers to a controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined in regulation at 21 CFR 1308.11-1308.15.
- The term "University workplace" refers to any site at which faculty and staff perform work for the University, whether or not such site is owned by Columbia University.
- The term "conviction" is defined as a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Criminal Drug Statutes.
- The term "Criminal Drug Statute" refers to a criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance.

E-mail and Internet Policy

(GigiLaw.com)

E-mail and Internet access, including, but not limited to, facsimile machines, computers, electronic mail and voice mail, is to be used solely for company or client business. _____ reserves the right to monitor for any purpose all communications and access usage via the company or client computing systems.

All communications, information or materials delivered via such resources must be transmitted, stored, and accessed in a manner that safeguards appropriate confidentiality. _____ may require a copy of any key necessary to access encrypted e-mail messages or files, as well as a copy of any password used by any employee.

Employee and others working for _____ or its clients may not:

- *Under any circumstances*, transmit, access, or download offensive, fraudulent, or defamatory images or text, such as pornography or off-color jokes, or anything that may be construed as illegally harassing or offensive to others.
- Transmit or download copyrighted images, games, or text belonging to third parties without the copyright-holder's permission.
- Transmit _____ or client information to third parties without the express permission of _____ or the client, as appropriate.
- Download or open any file received from any source outside _____ without first scanning the same for viruses using an approved virus-checking program.

Employees who violate this policy may be subject to disciplinary action up to and including discharge. This policy includes _____ locations and client locations at which any employee may be working.

Policy on the Retention & Disposition of Records Created on Electronic Mail Systems

(PSATS)

Purpose:

Establish and clarify records management policy for local governments with respect to the retention and disposition of records created on electronic mail (e-mail) systems.

Scope:

Applies to local governments subject to the Municipal Records Act.

Objectives:

- Integrate records on e-mail systems into the Municipal Records Schedule issued by the Local Government Records Committee.
- Provide information needed by local governments to determine properly the disposition of records created on e-mail systems.
- Ensure that records created on e-mail systems will be accessible in conformance with records retention and disposition schedules and procedures approved by the Local Government Records Committee.

Definitions:

- **Electronic** – Relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.
- **Electronic Record** – A record created, generated, sent, communicated, received, or stored by electronic means.

- **Electronic Mail (e-mail) System** – A system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages, but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.
- **Receipt Data** – Information in e-mail systems regarding date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s).
- **Record** – Any recorded information, regardless of physical form or characteristics, that documents a transaction or activity that is created, received or retained in pursuance of law or in connection with the transaction of official business.
- **Record-keeping System** – A system (manual or electronic) for organizing and identifying records to speed their retrieval, use and disposition and to provide adequate documentation of the local government's functions and business transactions.
- **Record Series** – A group of records that may be treated as a unit for purposes of classification, designation, description, management, or disposition because they relate to a particular subject or function, result from the same activity, have a particular physical form, or because of some other relationship arising out of their creation, receipt, or use.
- **Records Retention and Disposition Schedule** - A comprehensive statement approved by the applicable approving authority showing retention periods and all actions to be taken with respect to the disposition of records.
- **Transmission Data** – Information in e-mail systems regarding the identities of sender and addressee(s), and the date and time messages were sent.

Policy:

- E-mail messages and attachments that meet the definition of records shall be disposed of in accordance with applicable law and records retention and disposition schedules approved by the Local Government Records Committee. E-mail messages and attachments that do not meet the definition of records should be deleted immediately.
- E-mail messages, in and of themselves, are not a single record series. Retention and disposition of e-mail messages depends on the function and content of the individual message.
- Records created in e-mail systems must be retrievable and available for the retention period listed on a records retention schedule approved by the Local Government Records Committee.
- Records may be deleted from an e-mail system if their required retention period has expired or after they have been copied to a record-keeping system. Records may be

maintained on a manual or electronic record-keeping system. Records shall include transmission or receipt data.

- When duplicate copies of e-mail messages are sent internally, the sender should be responsible for maintaining the primary copy for the full applicable retention period.
- All other copies should be disposed of in accordance with approved records retention schedules relating to transitory messages.

Responsibilities:

If local governments maintain e-mail systems to transact government business:

- Local governments shall retain and dispose of records created in e-mail systems in accordance with the procedures in this policy.
- Local governments shall ensure that employees are familiar with and comply with the requirements for creation, maintenance, and disposition of records in e-mail systems.

Procedures:

- Local governments shall establish standards/procedures to manage the storage of records on e-mail and shall not rely on e-mail server backup procedures to manage the retention and disposition of records created in e-mail systems.
- E-mail messages shall be systematically filed for retrieval following standardized filing rules within the local government. E-mail messages shall be indexed in an organized and consistent pattern, and reflect the way the files will be used and referenced.
- Local governments that do not have the technical capability to manage e-mail messages for the full retention period in an electronic format shall create an analog copy (paper or microfilm). Local governments with computer systems capable of maintaining e-mail messages in an electronic format for the required retention period may also decide that current requirements are best served by printing electronic messages to paper or microfilm. In addition to the content, the following information shall be retained about each message: name of sender, name of recipient, date and time of transmission and/or receipt. Records printed from e-mail systems shall be filed in accordance with standard office procedures.
- All records, whether stored in paper or similar format or in an electronic records system, must be retrievable and available for the retention period listed on a records retention and disposition schedule approved by the Local Government Records Committee.
- E-mail messages eligible for destruction shall be disposed of in a manner that ensures protection of any sensitive, proprietary or confidential information.

E-mail Retention Policy

(Department of Environmental Protection)

Generally, E-mail messages are temporary communications that should be discarded routinely. However, depending on the content of an E-mail message and/or its attachments, it may be considered a more formal record and should be retained. Examples are messages concerning policy, decision-making, specific case files, disciplinary actions, promotions, contracts, or memorandum of significant public business. These E-mail messages are similar to printed communication and should be written with the same care. E-mails and/or their attachments that contain sensitive material should be stored in printed form, and the E-mail deleted from the computer system when no longer needed.

The Department may be required by contracts, discovery demands in litigation or lawful demands from law enforcement authorities to search and turn over Department records, including E-mail sent or received by Department employees. The need to preserve records for litigation may give rise to orders prohibiting the destruction of any records. Employees should not create an E-mail they would not want to be seen by their supervisors, be published in the media or become an exhibit at a trial.

Employees should be aware that when they delete a message from their mailbox it may not be deleted from the system. The message may be residing in the recipient's mailbox, be forwarded to other recipients, be printed and circulated, or stored on the computer's back-up system. Messages thought to have been deleted can often be recovered long after, even after multiple reformatting.

Proper Use of Electronic Communication Systems Policy

(adapted from an article by the New Jersey League of Municipalities)

The (District) makes every effort to provide the best available technology to those performing services for the (District). In this regard, the (District) has installed, at substantial expense, equipment such as computers, electronic mail and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice-mail messages and electronic mail messages created, sent or received by the (District)'s employees with the use of the (District)'s equipment.

This policy also sets forth policies on the proper use of the computer, voice mail and the electronic mail systems provided by the (District). The (District) property, including computers, electronic mail and voice mail, should only be used for conducting district business.

Personal use of the (District) computers is prohibited and the (District) may, at any time, monitor the use of said equipment. You should not expect any privacy with respect to any information you place in or on the (District) computers or computer equipment.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any comments that offensively

address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although the (District) may provide certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered district records.

The (District) also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, the (District) must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because the (District) reserves the right to obtain access to all voice mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the (District) or its designated representatives will not have a need to access and review this information. Individuals using the (District)'s business equipment should also have no expectation that any information stored on their computer -- whether the information is contained on a computer hard drive or in any other manner -- will be private.

The (District) has the right to, but does not regularly monitor voice mail or electronic mail messages. The (District) will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by the (District) if necessary within or outside of the (District).

Given the (District)'s right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

The (District)'s administrator will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Employee Acknowledgement Form

(Pike Conservation District)

This *Standard Operating Procedures* handbook describes important information about Pike County Conservation District, and I understand that I should consult the District Manager regarding any questions not answered in this handbook.

I understand that Conservation District Employees are Pike County Employees and, as such, I am governed by County employment policies and practices, set forth in the *Pike County Employees Manual*, of which I have also received a copy.

Since the *Standard Operating Procedures* described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, as soon as is practicable, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors of Pike County Conservation District has the ability to adopt any revisions to the *Standard Operating Procedures* in this handbook.

Furthermore, I acknowledge that this *Standard Operating Procedures* handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

(Please provide a signed and dated copy of this page to the District Manager within 5 days of the start of your employment with the District.)

Employment Categories

(Westmoreland Conservation District)

It is the intent of the WCD to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and WCD.

Each employee is designated as either "Exempt" or "Nonexempt" from federal and state wage and hour laws. An employee's Exempt or Nonexempt classification may be changed only upon written notification by WCD management.

In addition to the above categories, each employee will belong to one other employment category:

Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work WCD's full-time schedule. Generally, they are eligible for WCD's benefit package, subject to the terms, conditions and limitations of each benefit program.

Regular Part-Time employees are those who are not assigned in a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the WCD, subject to the terms, conditions and limitations of each benefit program.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position with WCD is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

Temporary employees are those who are hired as interim replacements or part-time employees generally not working more than 20 hours per week, to temporarily supplement the work force, or assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the WCD's other benefit programs.

Employment Reference Checks

(Westmoreland Conservation District)

To ensure that individuals who join WCD are well qualified and have a strong potential to be productive and successful, it is a policy of WCD to check the employment references of all applicants.

The Assistant District Manager will respond to all reference check inquiries received by WCD from other employers. Responses to such inquiries will confirm only dates of employment, wage rates and position(s) held.

Equal Employment Opportunity Policy

(Westmoreland Conservation District)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at WCD will be based on merit, qualifications and abilities. WCD does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

WCD will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

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

Use of Equipment and Vehicles

(Pike Conservation District)

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, arrange for required maintenance, and follow all operating instructions, safety standards, and guidelines. The Office Administrator should be notified promptly if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair.

Employees who operate District vehicles must maintain a current Pennsylvania driver's license. Vehicle use by employees will be prioritized based on distance and destination. Long distance travel and fieldwork by technical staff are highest priorities for vehicle use. Employees should sign up in advance for vehicle use on the calendar provided in the office and complete mileage logs supplied in each district vehicle to track use. Credit cards for fuel and other vehicle supply purchases are available in each vehicle for employee use. Vehicles should not be returned to the office with less than a quarter of a tank of gas.

District vehicles may not be operated for personal use. District vehicles may be kept overnight at staff residences if necessitated by before- or after-hours District business-related travel. Non-staff volunteers who are associated with District programs or activities are permitted to ride in District vehicles.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Office Administrator, who, in turn, will report the accident to the County. Costs incurred by District employees for traffic and/or parking violations are the responsibility of the employee cited. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Ethics Policy

(National Center for Nonprofit Boards)

We, as _____ Conservation District professionals (staff and board members), dedicate ourselves to carrying out the mission of this organization. We will:

- Recognize that the chief function of the District at all times is to serve the best interests of our constituency.
- Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
- Keep the community informed about issues affecting it.

- Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
- Avoid any interest or activity that is in conflict with the conduct of our official duties.
- Respect and protect privileged information to which we have access in the course of our official duties.
- Strive for personal and professional excellence and encourage the professional developments of others.

Executive Committee Establishment

(Pike Conservation District)

Background

The Pike Conservation District asked their County Solicitor about the Board establishing and Executive Committee to handle issues that come up between board meetings.

Determination

The Pike County Solicitor determined that "P S 856 (Act 217 – Conservation District Law) does allow for special designation of powers by policy adopted by the Board and this can be an avenue for addressing emergency situations. A policy can be drafted, voted on and implemented, but I would advise that it be narrowly worded so as not to become the norm for operation which should always be in open and public."

The actual language from Act 217: *the directors may delegate to their chairperson, or to one or more directors, such powers and duties as they deem proper.*

Policy

Executive Committee – This committee will be chaired by the board chair and consist of the elected officers of the board. The executive committee will have authority to act for the board of directors to decide issues of a time sensitive nature that cannot be postponed until the next regularly scheduled or special board meeting.

(Warning - The policy to establish an Executive Committee for the Pike Conservation District was based on a legal determination by the Pike County Solicitor. A similar legal determination should be sought and received by any other conservation district thinking of establishing and Executive Committee. Such a Committee would need top have specific, limited authorities in order for the District to not be in violation of the Pennsylvania Sunshine Law.)

Exempt vs. Non-Exempt Employees (Reference 1)

(Printing and Graphic Communications Association)

One of the issues, which raises its head every so often, concerns the matter of classifying jobs as exempt or non-exempt. The classification determines whether an employee is eligible for overtime pay after working 40 hours in a normal workweek. It is well established that management personnel and outside salespeople are exempt. What are tricky are the administrative and/or professional categories. Job titles don't tell the tale here, and neither does the fact that the employer regards the job as exempt or non-exempt. The controlling measure is actual job duties, and the Department of Labor will make that determination if an employee complains to them, or if they perform a routine audit.

So what determines if an administrative or professional job is exempt? For administrative positions, the primary duties must consist of office or non-production work directly related to management policies or the general operations of the employer. In addition, the work must include the exercise of discretion and independent judgment. If the person merely follows a set of prescribed routines set by someone else, they would not be exempt. For professional positions, the primary duties must consist of work requiring knowledge of an advanced type in a field of science or learning. The exercise of discretion and independent judgment is also required.

The key element in the above is "the exercise of discretion and independent judgment." The DOL guidelines here call for the person to make comparisons and evaluations of possible courses of action; to then decide between the possible courses of action; and to do this in an environment free from direct supervision the majority of the time.

Computer personnel could fall in the administrative or professional categories. As such, they present some of the same troubling questions as estimators or accountants. Do they simply perform keyboarding and routine processing within established computer programs? Then they're likely non-exempt. But a programmer/system analyst could well be exempt. And there are many "gray area" jobs in between, so careful analysis is required. The Department of Labor has also recognized that the computer industry has developed a somewhat peculiar wage model, where some highly skilled, non-degreed personnel are paid on an hourly basis. The DOL allows such people to be classified as exempt.

Finally, it should be recognized that method of payment does not by itself determine exempt or non-exempt status. It is true that almost all exempt positions are paid on a salary basis. However, don't assume that simply paying a person on a salaried basis will make them exempt. A payroll clerk being paid a salary is nevertheless almost always going to be classified as non-exempt. This is where the "discretion and independent judgment" criteria come into play.

Confusing? It certainly can be, but the good news is that many of these distinctions do not arise on a regular basis. If you've done a good job of classifying employees, and the jobs haven't changed, you're probably in good shape.

Exempt, Non-exempt (Reference 2)

(Personnel Management Systems, Inc., edited)

Although the laws giving rise to the terms “exempt” and “non-exempt” are quite involved, this overview may help answer a few of your questions. Are employees exempt because they are highly paid? Are positions with management titles automatically exempt regardless of actual job duties? Should we reward our employees by making them exempt? Why do we need timecards? What does exempt mean?

FLSA and Similar State Laws

The 1938 Congress passed the Fair Labor Standards Act (“FLSA”) to, among other things, establish a minimum wage and to encourage limits on weekly hours of work by requiring payment of an overtime premium. Subsequently, many states passed similar wage laws, which may be more beneficial to employees.

Exempt or Non-Exempt

The provisions of the FLSA or similar state laws apply to most employees. This non-exempt status requires employers to do the following:

- Pay the employee overtime pay at the rate of 1 ½ times the employee’s regular rate of pay for all hours worked over 40 in a workweek.
- Maintain and retain specific payroll records, including records that detail the number of hours worked.
- Provide breaks and meal periods.
- Pay minimum wage.

In some limited situations, an employee may be exempt from state and federal minimum wage and overtime requirements. Employees are exempt because of the nature of their job and the degree of discretion and responsibility required to perform their job. The major exemption categories are known as white-collar exemptions and are designated as Executive, Administrative, Professional, and Outside Sales. Under federal law, and in some states, there is an additional exemption for Highly-Skilled Computer Professionals.

In general, an employee is exempt if he or she performs work that is of an exempt quality (e.g. management or non-manual work related to management policies, exercising independent judgment), performs a sufficient quantity of exempt type work on a daily basis, and earns an appropriate type and amount of compensation (generally, paid on a salary basis). Each exemption category has detailed requirements that **must** be met and the requirements vary between state and federal laws.

Because there are specific requirements for each exempt category, employers should assume that all employees are non-exempt until a complete analysis clearly indicates otherwise.

Exempt vs. Nonexempt Employees (Reference 3)

(Excerpted from "Labor Pains" by Ethan A. Winning)

Time is money. Overtime is money times 1.5. Vacations and holidays are money for which no work is done. Then there's sick leave, maternity leave, jury duty, and all kinds of other time away from the job.

It's no wonder that time at work, time away from work, and the accrual of various periods of time off are of concern to employers and employees. And, it does indeed get confusing. There is basically one *federal* law which regulates time, The Fair Labor Standards Act of 1938 (which also regulates child labor), but many states have their own regulations which go beyond federal law. So, in addition to trying to figure out who is exempt or not exempt (nonexempt) from that federal law, one must also make a determination as to who is exempt or not exempt from state regulations.

As much as eighty percent of all questions regarding conditions of employment, e.g., hours of work, vacations, etc., have to do with overtime. While exemptions from the federal Fair Labor Standards Act are often difficult to understand (and determine), overtime regulations are fairly straight-forward but for some reason continue to create confusion. Failure to pay overtime is one of the leading causes of claims against employers, probably more than wrongful discharge, harassment, and stress combined. That of course is not so unusual since potential problems with overtime come with every pay period.

The reader should note that there are many exemptions to the state laws and wage orders. Examples: In Arkansas, employees who work for hotels, motels and restaurants do not receive overtime until they work in excess of 48 hours in a week; and in Pennsylvania, salespersons, parts men and mechanics in retail car dealerships as well as taxi drivers, radio and television news editors and announcers are exempt from the overtime provisions. In other words, every state with overtime laws has exemptions having nothing to do with the federal Fair Labor Standards Act.

There are three classifications of exemption from the FLSA: **Exempt Executive** (or Managerial), **Exempt Administrative**, and **Exempt Professional**. There are five or six criteria for each exemption and all must be met simultaneously. If an employee does not meet even one of the criteria, he or she is not exempt (non-exempt) from the provisions of the law. Last, title is of no significance at all, and wages are the least important provision. One need only make \$1,150 a month to meet the wage criteria.

Paraphrased from the law, the criteria for being an **Exempt Executive** are as follows:

- The primary duty consists of the management of an enterprise or of a customarily recognized department or division by which he is employed;
- **and** who customarily and regularly directs the work (i.e., supervises) two or more employees;
- **and** who has the authority to hire and fire other employees, or whose word in such decisions is given weight; and who customarily and regularly exercises discretionary powers;

- **and** who does not devote more than 20% of his hours to work described in (1)-(3);
- **and** who is compensated on a salary basis of not less than \$1,150 a month.

An **Exempt Administrative Employee** is:

- one whose primary duty consists of the performance of office or non-manual work directly related to management policies or general business operations of his employer or his employer's customers;
- **and** who customarily and regularly exercises discretion and independent judgment;
- **and** who performs only under general supervision;
- or whose work is along specialized or technical lines requiring specialized training, experience or knowledge;
- **and/or** who executes special assignments and tasks under only general supervision; and who is compensated at the rate of \$1,150 a month.

Exempt Professional Employees are:

- those employed in a bona fide professional capacity whose primary work requires knowledge of an advanced type in a field of science or learning customarily acquired through a prolonged course of intellectual instruction and study, as distinguished from a general academic education and from training in the performance of routine mental, manual or physical processes;
- **and/or** work that is original and creative in character in a recognized field;
- **and** whose work requires discretion or judgment in its performance; and work which is predominantly intellectual and varied in character and is of such character that the output produced cannot be standardized in relation to a given period of time;
- **and** who does not devote more than 20% of his time to nonexempt activities;
- **and** who is compensated at the rate of \$1,150 a month.

The Professional Exemption has usually been relegated to thirteen professions (including teaching) which normally require licenses to practice; e.g., law, medicine, psychologist, etc. Reduced even further, most employees who supervise two or more persons, who can hire and fire, who supervise a specialized function, who are professionally licensed and, most important, who regularly make decisions or judgments without prior approval, and who are paid the pittance required will be exempt.

The titles Administrative Assistant, Secretary, Executive Secretary or Office Manager mean nothing by themselves. If all the criteria are met, then the employee would be exempt, keeping in mind the provision that up to one day in five can be worked in non-exempt endeavors.

The requirements of the Fair Labor Standards Act are just one more reason why job descriptions are so important even in the smallest of companies.

Fee Waiver Policy

Summary of E&S plan review fee requirements for "OTHER" categories of earth disturbance
(Lancaster County Conservation District)

Category	E&S Plan Review Fee required? Y=yes (fee is based on disturbed area)
Agricultural Buildings and Waste Storage Structures	Y
Chapter 105 General Permit E&S Plan Reviews	*1, 2
Chapter 105 Individual Permit E&S Plan Reviews	Y
Community Fairgrounds	Y
Community Recreation Centers	Y
Federal Agency Projects	Y
319, Growing Greener Grant Funded Projects	*2
Hospitals	Y
Lancaster County Library System	Y
Lancaster County Public Agency/Authority Projects	Y
Local Municipal Projects	Y
PA Turnpike Commission	Y
Penn DOT	Y
Places of Worship	Y
Police Departments	Y
Ponds and impoundments	Y
Private Non-profit Organizations	Y
Private Schools	Y
Public Parks	Y
Public Schools	Y
Rails-to-Trails Projects	Y
Sewer and Water Authority Projects	Y
State Agency Projects	Y
State-funded Universities	Y
Timber Harvesting Action Packet	*3
U S Postal Service	Y
Volunteer Ambulance Companies	Y
Volunteer Fire Companies	Y

- 1) Chapter 105 required E&S Plan review fees are waived for GP-1, 3, 6, & 9. For all other projects, the review fee is \$50.00 per single and complete project.
- 2) Review fee is waived for projects that provide a direct water quality benefit.
- 3) A flat fee of \$50.00 will be charged for projects where the total harvest area is 25 acres or more. If a review fee is paid, there will be no additional charge if applicant is seeking registration of a GP-8.

This policy was adopted by the Board on November 7, 2001 and supersedes the previous policy that was adopted on July 6, 1988. Effective date: January 1, 2002.

File Review Policy

(Lawrence Conservation District)

In accordance with the Freedom of Information Act, the Lawrence Conservation District will make files available to the public in the following manner:

- The requesting party must make an appointment to review the file to ensure there will be someone in the office to assist them.
- A staff person must stay with the requesting party as they review the file. The requesting party may take notes on the file materials. Any file material to be copied must be removed from the file and the file removed from the examination area.
- A charge of .30 per 8 ½" by 11" page will be charged by the Lawrence Conservation District for copies. Larger copies of maps and drawings may be copied by the Lawrence County Planning Commission Office according to their capabilities and fees.
- The Lawrence Conservation District will charge for staff time and materials for making over 100 copies.
- Payment must be made in full before material is released.

The policy was approved by the Lawrence Conservation District Board of Directors on June 2, 1999.

Public Inspection of Files and/or Plans Policy

(Northumberland County Conservation District)

The following policy, revised and adopted by the Board of Directors of the Northumberland County Conservation District at their December 7, 2000 board meeting, addresses a system whereby individuals within the public sector may or may not access and view official files and/or plans, such as erosion and sedimentation control plans, conservation plans, Chesapeake Bay Program plans and other files of like fashion that are housed in the offices of the Northumberland County Conservation District. This policy comes into effect after all federal and state regulations regarding public information access have been satisfied.

- An appointment must be made to access/view any files. A specific amount of time will be allocated for the appointment.
- Plans and/or files cannot be removed from the Northumberland County Conservation District office.
- Office personnel must be present during the time any individual is accessing and viewing any file/plan. A fee will be assessed for staff time involved.
- Copies can be made for a fee, but only if the copier is adequate to handle the size of paper required. Excessively large documents, such as engineer designs, will not be

copied section by section. Duplication of documents with the use of photo cameras, video cameras, or any other equipment, **will not be allowed.**

- Fees related to this policy are as follows: fee for staff time involved in the scheduled appointment will be **\$5.00** per each **15 minutes** of time; fee for making copies is **\$.25 per copy**.
- While the identity of the complainant is confidential information, inspection report documentation as a result of a complaint is NOT confidential information, provided the identity of the complainant is not on the inspection report form. Complaint files must be kept separate from program and permitting files.
- If an enforcement action has been initiated by DEP or the District, access to files will be denied until the enforcement action has been completed.

Financial Accounts, Policies & Procedures

(Pike County Conservation District)

Purpose: This document is intended to describe various financial accounts administered by the Pike County Conservation District and to outline financial policies and procedures set forth by the District Board of Directors to enable the District to responsibly manage county, state and federal funds that are provided for the community's environmental benefit.

Financial Accounts

Activities Fund Account

The Activities Fund is the District's primary operating account, which consists of grant income, County appropriations, permit fees and earnings from the annual Tree Sale and other fundraising activities. Expenditures from this fund pay operating expenses, grant expenditures, educational program and fundraiser costs, and support the mission and goals of the Conservation District as approved by the Board of Directors.

- The goal of the fund is to match each year's expenditures with income. Actual surpluses or deficits, although not planned, may be added to or subtracted from the fund balance (see Capital Reserve Fund).
- Guidelines for annual fund expenditures are set through an annual budget developed by the District Manager and Finance and Planning Committee and approved by the Board of Directors.
- Checks must contain two signatures. The Treasurer, Chairman, District Manager and Secretary are signatories for the Activities Fund Account.

Capital Reserve Fund

The Capital Reserve Fund is an INVEST* account consisting of money set aside from the Activities Fund for the purpose of funding future District conservation education efforts, including development of an environmental education facility.

- Recommendations for altering the fund's investment strategy are made by the District Finance and Planning Committee and approved by the Board.
- Funds may be transferred between the Capital Reserve and Activities Funds as needed at the discretion of the Board.

Petty Cash

Petty cash is used for unplanned small cash purchases for which writing a check may not be practical. The availability of petty cash is also intended to minimize employees' use of personal funds for program expenses. Examples of appropriate uses of petty cash include purchase of materials for educational programs, additional supplies for tree sale preparations, refreshments for meetings, etc.

- The Office Administrator is the custodian of the Petty Cash Fund.
- All purchases from Petty Cash must be recorded in a journal and accompanied by a receipt. Disbursements from the fund are to be charged to appropriate budget line items.
- Petty Cash may be replenished as needed in increments up to \$100 from the Activities Fund.
- The District Board of Directors authorized participation in the State Treasurer's INVEST Program for local governments by resolution adopted on September 27, 1999.

Dirt and Gravel Road Fund – Municipal Program

The Dirt and Gravel Road Fund consists of appropriations from the state to fund environmentally sound road maintenance projects. The District administers the program through a 4-member Quality Assurance Board and awards grants to local municipalities and/or state agencies with jurisdictions over dirt and gravel roads. Program Funds are divided between two accounts:

Dirt & Gravel Road INVEST* Account is an interest-bearing account used to deposit advances and reimbursements received for the program.

- Transfers are made to the Activities Fund checking account as needed to pay program expenses.
- Interest earned is used to supplement project funds as per state guidelines.
- The District's administrative share of the funds may be used at the discretion of the District to offset program costs, purchase equipment, provide education programs, etc.

Dirt and Gravel Road Community Association Program

This INVEST account is an interest-bearing account used to deposit advances and reimbursements received for this Growing Greener grant program.

- Transfers are made to the Activities Fund checking account as needed to pay program expenses.
- Interest earned is used to supplement project funds as per state guidelines.

Financial Record Keeping & Reporting

Internal Controls

- The Secretary manages the accounts on a day-to-day basis using *QuickBooks Pro* accounting software.
- The District Manager authorizes purchases in accordance with the Board-approved budget and authorizes the payment of invoices prior to checks being prepared.
- Bills are generally paid weekly on Fridays. An invoice must accompany all bills paid.
- The Secretary prepares checks and supporting documentation for District Manager approval.
- Monthly financial reports for the Board are prepared by the Secretary and include a list of expenditures and other fund transactions for all District accounts.
- Checks may be endorsed with two District staff signatures for budgeted operating expenditures or grant expenditures within budget limits of Board-approved grant contracts. Checks for non-budgeted expenditures over \$1500 must have at least one Director signature.
- All checks are prenumbered and used in sequence. Blank checks are stored in a secure, locked area. Voided checks are retained with the signature portion removed.
- The Office Administrator reconciles the books monthly with bank statements from all accounts.
- The District Manager prepares quarterly reports for Board review.

Bank Account Initiation & Closure

- Approval of the Board of Directors is necessary for the opening or closing of District bank accounts, with the exception of PA INVEST sub-accounts, which may be initiated by the District Manager under the Conservation District's participant name and account number to accommodate individual grants for which a separate interest-bearing account is required. Similarly, individual grant sub-accounts may be closed by the District Manager upon completion of grant projects. Notification of sub-account initiation or closure will be provided to the Board of Directors at the monthly meeting following the transaction.
- The County auditors must be notified in writing when new accounts are established or existing accounts closed.

Annual Audits

- Financial records maintained by Pike County Conservation District are reviewed annually by the Pike County Auditors. A report of their findings is provided to the County Commissioners and the District Board of Directors.
- The District follows the State Conservation Commission's *Revised Audit Standards for County Conservation Districts (Adopted 11-9-99)* for annual Financial Statement audits. A copy of the standards is included as Attachment A. The District is required to have an annual audit performed by a Certified Public Accountant, whose report must be submitted to the State Conservation Commission by the deadline set by the Commission.

Records Retention

- Financial records will be retained for 10 years, unless otherwise specified by funding sources from which they originate. Other records will be retained according to specific program guidelines for program-related records.

Other Financial Policies & Procedures

Bonding

The positions of Board Chairman, Treasurer, District Manager, Office Administrator, District Secretary and Resource Conservationist are bonded.

Ethics Requirements

- As Public Officials/Employees, all District Directors, Associate Directors and staff are subject to the provisions of the Public Official and Employee Ethics Act, 65 Pa.C.S. §1101 et seq., including the requirement for annual *Statements of Financial Interest* to be filed at the District office. An opinion rendered by the State Ethics Commission regarding the expenditure of District funds for Director attendance at certain functions is included as Appendix I of this document.

Business Expense Reimbursements

- District Directors and associate directors may be reimbursed for business-related expenses based on rates set by the County and the annual budget approved by the District Board. Reimbursable items include round-trip mileage for travel to monthly meetings and other District functions, lodging and meal expenses for out of town meetings and training, seminar and workshop registration fees. Travel expense reimbursement requests should be submitted at least quarterly to the Office Administrator on the forms provided and with all original receipts attached. (Travel expense reimbursement guidelines for District staff are described in *Pike County Employees Manual* and the *Pike County Conservation District Standard Operating Procedures for Employees*.) All expenditures for or reimbursements to District staff or Board members must comply with the Public Official and Employee Ethics Act noted above.

Credit Cards

- Pike County Conservation District maintains three corporate credit cards (Exxon, Sunoco and Visa) which are authorized for use as follows: (1) purchasing fuel or vehicle-related supplies (such as windshield washer fluid, oil, antifreeze, etc.) for district vehicles; (2) lodging reservations for authorized business trips; (3) approved purchases from internet vendors or others with whom the District does not have pre-established accounts.
- Any unauthorized use of District credit cards will be the sole responsibility of the person who made the purchase and the cost of the purchase (plus any related charges) will be reimbursed to the District. Unauthorized use of District credit cards may be grounds for dismissal.

Purchasing Guidelines

- The District Board encourages economy in the management of all funds administered by the District.
- Expenditures made by the District are to follow County guidelines as follows: expenditures under \$4000 have no formal bid requirements; expenditures in the range of \$4000

to \$10,000 require a minimum of 3 telephone-solicited bids; expenditures over \$10,000 must be publicly advertised for receipt of sealed bids.

County Appropriations

- The District receives an annual appropriation from the County Commissioners, based on the annual budget developed and approved by the Board and subsequent discussions with the County Commissioners. The appropriation is requested in writing in quarterly installments.
- The District remits to the County State Cost Share funds received for staff salaries and benefits. Staff salaries and benefits are paid by the County (see District Board/County Commissioners MOU)
- Grant monies and administrative cost share funds are retained by the District and used to offset project, program and/or other operating expenses.

Equipment Inventory/Disposal

- District computers, office furniture and machines, equipment, vehicles and other items valued over \$200 are tracked and insured under the County's inventory control system.
- Management and disposition of supplies, equipment or other property purchased with state or federal funds will be subject to any requirements set by the funding source.

Miscellaneous

- The District maintains its own Federal ID number to facilitate receipt of state cost share funds and grant monies.
- Sales tax is collected for all taxable items under a Permanent Sales Tax License and remitted semi-annually to the Commonwealth.
(Adopted November 19, 2001)

General Financial Policies

(California Resource Conservation District Assistance Program)

The Board of Directors, as the governing body of the Shasta Conservation District, formulates financial policies. The Board may chose to delegate some responsibilities for administration of financial policies to the Board's appointed representative.

The Fiscal Officer, under the supervision of the Administrative Manager, is responsible to the Board of Directors for the management of financial operations.

The Administrative Manager is responsible to the Board of Directors for managing office staff. The Projects Manager is responsible for operating staff and operations of specific projects within the budget parameters approved by the Board of Directors. Further reference to managers in this document refers to both the Projects and Administrative Manager.

Financial duties and responsibilities must be separated so that no one employee or Board member has sole control over cash receipt, disbursements, payrolls, reconciliation of bank accounts, etc.

Separate ledger accounts for specific projects will be maintained as required by the funding source regulations.

General Operations ledger, including all specific projects and RCD operations costs, will be maintained by the Fiscal Officer.

All forms will be completed in blue or black ink and typed, if appropriate.

Costs will be allocated by actual identifiable expenses and/or proportioned by time spent or usage of funding source.

The District will use a bookkeeping system in accordance with contractual obligations.

The District's fiscal year is July 1 to June 30.

The Fiscal Officer will prepare monthly journal entries representing the financial transactions of the district that must be approved by the Board of Directors.

Financial policies and procedures will be reviewed annually. Any changes to the Financial Policies Manual must be approved by the Board of Directors.

Handling of financial matters by District employees and Directors will conform to the highest ethical standards and the District's Conflict of Interest Policies. No financial transaction or decision of hiring of employees should result in personal financial gain for an employee or Director, or any spouse, relative or personal friend of a Director or employee. Failure to comply with these standards will constitute grounds for removal/dismissal from office or employment.

All incoming mail and checks will be date stamped either directly or on an attached note, whichever is appropriate.

Flex Time Policy

(Montgomery Work-Life Alliance)

Supervisors and managers are encouraged to permit employees to alter their workday schedule to meet family/dependent care needs whenever it is possible to do so without compromising _____ goals.

Flex time schedules must meet the following requirements:

- All full time employees must work a 40-hour week;
- Operational requirements must be met;
- Service to the customer must be maintained or improved;
- Costs to _____ will not be increased;
- Each office or operation must be covered during normal (or core) business hours;
- Flextime will not diminish the ability of _____ to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

In positions where flex time is permitted, requests from employees for any type of change in work schedule or work hours will be considered on the basis of the above standards and the workload of _____. Employees must request a flextime schedule in writing. The decision of the Manager is final.

Staff Compensation Funeral Leave Policy

(Syracuse University)

Funeral leave with pay may be authorized for you by your supervisor for a period not to exceed three days in the event of a death in your immediate family. "Immediate family" is defined as parents, including foster and stepparents, children, spouse, brothers and sisters, parents-in-law, sons and daughters-in-law, grandparents, grandparents-in-law, and grandchildren. Other relatives living in your household also may be considered as immediate family. If you need more than three days leave time, you may request an extended leave. Extended leave, however, must be without pay unless you wish to apply unused vacation time for the current year to cover your absence.

Gifts and Related Activities Policy

(Fulton County Conservation District)

Gifts for Directors, Staff, & Associates

Wedding Gifts - \$30.00 (example: gift certificate to Rotz's Meats)
Baby Gifts - \$20.00 (baby outfit)

Flowers for Directors, Staff, & Associates

Get Well - \$30.00
Funeral - \$40.00

Service Awards for Directors, Staff, & Associates - (will be presented at the Farm City Banquet)

Ten Years - Gift Certificate (to be determined by the active board)
Fifteen Years - Plaque
Twenty Years - Statuette
Twenty-five Years - Watch
Retirement - Engraved Clock

Expenditures While on Official District Business for Directors and Staff

*Food - Breakfast - \$5.00
Lunch - \$6.50
Supper - \$8.00
(*dessert and alcoholic beverages are not reimbursable)
(meal expenditures may be higher for the following scheduled meals: RC&D, staff conference, PACD Executive Council Meetings, Bay Quarterly Meetings)

Lodging - Not to exceed \$65.00 per night unless required by the situation

(i.e. staff conference, PACD Council Meeting, Training Sessions, Envirothon, etc.)

Mileage - Rate to be determined by the County Commissioners

This policy was adopted at the June 11, 1997 monthly meeting of the Fulton County Conservation District Directors and will be reviewed on an annual basis hereafter.

This policy was reviewed and updated on March 9, 2000 by the Fulton County Conservation District Board of Directors.

Gift-in-Kind Acceptance Policy

(Scientific Equipment and Technology, Trent University)

Purpose

The following guidelines are intended to serve as criteria for the acceptance of gift-in-kind donations of computer and scientific equipment to Trent University.

General Guidelines

Trent University appreciates all gifts-in-kind which enhance academic and/or administrative advancement.

A gift of equipment or service is accepted when it directly supports the priorities, mission, goals and/or objectives of Trent University.

Revenue Canada allows (Gifts and Income Tax P113(E) Rev. 97) gifts with a market value of less than \$1,000 to be appraised internally if a staff member has appropriate expertise. It is preferable, however, to have a third party appraisal. Gifts with a market value of more than \$1,000 require a third party market value appraisal at the expense of the donor.

It is preferable, on most occasions, to use the method of cheque exchange for receipting purposes.

Acceptance Criteria

Generally, donations of computers and/or scientific equipment will only be accepted if they conform to existing or approved configurations.

The senior department head or Chair in the recipient's department or program will execute an assessment of the impact on the operating budget and department resources.

Final decisions for acceptance must be jointly approved by the Vice-President (Academic) and the Vice-President (Administration).

Trent University, generally, will not restrict acceptance of a gift from a single industry leader.

Donor Recognition

Gift-in-kind donations (service or product) will be included in Trent University's Donor Recognition program and conform to the Donor Recognition Policy. The level of recognition will be consistent with the value of the gift donated.

Plaques are not generally placed on individual gifts of equipment. The rationale for this is that equipment ages and depreciates and eventually needs to be replaced. Permanent recognition will be provided on a donor wall, within a public area, on the Trent University Symons campus.

Charitable Tax Receipt

As per Revenue Canada Guidelines, gifts of service do not qualify for an income tax receipt.

Corporations or individuals donating a gift-in-kind will receive a business or income tax receipt when requested provided that the appropriate market value assessment (see General Guidelines, third paragraph) is submitted.

An official income tax receipt will be issued as per Revenue Canada Guidelines.
Approved by the Board of Governors: June 25, 1998

Gifts of Real Property Policy

(Trent University)

Purpose

This policy sets out conditions under which the University will consider and, if appropriate, receive and retain gifts of real property ("real property" includes land, buildings or interests therein).

Policy

The University will not accept and receive a gift of real property if the University is restrained in any manner from otherwise dealing with all or part of it after acceptance and receipt.

Only the Board of Governors may accept gifts of real property on behalf of the University. Gifts of real property will be considered only on the recommendation of the President. Each recommendation will be accompanied by an independent valuation and market assessment (including title investigation), an environmental assessment, and an evaluation of compatibility with general University purposes, and will be reviewed in advance with the Executive Committee.

Gifts of real property will not normally be retained by the University unless they are considered to be strategically essential to the academic or administrative purposes of the University. In some instances gifts of real property may be retained if there are economic benefits of retention evidenced by the periodic independent comparative cost/benefit assessments.

This policy applies to any gift of real property offered to the University after adoption of the policy.

Grievance Policy

(National Center for Nonprofit Boards)

A grievance is any significant employee concern that arises in the application of personnel breaches or in violation of personnel practices, either between employees and their co-workers or between employer and employees.

Complaints Involving Another Employee

Employees are encouraged to take complaints involving a co-worker directly to that person for discussion and resolution. If the two employees are unable to resolve their differences, they may at any time request a mediation meeting with their supervisor where both employees are present.

If the complaint is unresolved at that level, a second mediation meeting can be arranged with the District Manager. The resolution of the District manager, in consultation with the Board Chair, shall be considered final.

It is the policy of the _____ Conservation District to discourage gossip among or about staff people.

Complaints Against the _____ Conservation District

The procedure set forth is intended to serve as a means for peaceful settlement of disputes that arise between employees and the _____ Conservation District. Extension of times beyond those indicated in the formal steps of the procedure outlined below may be secured through mutual (written) agreement of the parties involved. Failure by the employee to comply with any limitations shall constitute withdrawal of the grievance. Failure by management to comply with the time limitations shall constitute the right of the employee to proceed to the next step of the grievance procedure.

- **Step One – Immediate Supervisor**

- a. Every effort shall be made by both employee and supervisor to resolve the problem through discussions.
- b. If discussions fail to resolve the issue, the employee shall submit the substance of his or her grievance in writing to the immediate supervisor.
- c. The immediate supervisor shall convey his or her decision in writing to the employee within five working days of receipt of the grievance.
- d. If the aggrieved employee is not satisfied by this decision, he or she may submit in writing his or her grievance to the District Manager or Board Chair within five working days of receipt of the immediate supervisor's decision.

- **Step Two – District Manager**

- a. The District Manager, in consultation with the Board Chair, (or just the Board Chair if the grievance is against the District Manager) shall, within five working days of notification, arrange a meeting with the employee to discuss the grievance.
- b. A decision regarding the disposition of the grievance shall be conveyed in writing to the employee within five working days following the meeting.
- c. If the matter is resolved at this level, it shall be mutually acknowledged in writing, and no further action is required.

- d. If the discussion has failed to resolve the issue, the employee has five working days to submit a written notice outlining the grievance to the Chair of the Personnel Committee.
- **Step Three – A Committee of the Board (no less than three people)**
 - a. Upon receiving the written request, the Board Chair shall request copies of all written communications from Step One and Step Two. The Chair shall convene the Personnel Committee (no fewer than three people), which shall meet within 10 working days to discuss the issues. With the exception of the employee and his or her representative, the Personnel Committee shall decide who else shall be in attendance.
 - b. The Personnel Committee shall decide on the matter by majority vote and shall issue its decision in writing to the employee and the District Manager within five working days of its meeting.
 - c. Decisions of the Personnel Committee shall ordinarily be final. Failure of a party to cooperate with the Personnel Committee does not preclude the Board from conducting a further proceeding.
- **Step Four – Board of Directors**
 - a. In the event that the Personnel Committee is unable to reach a decision and/or the grievance is of such a nature that it might interfere with the normal functions of the _____ Conservation District, then the Personnel Committee shall bring this matter to the Board of Directors for consideration. Upon referral by the committee, the employee shall have the right to be present, and be accompanied by a representative and by a person he or she would substantiate the grievance. The Board of Directors shall issue its decision in a written statement to the employee and the District Manager within five working days of its meeting. This decision shall be final.

Internal Check Control and Bank Reconciliation

(California Resource Conservation District Assistance Program)

Internal Check Control

- All blank checks will be locked in the administrative file.
- Two signatures are required for each check. No signature stamp may be used.
- Voided checks will be marked VOID and filed.
- No checks will be made payable to “cash” or “bearer.” Petty Cash checks will be made out to North Valley Bank.
- Blank checks will not be pre-signed.

- All checks must have written authorization. The appropriate voucher or travel expense form must be attached to the authorization.

Bank Reconciliation

- Bank statements will be received directly by the Fiscal Officer.
- The secretary checks on all electronic deposits made to the District's account are checked against the Accounts Receivable log.
- Each month the Fiscal Officer will reconcile the bank statement with the Cash Receipts Journal, Disbursements Journal, and the Bank Account activity in the General Ledger. Any errors or omissions will be noted and corrective action taken.
- Bank charges, interest, and adjustments will be made by the Fiscal Officer as Journal Entries and approved by the Board.

Internal Financial Controls Policy

(Pike Conservation District)

The Secretary manages the accounts on a day-to-day basis using *QuickBooks Pro* accounting software.

The District Manager authorizes purchases in accordance with the Board-approved budget and authorizes the payment of invoices prior to checks being prepared.

Bills are generally paid weekly on Fridays. An invoice must accompany all bills paid.

The Secretary prepares checks and supporting documentation for District Manager approval.

Monthly financial reports for the Board are prepared by the Secretary and include a list of expenditures and other fund transactions for all District accounts.

Checks may be endorsed with two District staff signatures for budgeted operating expenditures or grant expenditures within budget limits of Board-approved grant contracts. Checks for non-budgeted expenditures over \$1500 must have at least one Director signature.

All checks are prenumbered and used in sequence. Blank checks are stored in a secure, locked area. Voided checks are retained with the signature portion removed.

The Office Administrator reconciles the books monthly with bank statements from all accounts.

The District Manager prepares quarterly reports for Board review.

Internet Usage Policy

(Carter McNamara)

The _____ Conservation District 's internal network is connected to the Internet. Everyone with computer access to the internal network has the ability access the Internet, including use of electronic mail and the World Wide Web. While the Internet is a great resource for our organization, it is the responsibility of each employee to use this resource responsibly and respectfully. It is assumed that the predominant use of these resources will be for work use, and that any personal use of electronic mail or the World Wide Web will be limited; never a priority over work matters. If an employee is found spending excessive time on personal use of these resources, this privilege may be revoked for that employee.

Electronic mail sent from the District should be treated the same as any other communication that is sent. All communications represent the _____ Conservation District as a whole and, as such, should be written in a professional and appropriate manner. This also applies to any material that is published on the District's World Wide Web site.

Failure to adhere to this policy can lead to disciplinary action, including employment termination.

Key and Building Security Policy

(University of California at Santa Cruz)

Key Security

Master keys shall be physically secured when not in personal use. Keys must be locked in either:

- An unmovable key safe or
- An unmarked locked storage cabinet/drawer in a locked area.

District and building keys shall not be left unattended or in unlocked vehicles. Keys left in vehicles must be locked out of view, and shall be removed and physically secured when not in use.

Master keys shall not be taken off District property. District staff is responsible for maintaining a checkout system for keys.

Building Security

All District staff and Directors are responsible for maintaining building security. Doors shall not be propped open or left in an unlocked position during hours when the building is normally closed to the public.

District staff and Directors shall not unlock buildings or rooms for another individual unless the individual is known by the staff or Director and has a legitimate need for access to the room/building.

Lost Keys

Individuals possessing keys to District facilities or vehicles are responsible for such keys. The District has the authority to charge such individuals for the cost of key replacement and/or re-keying of locks caused by loss of keys to District facilities or vehicles used by such individuals.

- All lost District keys must be reported immediately to the District Manager.
- Whenever a Master key is lost or stolen, the District Manager and District Chair will assess the situation and make a decision regarding whether or not to re-key, or to implement any other security precautions.

Center Employee Key Possession and Use Policy

(Dauphin Conservation District)

The Dauphin County Agricultural and Natural Resources Center is owned and operated by the Dauphin County Conservation District. As owner/operator of the Center, the DCCD, through its Board of Directors, has established the following policy:

- The Conservation District Manager and Assistant Manager are authorized by the owner to administer this policy in order to protect the Center, tenant agencies and individual employees in possession of keys.
- The following positions are the only people the Conservation District Manager can approve to possess keys:
 1. Employees of the owner
 2. Custodian of the Center
 3. Employees of tenant agencies
 4. District Board of Directors and Associate Directors
- Prior to receiving a key, a Center Key Possession and Utility Agreement form must be read and signed by the person authorized and the District Manager or Assistant Manager.
- Center keys will not be duplicated unless specifically authorized by the District Manager.
- Center keys will not be given or loaned to anyone who has not been authorized through the rules of this policy unless specifically authorized by the District Manager.
- Center keys will not be hidden or placed anywhere on Center grounds for any purpose.
- Violation of this or any Center policy may result in the revocation of key possession privileges and/or further legal action.

- Upon termination of employment by any person in possession of any Center key(s), the key(s) must be returned to the Conservation District and the Center Key Possession and Use Agreement form signed and dated.

As an individual authorized by the Dauphin County Conservation District to possess and use keys to the Dauphin County Agricultural and Natural Resources Center, I acknowledge that I have read and will adhere to the Center Key Possession and Use Policy.

Name: _____ Title or Position: _____
Agency: _____
Key(s) received: _____ Date _____
(signature)
Key(s) returned: _____ Date _____
(signature)

Landowner Participation During Site Inspections Policy

(Lancaster Conservation District)

Purpose

To encourage and welcome the participation and involvement by landowners or responsible parties in the site inspection process.

Policy

It is the mission of the Lancaster County Conservation District to focus on the stewardship of land, water, and other natural resources and to make all citizens aware of the interrelationship between human activities and the natural environment. The District believes that through active participation, the public will gain a better understanding of the goals and objectives of district programs and will purpose to participate voluntarily.

It will be the policy of the District to attempt to provide landowners with the opportunity to be present during routine site inspections and complaint investigations.

However, the District recognizes that a totally voluntary approach to natural resource conservation may not provide full protection. Therefore, in order to protect natural resources from deliberate abuse, and where it is suspected that a prior notification of a site inspection could provide the opportunity for an operator to conceal unlawful activities, district staff are authorized to conduct an unannounced site inspection.

Procedure

Any landowner or responsible party wishing to be present during a routine inspection by a district employee should communicate that request in writing and forward the request to the Lancaster County Conservation District, 1383 Arcadia Road, Lancaster, PA 17601. A telephone number should be included with the request.

A district employee will attempt to contact the requesting party before a routine inspection. In those situations where the District is unable to establish contact or coordinate an inspection with a landowner who has expressed a desire to be present during an inspection, a district staff person may conduct an inspection in the absence of the landowner.

In those situations where the District is unable to obtain voluntary cooperation of a landowner, and as a result of ongoing violations, a district staff person may conduct an inspection unannounced.

In those situations where the District has received a complaint regarding possible violations on public or private property, a district representative shall attempt to contact the landowner or responsible party prior to the initial complaint investigation unless the protection of our natural resources requires immediate or unannounced site inspections or investigations.

Media Policy

(National Center for Nonprofit Boards)

To ensure the quality and consistency of agency information disseminated to media sources, the following policy shall be enforced:

* All media contacts are to be handled by the District manager, or his or her designee, regardless of who the media representative is or whom he or she represents or how innocuous the request.

* All press releases or other promotional materials are to be approved by the District Manager or his or her designee prior to dissemination. Failure to comply with the District's media policy shall be grounds for disciplinary action.

In case of any event, situation, or investigation regarding an inquiry by the media, including radio, TV, or newspaper, into issues relating to the _____ Conservation District or any of the programs it administers, the following guidelines shall be followed to assist the District's response to the media:

The _____ Conservation District will prepare staff for preventative awareness by:

- establishing positive media relations throughout the year with local radio/TV/newspaper reporters;
- establishing the _____ Conservation District as a resource for information;
- helping the media when doing research on local stories;
- providing training to district staff on media crisis and informing staff not to comment on inquiries, but to refer inquiries to those designated individuals who may release information to the media.

Meeting Room Policies and Procedures

(Pierce County Library System)

Policy

The District's meeting rooms are provided free of charge as a public service for use by non-profit community groups when not in use for District affiliated or sponsored activities. The District reserves the right to restrict or deny usage.

Commercial organizations booking the meeting rooms will be charged a \$20 fee for use of the room for up to two (2) hours. An additional \$20 per hour fee will be assessed for each hour in excess of two (2) hours.

Reservations

Individuals and groups wishing to use a meeting room may make advance booking for up to two uses per month not more than four (4) months ahead. Exceptions may be made for workshops offered for the public by governmental agencies.

Persons wishing to reserve a meeting room should contact the District Secretary/Office Manager. Reservations may be placed by telephone or in person. A meeting room use application form must be filled out and all applicable fees must be paid prior to the use of the meeting room.

Statement of Authority

Designated District staff members shall have the authority to approve, renew, or reject requests for use of the meeting rooms and facilities. The District reserves the right to cancel when unforeseen circumstance such as power outages, weather conditions, or conflicts with District affiliated or sponsored events occur.

Permission to use the District's meeting facilities will be denied to any organization and/or meeting whose purpose is illegal; whose conduct would interfere with the proper functioning of the District*; whose purpose is for commercial or monetary gain; who uses the facility as a place of business; and whose activity does not have adult sponsorship. Permission will also be denied to individuals or groups wishing to book meeting facilities for parties, receptions, or other social events.

(*Examples of such conduct would include activities which produce excessive noise or which would require the use of a significant portion of available public parking.)

Endorsement

Use of these meeting rooms does not constitute an endorsement by the District of a program or point of view expressed. No advertisement or announcement implying such endorsement is permitted.

In order to establish the fact that the Library is not sponsoring the meeting, all publicity that uses the name of the District must include the following statement:

"Sponsored by X Y Z Neighborhood Guild" (name of the organization booking the room).

An organization may not use the name and address of the District as its headquarters or as the official address of the organization.

Cancellations

If a scheduled meeting is canceled, the applicant must inform the District within one week of the meeting or event. Failure to notify the District within the requested time, on two or more occasions, may result in loss of future meeting room privileges. This will ensure that another group or organization has access to the facility.

Refunds

When fees are charged for meeting room use, refunds for cancellations will be issued when requested by the canceling organization or individual. Repeated cancellations may result in loss of future meeting room privileges.

Administrative and Other Procedures

Keys must be picked up in advance and signed for by groups using the room during closed hours.

Permission to use the room includes the ordinary use of furniture and fixtures, including chairs and tables. Food preparation and/or distribution will not be allowed without written permission.

No alcoholic beverages may be served or consumed on District property.

Smoking is not allowed in the District's facility.

Arrangement of furniture and setting-up of furniture is to be done by the organization or persons using the room. Each organization and persons using the room shall be responsible for cleaning up and restoring the room to its original condition before leaving. Costs for District or hired staff time for restoring condition of room may be billed.

Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tackable surfaces are provided.

The District is not responsible for the theft or damage to property brought into or onto District property.

The District will not provide storage for any purpose to any group.

Meetings of groups whose members are under age eighteen (18) must be supervised and attended by an adult at all times.

The capacity for the room(s), as determined by the Fire Marshall, will be observed at all times.

Distribution of pamphlets, leaflets, etc., and soliciting for the purchase of goods or services in the building by persons or organizations using the meeting room will not be permitted outside of the room.

Groups/individuals must provide their own supplies, such as paper, pencils and markers.

Publicity for events conducted in District meeting rooms which are by organizations not connected with District should in no way imply or suggest District sponsorship of the events.

Failure to follow these policies and procedures may result in the loss of future meeting room privileges.

Monetary Policy

(Potter Conservation District)

An Emergency Fund will be set-up. This fund will be used at the discretion of the Chairman and the Manager. The fund will have a starting amount of \$1,000 and its usage will be reported at the following board meeting.

Money Borrowing Policy

(National Center for Nonprofit Boards)

From time to time it will be necessary for the _____ Conservation District to borrow funds from outside sources to fund operations and expansion. This will be necessary because of the seasonality of income from fees, donations, and sales, and due to major expansions or revisions of District programs.

Funds are to be borrowed only as required to meet these needs, and borrowing is to be consistent with sound fiscal and management practices. Borrowings are not intended to make up for inadequate planning or spending above budgeted levels.

Borrowing funds should be done within the following guidelines:

Borrowing should be within appropriate limits approved by the board prior to the time of borrowing.

Amounts should be borrowed at the lowest available interest rates. Where borrowing from individuals can be done at lower than current commercial rates, this may be done.

Most borrowing will be done at short-term conditions due to the seasonal nature of income. Long-term borrowing will be done only if rates are favorable and amounts for short-term would be at the same minimum level.

Nepotism Policy

(National Center for Nonprofit Boards)

It is well accepted that employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and employee morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, performance evaluations, promotions, demotions, disciplinary actions, and discharge. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

It is the _____ Conservation District's policy that relatives of persons currently employed by the District may be hired only if they will not be working directly for or supervising a relative. If

already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned shall decide who is to be transferred. If that decision is not made within 30 calendar days, management shall decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purpose of this policy, a relative is defined to include spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, father- and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee.

Notice Statement for Employee Handbooks

("Labor Pains", Ethan A. Winning)

This manual neither implies nor establishes a contract between _____ and the employee. The contents of this Employee Handbook summarize current _____ policies and programs and are intended as guidelines only. _____ Reserves the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished personnel policies or practices of _____, without advance notice, in its sole discretion, without having to give cause or justification to any employee.

Recognition of these rights and prerogatives is a term and condition of employment and continued employment. As such, the contents of this handbook do not constitute the terms of an employment contract. Nothing contained in this handbook should be construed as a guarantee of continued employment, but rather, employment with _____ is on an "at-will" basis. This means that the employment relationship may be terminated at any time by either the employee or _____ for any reason not expressly prohibited by law. Any written or oral statement to the contrary by a supervisor, corporate officer or other agent of _____ is invalid and should not be relied upon by any prospective or existing employee.

Any controversy, claim or dispute with respect to or arising from any termination of employment will be resolved (not by civil litigation, but by final and binding arbitration pursuant to the rules and procedures of the American Arbitration Association.).

Nutrient Management Plan Approval Outline Policy

(Lancaster Conservation District)

TO BE READ BEFORE THE FIRST NUTRIENT MANAGEMENT PLAN APPROVAL AGENDA ITEM AT THE DISTRICT MEETING:

The Board of Directors acknowledges and understands that large animals or poultry operations can be both an emotional and controversial issue. The Nutrient Management Act Delegation Agreement, Technical Manual and Administrative manual outline the parameters of what we understand to be the basis of approval or disapproval of a Nutrient Management Act Plan. Our responsibility as provided by the State Conservation Commission centers around the safe

application of manure. It is our understanding that issues such as odor, truck traffic, operation location, groundwater withdrawal, etc., although of great concern and interest, are not believed to be within our area of authority.

We would request that public comments be limited to areas upon which we have authority. Also, we would ask you to hold your comments to 5 minutes per individual. For any organizations wishing to make a comment, we ask you to choose 2 individuals to address the Board. Each person may then have 5 minutes to speak.

When addressing the Board of Directors, we ask that you state your name before giving comments on any of the Nutrient Management Act plans on this evening's agenda. At this time, we will hear comments on the _____ nutrient management plan.

PUBLIC COMMENTS

OPERATION BRIEFING BY THE NUTRIENT MANAGEMENT TECHNICIAN AND/OR THE DISTRICT MANAGER

APPROVAL/DISAPPROVAL/TABLE THE PLAN

Open File Policy

(Fulton County Conservation District)

A. Access to Files

All files created or maintained by the district to meet the requirements of their delegation agreement with the Department are open to inspection and review by the public. If a request for file information is received, the district staff should comply in the following manner.

- 1) Advise the requesting party that the files are open to the public for inspection and review at the district office during normal work hours (Monday-Friday, 7:00 a.m. to 4:30 p.m.) pending availability of staff. If staff is not available, schedule and appointment on a day and time when staff is available.
- 2) If more than 15 minutes of staff time is required for assistance staff time will be charged at the hourly rate of \$30.00 per hour. Minimum charge will be one hour.
- 3) No files or portions of files may be removed from the district office by the requesting party. Provide an area where the files may be reviewed without unusual disturbance. To avoid the possibility of District file materials being inadvertently removed from the District Office, the requesting party will be provided with a note pad for taking handwritten notes. Other personal items will remain in the outer office.
- 4) Have the requesting party list all documents and other file items that are desired. As per District policy, copying documents will be charged at \$.50 per copy. The party may take notes or otherwise duplicate by their own hands, any file materials. Remove all file materials from the examination area before copying. If the number of copies is extensive, inform the requesting party that the materials will be sent (postage prepaid), or can be picked up at a scheduled time and date.

- 5) Do not release any materials until payment is made in full. When payment is made, provide a written receipt.
- 6) Staff may remove personal handwritten notes or information which may identify an informant.
- 7) DO NOT release any materials until payment is made in full. When payment is made, provide a written receipt.
- 8) Pre-printed materials are available at the District. These materials are available free of charge while supplies last.

B. Denying Access to Files

- 1) Complainant - the Department has always taken the position not to release any information which may disclose the identity of an informant. On May 4, 1989, the Environmental Hearing Board (EHB) upheld this policy. The EHB determined that the disclosure of the identity of the informer will be disclosed is 'relevant and helpful' to the defense. Therefore, all complaint files are to be considered privileged information and withheld to protect the identity of the informant.
- 2) Enforcement Actions - if enforcement actions have been initiated access may be denied. The requesting party should be advised that access to files will be opened when enforcement action(s) has been completed. Access will be given in accordance with "Access to files" above.
- 3) This policy does not cover files deemed personal and confidential by District Staff and/or Board of Directors.

This policy was adopted on August 14, 1997 by the Board of the Fulton County Conservation District. This policy was reviewed and updated on March 9, 2000 by the Fulton County Conservation District Board of Directors.

Open Records – NEW LAW in PA

Act 100 of 2002(House Bill 2100; Signed June 29, 2002)

Act 100 of 2002 rewrites the state's Right-to-Know Law to further provide for access to public records. The new law is far-reaching and is similar to the federal Freedom of Information Act. The law imposes significant new obligations on government agencies and their employees, when public records are requested.

Some interesting aspects of the new law are:

- applies to electronic records as well as written ones
- agency must respond to a request within 10 days or it is deemed a denial
- denial of request must be explained, including legal authority

- requestor can appeal denial and agency must hold a hearing
- \$300 fine for public official who intentionally violates the Act
- attorneys fees may be granted if denial is overturned

NOTE: No sample policies or written guidance were available on adherence to this new law at the time this policy catalog was produced. Guidance will be distributed as soon as it is finalized.

Outside Employment Policy

(Knowledge Point software firm, Petaluma, CA)

Employees may hold outside jobs as long as they meet the performance standards of their job with XYZ Co. All employees will be judged by the same performance standards and will be subject to XYZ Co.'s scheduling demands, regardless of any existing outside work requirements.

If XYZ determines that an employee's outside work interferes with performance or the ability to meet the requirements of XYZ Co. as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with XYZ Co.

Outside employment that constitutes a conflict of interest is prohibited.

Outside Employment Policy

District employees can engage in outside employment:

- With the approval of the Conservation District,
- If it does not interfere with Watershed Specialists' duties,
- If actual or appearance of conflict of interest is avoided, including without limitation:
 - a. It is in a geographically distinct area (i.e., a different County), or
 - b. Nature of the work is distinct (i.e., it is not environmental).(The Conservation District, on a case-by-case basis, shall resolve other instances of a possible conflict of interest.)
- Conservation District name cannot be used in marketing; and
- Any liabilities actual or implied from the sale, use, production of products, techniques of the devise or practice are those of the individual and not the Conservation District

Parental Leave Policy

(Governor's Center for Local Government Services)

Any employee expecting to become the parent of a child, either by birth or adoption, will be granted a leave of absence without pay, upon request, to prepare for the arrival of the child or to care for the child. Such leave will be for a period not to exceed three months and must be

requested far enough in advance to allow the _____ to make arrangements to cover the employee's duties. An additional three months leave of absence may be granted at the _____ discretion, if it can be done without unreasonably disrupting operations.

A pregnant employee may use a portion of the approved leave of absence as paid sick leave only for that period of time during pregnancy and following childbirth when she is physically unable to work.

A pregnant employee will not be required to go on leave against her will at any time unless she is unable to satisfactorily perform the duties of her position.

At the expiration of the leave of absence, employees will be returned to their previous job or another job providing equal pay and similar responsibilities.

Personnel File Access

(Westmoreland Conservation District)

The WCD maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases and other employment records.

Personnel files are the property of the WCD, and access to the information they contain is restricted. Generally, only supervisors and management personnel of WCD who have a legitimate reason to review information in a file are allowed to do so.

Employees who may wish to review their own file should contact the District Manager. With reasonable advance notice, employees may review their personnel files in the WCD's offices in the presence of an individual appointed by WCD to maintain the files.

It is the responsibility of each employee to promptly notify WECD of any changes in personnel data. Personal mailing addresses, telephone number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the District Manager.

Sample List of Personnel Policies

- **Work Schedule**
- Work day hours
- Lunch periods
- Holidays
- Vacation
- Sick Time
- Funeral Leave

- Personal Leave
- Leave of Absence
- Severe Weather
- Jury Duty
- **Hiring Procedures**
 - Americans With Disabilities Act
 - Interviewing job candidates
 - Checking references
 - Offering employment
- **New Employee and Internal Orientation**
 - New employee orientation
 - Intern orientation
 - New employee and internal orientation checklist
- **Compensation**
 - Paydays
 - Overtime and compensation time
 - Classifying employees as exempt or non-exempt
 - Salary ranges
 - Positioning pay within a salary range
 - Reclassifying positions
 - Salary review policy
 - Promotional increases
 - Withholding salary increase due to performance
 - Withholding salary increase due to leave of absence
- **Payroll Information & Timekeeping Procedures**
 - Payroll information -- General
 - Payroll information -- Direct deposit procedures
 - Payroll information -- Required and voluntary payroll deductions
 - Timekeeping -- General discussion of non-exempt and exempt employee classifications
 - Supervisor's signature
- **Benefits**
 - Eligibility and general information

- Types of available benefits
- Medical insurance
- Dental insurance
- Disability insurance
- Life insurance
- Confidentiality note
- Retirement plan
- Social security

- **Workers' Compensation Information and Procedures**
- When there is an injury or accident on the job
- What is covered under Workers' Compensation
- Type of injury covered by Worker's Compensation Insurance
- Medical expenses resulting from a work-related injury

- **Performance Assessment Procedures**
- Performance assessment cycle
- Performance assessment process
- Dealing with performance issues
- Discipline
- Separation from employment checklist
- Leave-taking procedures

- **Financial Management**
- Budget management
- Capital expenditures
- Financial reporting

- **Supplementary Information**
- Discrimination or sexual harassment complaints
- Complaints regarding programs or staff

- **Data Practices**
- Policy
- Definitions and Procedures
- Security of Records
- External releases

- Internal releases
- Use of data
- Legal procedures
- Destruction of records
- Staff access

Petty Cash Policy

(Carnegie Mellon University)

Departments are responsible for adequate security and control of their petty cash funds. The fund should be secured at all times in a locked place. Because no insurance is available to cover losses from the fund, theft and any other losses of petty cash are the responsibility of the department/college.

Purpose and Use

Petty cash can be used to reimburse individuals for non-travel, out-of-pocket expenditures. Petty cash can sometimes be used in place of the university purchasing process where appropriate, for example, as reimbursement for small, incidental department expenses when it is infeasible or impractical to use normal purchasing means.

Petty cash should be used in this manner only when absolutely necessary. A petty cash fund can also be used as a "change fund" in the department for handling ticket sales, etc., where expenses are not incurred.

Prohibitions

Petty cash should not be used for the following:

- Travel expense reimbursements. Continue to use the travel expense report.
- Travel advances. All travel activities need to be reported through the travel reimbursement process.
- Payment for items that are to be purchased through the purchasing system according to the university purchasing policy.
- Payments to vendors for invoices submitted directly to the department where a mini-order or purchase order was issued. Continue to send these invoices to Accounts Payable for processing and payment.
- Payments to independent contractors, consultants, awards, etc., to non-university employees. These should be processed through the Special Services payment process.
- Personal borrowing (IOUs).

Initiating a Petty Cash Fund

A staff or faculty member, in coordination with the business manager of that unit, should send a memo or e-mail to the petty cash coordinator, Accounting Services. The memo must detail the purpose and use of the fund, identify the custodian and their supervisor, and request an amount for which the fund will be established.

The dollar limit for each use of the fund is set at the department's discretion. As a general rule, the total fund balance is likewise set at the discretion of the department, usually somewhere between \$25-\$300.

Petty Cash Custodian Appointment

The petty cash fund should be secured at all times. The department is responsible to appoint a custodian, who is a member of the faculty or staff, to monitor its use and replenishment. Appointment and approval should be made by the department's business manager or higher; a custodian cannot appoint or approve himself/herself. In addition, there should be limited access to the fund.

Accounting Services must be notified if there is a change in the petty cash custodian. In order to ensure accountability to the new custodian, Accounting Services will audit and document the fund at the time of the change.

Responsibilities

It will be the responsibility of the custodian to ensure that this fund is used to cover only those expense reimbursements for which it is not possible, or is infeasible, to use normal purchasing methods. In addition, the custodian will ensure that fund use is consistent with the manner described in the documentation that initially established the fund. The petty cash custodian is also responsible to enforce university policy regarding sales tax, which is not reimbursable.

The custodian is responsible to perform a full reconciliation of the fund at least quarterly, which he/she will provide to Accounting Services. The custodian also handles fund replenishment.

The custodian is responsible for reporting all instances of loss of funds, including filing a report with Campus Police, as soon as the loss is discovered.

Documentation

Properly document each transaction in the following manner:

- Submit a detailed journal of all transactions, identifying all pertinent information (who, purpose, transaction detail and date of expense). Identify each cost and the center/account to be charged.
- Tape original receipts onto an 8-1/2x11 sheet, referencing each receipt's corresponding transaction on the detailed journal.
- Submit a summary page that shows only the total amount charged to each account code. This data will be the basis for entry of transaction detail in the university accounting system.

It is important to remember that it will be the custodian's responsibility to determine whether an expenditure is allowable and to use the proper account codes for unallowable costs as appropriate.

Reimbursement Process

When the fund is reduced to a balance that can support approximately 5-7 business days of activity, the custodian should perform a reconciliation and send it, along with a request to replenish the fund, to the petty cash coordinator. Before being submitted, this reimbursement request must be approved by the immediate supervisor of the fund custodian. Once the reimbursement request is approved, a check will be prepared for fund replenishment. Each reimbursement request will be subject to audit. In addition, the Internal Audit department will perform periodic unannounced audits of the fund to ensure proper control is maintained.

Petty Cash Policy

(California Resource Conservation District Assistance Program)

A petty cash fund (not to exceed \$150) is maintained in the District office by the Fiscal Officer. Petty cash will not be used for short-term employee loans. It is for authorized District purchases only. No other use of the fund is authorized without approval of the Board. The fund is to be kept in a locked file, desk, or other facility at all times.

A log of all expenditures from the fund will be maintained by the Fiscal Officer. The log together with the receipts for each individual purchase will be maintained.

The Administrative Manager will approve the petty cash expenditures each month. A check will be prepared by the Fiscal Officer when the fund requires replenishment. The Board of Directors will sign the check for reimbursement of petty cash.

Petty Cash

(Pike Conservation District)

Petty cash is used for unplanned small cash purchases for which writing a check may not be practical. The availability of petty cash is also intended to minimize employees' use of personal funds for program expenses. Examples of appropriate uses of petty cash include purchase of materials for educational programs, additional supplies for tree sale preparations, refreshments for meetings, etc.

- The Office Administrator is the custodian of the Petty Cash Fund.
- All purchases from Petty Cash must be recorded in a journal and accompanied by a receipt. Disbursements from the fund are to be charged to appropriate budget line items.

Petty Cash may be replenished as needed in increments up to \$100 from the Activities Fund.

Political Activity Policy

(Troy State University)

The Board of Trustees (hereinafter referred to as the Board) hereby reaffirms its historic position that the institution shall neither endorse nor support any candidate for nomination or election to any public office of the State of Alabama or any other political entity.

Employees of the System do not surrender their civil and political rights and responsibilities, however, by virtue of their employment. Indeed, the Board encourages the officials and employees of the System to fulfill their civic responsibilities as private citizens. But the Board shall continue to require that, consistent with state law, no System employee shall use System resources, time, or property for or on behalf of any political candidate, campaign, or organization, or for any contribution or solicitation of any contribution to a political campaign or organization. (Nothing in this rule is intended to discourage the impartial use of System facilities as a public forum.)

The Board recognizes that it is often difficult for the public to distinguish between the public and private activities of System employees, particularly when these employees occupy senior administrative positions within the institution. For this reason and because the System is a public institution, the Board wishes to guard against actions that are illegal and improper as well as those that may create the appearance of impropriety. It is incumbent upon employees of the System to make clear in any political activity whatsoever that they are acting in a private and individual capacity and that their activities have neither System sponsorship nor support.

It is also incumbent upon employees of the System to avoid any private actions of a collective nature that may lend or appear to lend the support of the System to political activity. Because of their prominent identification with the institution, the major administrative officers of the System have a particularly heavy obligation to insure that their activities are not misinterpreted or misunderstood. No System employee may seek or hold public office without first obtaining written consent from the Chancellor through appropriate reporting channels.

Property Rights

(elinfonet.com)

All records, case files, data resource materials, supplies or equipment made by an employee of _____ within the scope of his/her employment with _____ shall be and remain the sole and exclusive property of _____, and may not be removed without permission of the (specify official).

Guidelines for Public Access to Information

(Pike Conservation District)

Summary and Purpose of Policy

The act of June 21, 1957, (P.L. 390, No. 212) (65 P.S. & 66.1-66.4), known as the Right-To-Know Law, requires agencies such as the Pike County Conservation District to allow access to "public records." Following Department of Environmental Protection policy, the Pike County Conservation District has established the following guidelines for public access to information:

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The policies in this catalog are provided as examples only. Conservation Districts making use of these policies should tailor them to their own needs, coordinate them with County policies (where possible) and have them reviewed by appropriate legal counsel.

Guidelines

It is the policy of the Pike County Conservation District to afford individuals the opportunity to examine or copy public information. Requests to review records, documents and other information in the custody of the District must be made in advance of the review. An appointment must be scheduled with the appropriate staff person during regular business hours. Photocopies of file information are available at a cost of \$.25 per page.

Protected Information

The papers, records and documents in custody of the District are open to public examination, inspection and copying during normal business hours except for the following:

- Information required to be kept confidential by specific statutes.
- Information the disclosure of which may harm a person's security or reputation, including the names, addresses and telephone numbers of complainants.
- Records related to sites for which compliance action is being pursued.

(Adopted by the Conservation District Board of Directors on December 17, 2001.)

Public Access to Files – Staff Guidance

(Union Conservation District)

Appointments should be made by and through the clerical staff. Times should be scheduled when adequate staff is available to serve the request. Do not schedule appointments between 11:30 a.m. and 12:30 p.m.

Make sure the document request form is completed, signed and filed in the public review folder.

Manager approval is not needed for a public review, but any unusual developments should be reported, in writing, to the District Manager.

Priority for district staff oversight:

- Clerical staff will oversee the review.
- Manager and Technicians will oversee reviews occasionally.
- The District Bay Engineer will not oversee reviews, nor will any cooperating agency personnel, directors or student interns.

The clerical staff should have the requested information ready prior to the reviewer's arrival time. If necessary, consult other staff members regarding what information is public information and what is not. If a file is under active investigation by the DEP, SCC or the Conservation District, contact the requesting party and notify them that the file will be unavailable until the investigation is closed.

Double-check the folder or document requested to make sure that informant information, field notes, in-office memos, NRCS documents, Conservation Plan and other non-public information are removed prior to public review.

When the reviewing party arrives for the appointment, check identification and provide the review client with an area where files may be reviewed without unusual disturbance.

Public review clients should be treated with courtesy, respect and perhaps above all, patience.

The District staff person who oversees the public review should not engage in conversation with the reviewer unless the reviewer asks a question. Short, concise answers should be provided. If you don't know the answer to the question, say you don't know.

The District staff person overseeing the public review can perform non-disruptive office duties while the review is in progress. If the public reviewer feels the office work being performed by the overseer is disruptive, sit quietly until the review is completed.

If photocopies are requested, the District staff person overseeing the review will make the copies. Charges will comply with the current District fee schedule. Payment will be made upon receipt of the copies. If an extensive amount of copies is requested, schedule a time for the reviewer to come back and pick them up or have them mailed. The reviewer will be provided a receipt at the time of payment.

Walk-in reviews will be given lowest priority and may be accepted as time and staffing allows. If you are unsure what material is requested, if you can't find the file, or if there is some other matter that makes you uncomfortable, request that the individual schedule an appointment.

The landowner will be notified each time a request to a review their files is received. The District cannot disclose the name of the reviewer(s).

Public Access to Records/Information Policy

(Lehigh County Conservation District)

Generally, the Lehigh County Conservation District will follow guidance as set forth by the Pennsylvania Department of Environmental Protection in its delegation of program responsibilities to conservation districts.

Any person(s) requesting to see files created or maintained by the Lehigh County Conservation District (LCCD) shall make an appointment to view the files during normal business hours.

An LCCD staff member will be in the room or vicinity in which the person is to examine the file. Any copies requested will be made by an LCCD staff member. The first ten copies will be done at no charge; thereafter the copy fee will be fifteen (15) cents per copy. The LCCD reserves the right to delay large copying requests (over 50 copies) to a maximum of five business days. The requester will be notified by phone when copies may be picked up. Payment of copy charges must precede or accompany receipt of copied material. The LCCD does not have the capability of reproducing large blueprints or drawings and these drawings may not leave the LCCD premises; requester may review and make notes from plan drawings.

Complaint files are confidential and will not be released to the public.

If, under its delegated responsibilities, the LCCD has initiated an enforcement action, access to these files will be denied until the enforcement action has been completed.

Adopted at a public meeting of the Lehigh County Conservation District Board of Directors on March 8, 2001.

Public Appearances and Statements

(Potter Conservation District)

Any employee asked by an outside agency or organization to appear as a guest speaker or invited program participant representing the District, must obtain prior clearance from the Chairman.

An employee shall not present themselves as an official spokesperson for the District to anyone without prior clearance from the Chairman. All inquiries from the press should be referred to the Chairman. Any deviation from this policy will be considered a serious infraction of regulations and possible basis for dismissal.

Public Comment & Media Policy

(Cambria County Conservation District)

The Cambria County Conservation district encourages and values input from the community and media coverage on all subject areas that are under the delegation and authority of the Cambria County Conservation District Board of Directors and staff.

This interaction with the community and the media helps the Conservation District understand all aspects regarding natural resource conservation issues in order to make informed decisions.

The Conservation District is aware of Act 93 - The Sunshine Law - requires public comment be allowed before official action is taken at a public meeting. The District Board reserves the right to limit the time allotted for public comment. The Board has set aside a period on their agenda, at the beginning of each meeting to allow for these comments.

The Cambria County Conservation District Board of Directors have established the following when accepting public comment.

Public Comment

All individuals in attendance must conduct themselves in a courteous manner that is not disruptive.

Any individual who makes threats, or becomes violent or endangers another's safety will be required to leave the premises of the meeting.

Advance notice of individuals wishing to make comments during the Cambria County Conservation District Board Meeting shall be made with the District Manager by calling (814) 472-2120.

Only two (2) representatives of the same issue will be permitted to address the Board of Directors for a total of 10 minutes (5 minutes per person).

Presentations must be concise, constructive and respectful.

The Cambria County Conservation District Board reserves the right to limit redundant or repetitive comments.

If the public has numerous questions, the questions shall be submitted in legible penmanship, or typed, to the Cambria County Conservation District office one (1) week prior to the meeting. All questions submitted will be addressed as best possible.

Inappropriate behavior such as outbursts, disorderly, disrespectful or boisterous conduct will not be tolerated during the monthly meeting. The Chairman will issue one (1) warning to the individual(s) responsible for the inappropriate behavior. Any additional incidents by the individual(s) during the meeting will result in those individuals being required to leave the premises of the meeting.

Media

Media representatives are allotted 5 minutes per reporter to ask questions or make a presentation.

All media representatives must remain seated in the public seating area of the duration of the meeting.

Comments from the district to the media shall be made by the Chairman of the Board or designee to respond. Responses will be in writing at the discretion of the Chairman.

No media coverage shall be permitted to become disruptive or obtrusive to the official action taking place during the meeting.

Staff

The staff shall inform the District Manager of meeting inquiries, request and receive approval to discuss issues.

Public Comment & Media Coverage Policy During District Meetings

(Fulton County Conservation District)

The Fulton County Conservation District encourages and values input from the community on all subject areas that are under the guidance of the Fulton County Conservation District Board of Directors and Staff.

Act 93 - The Sunshine Law - requires public comment be allowed before official action is taken at a public meeting. The District Board reserves the right to limit the time allotted for public comment. The Board has set aside a period at the beginning of each meeting to allow for comments on issues that relate to the planned business of the meeting.

The Fulton County Conservation District Board of Directors and Staff adhere to the following when accepting public comment

Public Comment

All individuals in attendance must conduct themselves in a courteous manner that is non-disruptive.

Any individual who makes threats, or becomes violent or endangers another's safety will be required to leave the premises of the meeting.

Advance notice of individuals wishing to make comments during the Fulton County Conservation District Board Meeting shall be made with the District Manager by calling (717) 485-3547.

Only two (2) representatives of the same issue will be permitted to address the Board of Directors for a total of 10 minutes (5 minutes per person).

Presentations must be concise, constructive and respectful.

The Fulton County Conservation District Board reserves the right to "cut-off" redundant comments.

If the public has numerous questions, please submit the questions in legible penmanship or typewritten to the Fulton County Conservation District Office one (1) week prior to the meeting. All questions submitted will be addressed as best possible.

Inappropriate behavior such as outbursts, disorderly, disrespectful or boisterous conduct will not be tolerated during the monthly meeting. The Chairman will issue one (1) warning to the individual(s) responsible for the inappropriate behavior. Any additional incidents by the individual(s) during the meeting will result in the Chairman dismissing the responsible person(s) from the meeting.

Media Coverage

All forms of media coverage must represent all aspects of the issues being discussed.

Media representatives are allotted 5 minutes per reporter to ask questions or make a presentation.

All media representatives must remain seated in the public seating area for the duration of the meeting.

When soliciting a comment from the District, the media must request a written statement from the Chairman of the Board on behalf of the entire Board within 1 week of the meeting's conclusion.

No media coverage is permitted to become intrusive to the official action taking place during the meeting

Adopted on October 12, 2000 by the Fulton County Conservation Board of Directors at the scheduled monthly meeting.

Public Comment Policy

(Fulton County Conservation District Board of Directors)

Sunshine Law - Act 93 - The Sunshine Law requires public comment be allowed before official action is taken at a public meeting. The District Board reserves the right to limit the time allotted for public comment. The board has set aside a period at the beginning of the meeting to allow for comments on issues that relate to the planned business of the meeting.

Public comments must adhere to the following guidelines:

- Comments must be orderly and presented in a constructive manner.
- Each individual presenting comments is limited to 5 minutes.
- Advance notice of individuals wishing to make comment during the Fulton County Conservation District Board meeting shall be made with the District Manager by calling (717) 485-3547.

Inappropriate behavior such as outbursts, disorderly, disrespectful, or boisterous conduct will not be tolerated during the monthly meeting. The Chair will issue one (1) warning to the individuals responsible for the inappropriate behavior. Any additional incidents by the individuals during the meeting will result in the Chair dismissing the responsible person(s) from the meeting.

The Fulton County Conservation District Board of Directors established this policy on March 11, 1999. This policy was reviewed and updated on March 9, 2000 by the Fulton County Conservation District Board of Directors.

Public Comment Period Policy

(Lawrence Conservation District)

A public comment period will be held at the beginning of each monthly board meeting. Advance notice to the District Chairman or District Manager is preferred and will be accepted prior to the meeting. A comment period of five minutes will be allowed per person. One person only will be permitted to speak to represent any group present. Any variance of this time will be at the discretion of the Chairman.

The policy was adopted by the Lawrence Conservation District Board of Directors on March 11, 1999.

Public Comment and Media Coverage Policy During District Meetings

(Indiana County Conservation District)

The Indiana County Conservation District encourages and values input from the community on all subject areas that are under the guidance of the Indiana County Conservation District Board of Directors and Staff.

Act 93 - The Sunshine Law - requires public comment be allowed before official action is taken at a public meeting. The District Board reserves the right to limit the time allotted for public comment. The Board has set aside a period of time at the beginning of each meeting to allow for comments on issues that relate to the planned business of the meeting.

The Indiana County Conservation District Board of Directors and Staff adhere to the following policy when accepting public comment.

Public Comment

- All individuals in attendance who wish to provide comment must register by writing their name and comment topic on a form provided by the Conservation District prior to the beginning of the meeting.
- Only two representatives will be permitted to address the Board of Directors on the same topic. In the case of more than two representatives for the same topic being present, the two that may address the Board of Directors will be selected based on the order in which they registered.
- Comments will be limited to five minutes for each individual.
- Inappropriate behavior such as disorderly, disrespectful, or boisterous conduct or outbursts will not be tolerated during the meeting. The Chairman will issue one warning to the individual(s) responsible for the inappropriate behavior. Any additional incidents by the individual(s) during the meeting will result in the Chairman dismissing the responsible person(s) from the meeting.
- Opportunities will be provided for public comment on agenda items that were added after the printed meeting agenda was distributed in advance of the meeting, providing that the other items in this public comment policy are followed.

Media Coverage

- No media coverage is permitted to become obtrusive to the official action taking place during the meeting.

Adopted on November 21, 2000 by the Indiana County Conservation District Board of Directors.

Public Participation/Comment Policy

(Juniata Conservation District)

The Juniata County Conservation District understands its obligations, under Act of July 3, 1986, P.L. 388, No. 84, 65 P.S. 271 et. seq. as amended or commonly referred to as the Sunshine Act, to hear responsible input from the public, on conservation matters in Juniata County, at its regularly scheduled monthly meetings, and any other meetings subject to the provisions of said act. The District respects and appreciates comments from the public when presented in a concise, constructive and orderly manner. This policy shall apply to all District meetings where public participation, as applicable in the Sunshine Act, is allowable.

Public comment period will be heard at the beginning of the meeting prior to action being taken on any agenda item. A copy of the agenda and this policy will be available immediately prior to the start of said meeting.

Advance verbal, written, or electronic requests to the district manager are preferred and will be accepted prior to the meeting. The request should include the topic, length of time requested and any other pertinent details. The chairman, at his discretion, reserves the right to place limits on the time requested, as set forth below.

In the absence of advance requests, the chairman will ask at the beginning of each meeting if any members of the public wish to address the board of directors before any discussions or official actions are taken by the board. An individual/small group or a large group of individuals, wishing to address the board, should respond by stating the topic, other pertinent details and abide by the following rules.

- Individuals/small groups shall be limited to a total of ten (10) minutes to present their comments.
- Large groups of individuals shall appoint up to three (3) spokespersons. Said spokesperson(s) shall be limited to a total of twenty (20) minutes to present the group's comments.
- The chairman, at his discretion, reserves the right to change these limits.

Members of the media are also welcome to attend regularly scheduled monthly meetings for the purpose of public documentation of proceedings. The chairman will determine seating arrangements of media representatives, placement of electronic recording devices, and specify the designated time on the agenda and the allotted time for questions on proceedings of the meeting.

Inappropriate behavior such as outbursts, disorderly, disrespectful, or boisterous conduct will not be tolerated during District meetings. The chairman may issue one warning to the individual(s) responsible for such behavior. Any additional incidents by the individual(s) during the meeting may result in the chairman dismissing the responsible person(s) from premises.

Public Comment Period During District Meetings Policy

(Adams County Conservation District)

The Adams County Conservation District encourages and values input from the community on all subject areas that are under the guidance of the Adams County Conservation District Board of Directors and Staff.

Act 93 – The Sunshine Law – requires public comment be allowed before official action is taken at a public meeting. The District Board reserves the right to limit the time allotted for public comment. The Board has set aside a period at the beginning of each meeting to allow for comments on issues that relate to the planned business of the meeting. Public comment related to Nutrient Management Plan approval will be heard prior to action being taken on the plan.

The Adams County Conservation District Board of Directors and Staff adhere to the following when accepting public comment.

Public Comment

- The District welcomes public comment on actions taken by the Board of Directors. Presentations must be concise, constructive and respectful.
- We reserve the right to limit redundant comments.
- In case of a complex nature requiring a volume of commentary, we request that the comments be submitted in writing one week in advance of the Board meeting so they may be addressed as readily as possible at the meeting
- If a group attends to comment on an issue, the Board may ask for one or two spokespersons of the group to state the commentary for the group. Each individual will then have five minutes to speak.
- All individuals in attendance must conduct themselves in a courteous manner that is non-disruptive.
- Inappropriate behavior such as outbursts, disorderly, disrespectful or boisterous conduct will not be tolerated during the monthly meeting. The Chairman will issue one (1) warning to the individual(s) responsible for the inappropriate behavior. Any additional incidents by the individual(s) during the meeting will result in the Chairman dismissing the responsible person(s) from the meeting.

TO BE READ BEFORE FIRST NUTRIENT MANAGEMENT PLAN APPROVAL AGENDA ITEM

The Board of Directors acknowledges and understands that large animals or poultry operations can be both an emotional and controversial issue. The Nutrient Management Act Delegation Agreement, Technical Manual, and Administrative Manual outline the parameters of what we understand to be the basis of approval or disapproval of a Nutrient Management Act Plan. Our responsibility as provided by the State Conservation Commission centers around the safe

application of manure. It is our understanding that issues such as odor, truck traffic, operation location, groundwater withdrawal, etc. although of great concern and interest are not believed to be within our area of authority. We would request that public comments be limited to areas upon which we have authority. Also, we would ask you to hold your comments to 5 minutes per individual. For any organizations wishing to make comment, we ask that you choose 2 individuals to address the Board. Each person may then have 5 minutes to speak. When addressing the Board of Directors we ask that you state your name before giving comments on any of the Nutrient Management Act plans on this evening's agenda. At this time we will hear any comments on the _____ nutrient management plan.

PUBLIC COMMENTS

OPERATION BRIEFING BY NMA TECHNICIAN/DISTRICT MANAGER

APPROVAL/DISAPPROVAL/TABLE THE PLAN

Purchases Policy

(Susquehanna Conservation District)

Purchases of Conservation District related equipment/supplies will be approved by the District Manager up to and including a total cost of \$500.00

Between \$500 and \$3500, a phone survey of Directors, with four approving, is needed.

Above \$3500, a motion by the Board at a regularly scheduled Board Meeting is needed.

All other District purchases need to be approved at a Board Meeting.

Purchasing Authorization Policy

(California Resource Conservation District Assistance Program)

The intent of these policies is to ensure that monies are not spent without advanced approval. A budget approved by the Board at the time of entering into a grant or contract constitutes approval to proceed according to that specific financial plan. Part of the budget approval process is to establish specifications that the contractors or subcontractors must use.

An expenditure that causes the project, contract, or grant to exceed the budget for that time period requires the approval of the Board prior to spending. Recurrences of the necessity to seek approval may signal the need to revise the budget.

At the time of budgeting for a project, the Board may choose to establish a spending authorization schedule. This specifies the amount of District funds that may be spent by job level and account number. The managers are authorized to spend up to \$500 each without getting specific Board approval, assuming the amount is in the pre-approved budget.

An approved budget with an approved spending schedule is the means to maintain fiscal responsibility without sacrificing operational flexibility. If there is any question about the approval of a proposed expenditure, the Managers will obtain the appropriate approvals before committing District funds.

Expense and travel forms must be prepared, signed by employee and turned in with current time card. The appropriate manager will approve all expense and travel forms before payment is made. A member of the Board of Directors will approve all expense and travel forms submitted by the managers, before payment is made.

The Secretary will date stamp all bills upon receipt and prepare an invoice payment request, forwarding it to the Fiscal Officer. The payment request form is then approved by both the Administrative and Project Managers, and then returned to the Fiscal Officer for preparation of the payment check. The Fiscal Officer will advise the Board of any invoices or bills for which funds have not been budgeted.

Purchasing Guidelines

(Pike Conservation District)

The District Board encourages economy in the management of all funds administered by the District.

Expenditures made by the District are to follow County guidelines as follows: expenditures under \$4000 have no formal bid requirements; expenditures in the range of \$4000 to \$10,000 require a minimum of 3 telephone-solicited bids; expenditures over \$10,000 must be publicly advertised for receipt of sealed bids.

Purchasing Policy

(Fulton Conservation District)

The Fulton County Conservation District Board of Directors and Staff adhere to the agreement that when purchasing items with District monies, first priority shall be given to Fulton County vendors. When unable to purchase items in Fulton County because of lack of availability, pricing discrepancies, or quality of merchandise, every effort will be made to make purchases within the State of Pennsylvania.

Records Retention

(Pike Conservation District)

Financial records will be retained for 10 years, unless otherwise specified by funding sources from which they originate. Other records will be retained according to specific program guidelines for program-related records.

Recycling Policy

(Pike Conservation District)

Pike County Conservation District supports recycling and waste management in its business practices and operating procedures. This includes a commitment to the purchase, use and disposal of products and materials in a manner that will conserve natural resources and minimize negative environmental impact. Separation of recyclable materials includes, but is not limited to: office paper, newspaper, magazines and inserts, corrugated cardboard, aluminum cans, bi-metal cans, glass, plastic (#1 and #2). Staff are encouraged to recycle and to reduce paper use wherever possible.

Reimbursement for Meals During Travel Status Policy

(Fulton Conservation District, revised)

Any traveling out of the County must be approved by the District Manager prior to the scheduled day of the event. You must use your personal vehicle and reimbursement is the established rate per mile. You must log the miles traveled on your expense sheet. The expense sheet must be submitted to the Supervisor by 2:00 p.m. the day prior to the monthly District Meeting.

When traveling for work purposes, be sure to keep the turnpike and parking receipts. They must accompany your expense sheet for reimbursement. Per meal allotments for food when on travel status are:

- \$5.00 Breakfast
- \$6.50 Lunch
- \$8.00 Dinner

You may spend more if you like but the above per diem will be the reimbursed amount. Save receipts from food to receive reimbursements. All original receipts should be fastened to the expense sheet and given to the Supervisor by 2:00 p.m. the day prior to the District Meeting.

Relationship of District Standard Operating Procedures Handbook to the Pike County Employees' Manual

(Pike Conservation District)

Employees of the Pike Conservation District are employees of Pike County, and as such are governed by Pike County employment policies and practices. Pike County Conservation District's *Standard Operating Procedures* are intended to provide additional guidance and clarification for District-related programs.

This Conservation District Standard Operating Procedures handbook provides supplemental information to that found in the Pike County Employees Manual. The following table of contents is taken from the County Employees Manual and should be referenced for guidance on these specific employee issues:

- | | |
|---|---|
| <input type="checkbox"/> Equal Employment Opportunity | <input type="checkbox"/> Employee Classifications |
| <input type="checkbox"/> Sexual and Other Harassment Policy | <input type="checkbox"/> Office and Working Hours |
| <input type="checkbox"/> Solicitation/Distribution | <input type="checkbox"/> Overtime |

CATALOG OF SAMPLE POLICIES FOR PENNSYLVANIA'S CONSERVATION DISTRICTS

- ❑ Personnel Records
 - ❑ Residency Requirement
 - ❑ New Hires/Probation Dress Code
 - ❑ Length of Service
 - ❑ Travel Expenses
 - ❑ Paid Days Off
 - ❑ Family and Medical Leave of Absence
 - ❑ Insurance Plans
 - ❑ Retirement Plan
 - ❑ Outside Employment
- Conflict of Interest
 - ❑ Nepotism
 - ❑ Partisan Political Activity
 - ❑ Safety
 - ❑ Time Clocks
 - ❑ Drug-free Workplace
 - ❑ Training
 - ❑ Prohibition of Gifts & Special Privileges
 - ❑ Discipline
 - ❑ Grievance Procedures
 - ❑ Internet, e-mail and Computer use
 - ❑ Workplace Violence
 - ❑ Miscellaneous
 - ❑ Procedure for Filing for Short-term Disability Payment

Release of Nutrient Management Plan Information

(State Conservation Commission Guidance)

Pennsylvania's Right To Know Law requires agencies such as conservation districts to provide information to the requesting public relating to any official action of the district board. Actions on nutrient management plans is an official action of the district board and therefore the action, and any associated documents with the action (in this case, the nutrient management plan), are available to the public.

The Right To Know Law (RTK Law), and the Environmental Hearing Board appears to support, that information in a nutrient management plan is accessible to the public if an individual were to request to see it (we do not have to advertise its availability, but if someone were to ask to see it, we need to allow access to it). The RTK Law does not require that you send plan information to individuals requesting such, but that you make the information available for their viewing, in your office, upon their request. We have no direction to keep any portion of the approved plan confidential, therefore all information in the plan is accessible to the public. Included in that information that is accessible, is the name and address of the farmer with the approved plan.

Now, how accessible is the name and address information? The RTK Law also provides for public access to agency reports or lists developed from the plans, as long as the reports are existing at the agency. Therefore, if the district has a list of the names and addresses of the approved nutrient management plans in their county, that information would be accessible to the public. If the district does not have such a list, they would not be required to develop the list. If the district does not have a list, the district would only be obligated to allow access by the public to the files and allow them to generate their own list.

Now, does the district need to mail an existing list to the requesting party? Again, if the district has such as list, it is to be made available, but the RTK Law does not require that the district mail the information out. The RTK Law only requires that the information (existing list in this case) be made accessible in the district office, upon request and scheduling to view the list. The district is permitted to mail such a list to parties requesting it, if the district is willing, but you would not have to. The RTK Law does not require the district to mail out an existing list recognizing that the district will expend resources to prepare and mail the requested information and where those resources are not available for that effort, the RTK Law would not require that it be done, the information would just be required to be made accessible in the office for the public to view upon scheduling to do so. Where the request would not require a significant use of resources, the district can mail out the information for the convenience of the requesting party as well as to alleviate the need for a district staff to oversee someone coming into the office to obtain the list.

The bottom line is:

- The plan information is publicly accessible
- The name and address are part of the plan that is accessible.
- If the district has a current list of names and addresses of farmers with approved plans, the list is accessible (you don't need to create one if you don't have one)

- You do not need to mail your existing list to those requesting it. You only need to make it accessible in the office, but you can mail it out if it is easy for the district to do.
- Lastly, make sure you apply that policy consistently to all person's requesting such information.

Requesting a Hearing to Discuss Outcomes of an Administrative Enforcement Conference

(Lancaster Conservation District)

Purpose:

To provide a consistent hearing procedure in those cases where parties petition to have the Lancaster County Conservation District reconsider the outcome of an Administrative Enforcement Conference.

Procedure:

If an individual or party subject to enforcement petitions the District to reconsider the outcome of an Administrative Enforcement Conference, the District shall request that they submit a letter to the Board Chairman stating just cause for a hearing.

Upon receipt of such letter, the Board Chairman shall refer the request to a Review Committee.

The Review Committee Chairman will consider the nature of the request, and if necessary, will schedule a hearing within 30 days of the date of the request. All parties shall be entitled to be represented during the hearing. If the Committee Chairman finds that the individual or party does not have standing for a hearing, the individual or party will be notified within 30 days of the date of the request. Notification may include reasons for the denial of the hearing request.

The Review Committee Chairman will report the findings of the committee to the Board representative present at the Administrative Conference and the Administrator.

The individual or party will be notified in writing within 60 days of the date of the request **as to** the outcome of the request.

Under no circumstances will a request be used to delay work which is necessary to bring a site of violation into compliance. Deadlines for the payment of a penalty for past violations can be adjusted per the outcome of the hearing.

Safety Policy

(SBA Women's Resource Center)

Safety is a joint venture at _____. _____ provides a clean, hazard free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. Employees are expected to take an active part in maintaining this environment. Employees should observe all posted safety rules, adhere to all safety instructions provided by

their supervisor and use safety equipment where required. The work place should be kept neat, clean and orderly.

It is the employee's responsibility to learn the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers. A copy of the Emergency Procedures will be kept in each work area on top of the supervisor's desk.

All safety equipment will be provided by _____, and employees will be responsible for the reasonable upkeep of this equipment. Any problems with or defects in, equipment should be reported immediately to management.

Employees have a duty to comply with the safety rules of _____, to assist in maintaining the hazard free environment, to report any accidents or injuries - including any breaches of safety - and to report any unsafe equipment, working condition, process or procedure, at once to a supervisor.

Employees may report safety violations or injuries anonymously to the Safety Committee, if they are not the injured or violating party. No employee will be punished or reprimanded for reporting safety violations or hazards. However, any deliberate or ongoing safety violation, or creation of hazard, by an employee will be dealt with through disciplinary action by _____, up to and including termination.

All work-related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the various states in which we operate.

Safety Policy

(Governor's Center for Local Government Services)

The _____ requires all employees to consider safety as the highest priority in any task they perform. Specific safety rules will be established for each work site. As a minimum, all employees are required to follow the following rules regardless of their job:

- Use of safety equipment provided in performing assigned work. Follow manufacturer's instructions in operating any equipment or machinery.
- Wear the prescribed clothing or uniform for the job to be done.
- Do not operate equipment on which you have not been trained or which you do not feel confident in operating.
- Warn co-workers or anyone who might be in danger of unsafe conditions or practices you observe.
- Report defective equipment to your supervisor without delay.
- Report unsafe conditions that you observe anywhere in the _____ regardless of whether the condition is your responsibility.
- Report all accidents and injuries, regardless of severity.

Safety Procedures Policy

(Pinellas County, Florida)

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves or other workers and loss of material resources. Each employee shall:

- Report all unsafe conditions to one's supervisor.
- Keep work areas clean and orderly at all times.
- Report all accidents immediately to one's supervisor.
- Avoid engaging in any horseplay and avoid distracting others.
- Obey all safety rules and follow work instructions. If any doubt exists about the safety of a job, work shall be stopped until further instructions are received from a supervisor.
- Operate only machines and equipment for which employees are trained and authorized to use. Employees shall not be authorized to operate any heavy equipment without being trained by a Fleet Certified Trainer.
- Use only the prescribed equipment for the job.
- Wear required protective equipment when working in hazardous areas.
-

Serious Misbehavior Policy

(Governor's Center for Local Government Services)

The following actions are considered so serious by the _____ that, if the action is proved, the offending employee may be discharged, even if no prior reprimands or other disciplinary actions for similar offenses have occurred. Evidence that the employee was shown this list shall be considered sufficient warning.

- Dishonesty
- Theft
- Use of _____ equipment or personnel for unauthorized projects
- Consumption of alcoholic beverages while on duty or reporting for work under the influence of alcohol
- The use or possession of any illegal drug or narcotic
- Being under the influence of any medication while at work that could result in an unsafe act without prior notification of the employee's supervisor
- Recklessness resulting in an accident
- Willful abuse of equipment
- Unprovoked assault on another person
- Gross negligence in the performance of assigned work

Sexual Harassment Policy

(National Center for Nonprofit Boards)

Policy:

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, age, or national origin. Sexual harassment is included among the prohibitions. It is the _____ Conservation District's policy to promote a work place free from sexual harassment. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At the _____ Conservation District, sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

Definition:

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtation, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching; suggestive, insulting, or obscene comments or gestures of a sexual nature; display in the work place of sexually-suggestive objects or pictures.

Guidelines:

- This policy covers all employees of the _____ Conservation District. The District will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, supervisors, managers, or by outside clients or other non-employees who conduct business with the District. The District encourages reporting of all incidents of sexual harassment regardless of who the offender may be.
- All supervisory personnel within the agency are responsible for eliminating any and all forms of sexual harassment of which they are aware. Any management personnel who are made aware of sexual harassment and fail to take corrective action pursuant to this policy will be subject to discipline up to, and including, termination.
- While the _____ Conservation District encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the District also recognizes that power and status disparities between an alleged person harassing and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either

ineffective or impossible, the employee's superiors should be contacted through the procedure outlined below. The _____ Conservation District will not in any way retaliate against an individual who makes a report of sexual harassment, nor will the District permit any supervisor, officer, or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately.

Procedures:

- A report of an alleged violation of this policy should be made immediately to the District Manager (or the District Chair if the District Manager is the accused.)
- An investigation of the alleged harassment will be handled in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigative process to the extent practical and appropriate under the circumstances. In pursuing the investigation, the District will try to take the wishes of the complainant into consideration, but will thoroughly investigate the matter as appropriate under the circumstances. The alleged person harassing will be made aware of the alleged harassment and will be given an opportunity to respond and present witnesses. The District will keep the complainant informed as to the status of the investigation. Upon completion of the investigation of a sexual harassment complaint, the District Board will take appropriate action. If the District Board concludes that harassment occurred, the person harassing will be subject to appropriate disciplinary procedures, as described below. The complainant will be informed of the disciplinary action taken.
- In the event that the harassment cannot be substantiated, this finding will be communicated to the complainant in an appropriately sensitive manner. The complainant is always free to provide additional evidence that will also be investigated.
- If either party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Board Chair.
- Employment conditions of the offended party and witnesses will be in no way adversely affected through use of this procedure.
- Individuals found to have engaged in misconduct constituting sexual harassment will be severely disciplined, up to and including discharge. Appropriate sanctions may include written reprimand, referral to counseling, withholding pay, or termination.
- If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, including the possibility of termination.

(*** Note – "Attachment A" of the Chapter 102/105/NPDES Delegation Agreements between Conservation Districts and the Department of Environmental Protection states that "The Contractor and any subcontractors shall establish and maintain a written sexual harassment policy and shall inform employee of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.")

Smoke-Free Policy

(Johns Hopkins University)

Introduction

To enable The Johns Hopkins University to fulfill its role and responsibility to provide a safe and healthy environment for faculty, staff, and students, it is essential to eliminate exposure to the toxic substances produced by tobacco smoke.

Facilities And Areas Affected

- Smoking is prohibited inside all facilities owned, leased, or operated by The Johns Hopkins University in the contiguous United States, including (but not limited to) such space as classrooms, halls, laboratories, studios, open and private offices, corridors, dining areas, restrooms, and common areas. This prohibition also includes all vehicles owned, leased, or operated by the University. The president, deans, and/or directors may also designate, with appropriate signage, certain outdoor areas—especially entrance ways—smoke-free.
- Smoking is also prohibited in the common areas of all residence halls and University-owned apartments, including (but not limited to) lounges, function rooms, cafeterias, hallways, lobbies, and restrooms.

The Use Of University Facilities By Outside Parties

All contracts and agreements will include a clause that states that The Johns Hopkins University is a smoke-free environment and, as such, prohibits smoking in all facilities for events including (but not limited to) conferences, meetings, seminars, concerts, colloquia, receptions, sporting events, and parties.

Smoking Policy

(Columbia University)

Smoking is prohibited in any indoor area at the University that is open to the public.

Smoking is prohibited in any enclosed work area for faculty, staff or students occupied by more than one person unless the area is occupied exclusively by smokers.

Smoking is prohibited in University vehicles unless all occupants agree that smoking may be permitted. Without in any way limiting the general rule, smoking is specifically prohibited in the following areas at the University: auditoriums, classrooms, conference rooms, meeting rooms, laboratories and storage areas, employee or student lounges, theaters, clubhouses, elevators, hallways, restrooms, apartment buildings (other than in individual apartments, rooms or suites), gymnasiums, swimming pools, employee or student medical facilities, rooms or areas containing photocopying or other equipment used by employees or students in common, food markets or other retail stores, restaurants, cafeterias and dining facilities (including the Faculty House), and bars or other places in which alcoholic or other beverages are served.

In any dispute under this policy, the presumption will be in favor of non-smoking. The University shall endeavor to reasonably accommodate the health concerns of any faculty, staff or student desiring a smoke-free work area.

The restrictions announced in this policy statement do not apply to: private residential rooms or suites in University residence halls, which will be subject to the University residence halls smoking policies.

Individual apartments, rooms or suites in University off-campus apartment buildings are exempt from the restriction of this policy, as are individual enclosed faculty or staff offices occupied by only one person if the area is occupied exclusively by a smoker.

The New York City Clean Indoor Air Act and University policy prohibit employer retaliation against employees, or applicants for employment, who exercise, or attempt to exercise, any rights under this policy. Any complaints or grievances claiming retaliation may be processed through the appropriate existing grievance procedures.

Also under the City Clean Indoor Air Act, the University has an obligation to make a good faith effort to inform persons smoking in restricted areas that they are doing so. Certain employees have been designated in the various departments and schools who are responsible for informing persons who smoke in restricted areas that they are in violation of the law and University policy.

Questions, problems or complaints concerning smoking and this policy should, as much as possible, be resolved by the appropriate dean, vice president, director or department chairperson (or their delegate). Any employee having a question or problem of this nature should present it to his/her immediate supervisor. If the problem is not resolved at that level, the employee should present the matter to the department head, who will resolve the dispute in a manner consistent with the policy. These officers or their delegates will have the responsibility in the first instance of enforcing the policy in areas under their control. The Office of Environmental Health and Safety will have overall enforcement responsibility throughout the University, and can also provide advice about the University's Smoking Policy. The Office of the Vice President for Personnel Management will assist with issues relating to the employee and labor relations.

Solicitation Policy

(Columbia University)

The University designates specific external organizations for campus-wide drives.

Under no circumstances shall an employee use the University name, its offices and grounds, its facilities, or its resources, including local mail service and telephones, to solicit in any manner without the prior permission of the Vice President, Personnel Management.

Persons who are not employees of the University are not permitted to distribute material or solicit employees for any purpose whatsoever on University property at any time. Employees are not permitted to distribute material in working areas at any time. Employees who are working, or who are on their free time, are not permitted to distribute materials to, or solicit employees who are supposed to be working. This includes religious, charitable, commercial or other types of solicitations.

The University is prohibited by law from engaging in partisan political campaign activity.

Accordingly, employees are prohibited from using the University name or any of its facilities or property in support of or in opposition to any political candidate.

Staff Meetings, Board Meetings and Monthly Reports

(Pike Conservation District)

Staff meetings provide an opportunity for updates about staff activities and upcoming events. They also provide a time to bring concerns and suggestions to the table regarding programs and operating procedures. All employees are expected to attend staff meetings as scheduled by the District Manager.

Staff attendance at monthly Board meetings is encouraged, although allowances will be made for scheduling conflicts. Any staff member who has an item scheduled for a Board meeting agenda is expected to attend that meeting.

The District Manager, technical staff and education coordinator (and other staff as determined by the District Manager) shall submit monthly activity reports to the Board of Directors. Reports for the proceeding calendar month should be submitted to the Office Administrator by the close of business on the Friday before the second Monday of each month.

Substance Abuse in the Workplace, Governor's Policy

(Commonwealth of Pennsylvania – excerpted)

Policy

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol and other controlled substances by a state employee, either while on duty or in any Commonwealth workplace is prohibited.

Inappropriate use of alcohol or other controlled substances by any employee while on duty or in any Commonwealth workplace is prohibited. Such conduct shall subject the employee to appropriate discipline, up to and including termination.

Employees are prohibited from reporting to work or remaining at work in an unfit condition as a result of alcohol or other drugs. Such conduct shall subject the employee to appropriate discipline, up to and including termination.

Any employee convicted of violating any statute governing the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or other controlled substances in any Commonwealth workplace shall notify, in writing, his or her supervisor or other appropriate management official of such conviction in accordance with procedures established in this directive.

Any employee having or suspected of having a problem with alcohol or other controlled substances, poor or diminished work performance, shall be referred to the State Employee Assistance Program (SEAP).

Any employee who has self disclosed a problem with alcohol or other drugs shall be referred to the State Employee Assistance Program.

Employees convicted of drug abuse violations occurring in the workplace that do not result in termination, must satisfactorily participate in SEAP or other rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Any employee convicted of drug abuse violations occurring in the workplace who refuses to participate in SEAP shall be subject to appropriate disciplinary action.

Employees also are encouraged to voluntarily seek help from SEAP.

Consistent with the Governor's Code of Conduct, any employee convicted of a felony or criminal conduct related to the employee's Commonwealth employment shall be terminated.

All employees shall receive information and training regarding this policy, the dangers of substance abuse, and the availability of counseling and rehabilitation through SEAP.

Information pertaining to an employee's personal problems with alcohol or other drugs, involvement in SEAP or other treatment related is confidential and shall be maintained in accordance with state and federal regulations.

All agencies, prior to receiving grants from a federal agency, must certify to that agency that they provide for a drug-free workplace by completing the Certification of Drug-Free Workplace (Enclosure 1).

Definitions

Controlled Substance. A controlled substance in Schedules I-V of *Section 202 of the Controlled Substance Act (21 U.S.C. 812)* and as further defined by regulation at *21 C.F.R. 1300.11-1300.15*.

Criminal Drug Statute. A federal or nonfederal criminal or other relevant statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

Conviction. A finding of guilty (including a plea of nolo contendere, disposition in lieu of trial, probation without verdict or accelerated rehabilitative disposition) or imposition of sentence or both by any judicial body charged with the responsibility to determine violation of the federal or state criminal or other relevant drug statutes.

Workplace. A site for the performance of work done while on duty. This includes Commonwealth owned or leased properties, construction sites, and any other field location where work is assigned.

Grant. An award of financial assistance, including a cooperative agreement in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government-wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government"). The term does not include technical assistance that provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations, or any veterans' benefits to individuals.

Grantee. An individual or organization that applies for or receives a grant.

State Employee Assistance Program. A program for state employees designed to assist employees with alcohol, drug, emotional, family, financial, marital, or personal problems.

Central Coordinating Office (CCO). A private nongovernmental contractor responsible for the evaluation and referral to treatment of Commonwealth employees and family members who participate in SEAP.

Procedures

All current and new employees shall be provided a copy of *Executive Order 1996-13, Commonwealth of Pennsylvania's Policy on Substance Abuse in the Workplace*. Agencies are to distribute this policy to all employees on an annual basis.

A copy of *Executive Order 1996-13* shall be posted throughout each agency.

Agency personnel officers shall ensure that orientation and supervisory programs for new employees and supervisors include information on the Commonwealth's substance abuse policy and procedures. Orientation checklists and training curriculums (i.e., supervisory, labor relations, and performance evaluation courses) are to be revised to include this requirement.

Employees shall be notified that as a condition of employment they must:

- Abide by the policies outlined in Executive Order 1996-13.
- Notify, in writing, their supervisor or other appropriate management official of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

All employees that have self disclosed a problem with alcohol or other controlled substances shall be referred to SEAP. In the absence of any work or job performance problems, there should be no documentation in the official personnel history file that a referral to SEAP has been made.

All employees that have self disclosed having a problem with alcohol or other controlled substances and are experiencing job performance problems shall be referred to SEAP by the employee's supervisor or other appropriate management officials. Where warranted, appropriate discipline shall be administered consistent with agency policy.

Supervisors informed of an employee's conviction for drug statute violations should immediately notify the agency personnel officer.

Within 10 calendar days of receiving notice of an employee's conviction of a drug violation in the workplace, agency personnel officers are to determine if the employee is engaged in the performance of work pursuant to the provisions of a federal grant. If so determined, the agency shall report the employee to the appropriate federal agency and the Bureau of Personnel, Office of Administration. Employees who do not perform work pursuant to the provisions of a federal grant are not subject to the federal reporting requirements for convictions and thus these

employees need not be reported to the Federal agency. However, employees are to be reported to the Office of Administration.

Within 30 calendar days of receiving notice of an employee's conviction of a drug violation in the workplace, an agency must take appropriate disciplinary action consistent with agency policy. Employees convicted of felonies or criminal conduct related to their Commonwealth employment are to be terminated. In cases where the employee is not terminated, the employee shall be required to participate satisfactorily in SEAP as a Condition of Continued Employment. Satisfactory participation will be determined by standards established by SEAP.

Agencies considering the use of a mandatory referral as a Condition of Continued Employment are to contact the SEAP Project Director in the OA before initiating the process. The SEAP Project Director will provide specific procedures and assist in the coordination with appropriate OA and CCO personnel.

- **Certificates of a Drug-Free Workplace**

- Prior to receiving or renewing a federal contract of \$25,000 or more, or a grant of any denomination, agencies must complete Enclosure 1, Certification of Drug-Free Workplace, or a similar form, and send it to the appropriate federal agency. In addition, all contracts or grants, regardless of denomination, awarded directly to individuals also require the completion of the certificate.
- Agencies must identify by street address, city, county, state, and zip code, the worksite(s) for the performance of work done in connection with the specific grant. These worksites can be identified in one of three ways:
 - On the certificate of a drug-free workplace which is provided.
 - On the grant application or in signing the award if there is no application.
 - In a document kept on file and available for inspection by federal agencies.
- An agency may elect to submit an annual certification to each federal agency from which it obtains grants in lieu of certifications for each grant during the year covered by the certification.
- Agencies are not required to provide a certification in order to continue receiving funds under a grant awarded before March 19, 1989, or under a noncost time extension of any grant.

- **Education and Training**

- Each agency is to establish an ongoing drug-free awareness program in conjunction with the Office of Administration.
- Agency drug-free awareness programs shall minimally include:

- Dissemination of *Executive Order 1996-13* to all new employees and annually to all employees.
- Dissemination of information/training to supervisors regarding their responsibilities in the administration of the substance abuse policy and SEAP. Refer to *Management Directive 505.22* regarding policies pertaining to SEAP training programs.
- Dissemination of literature and information regarding the dangers of drug and alcohol abuse in the workplace.
- Dissemination of information regarding SEAP and other available counseling programs.
- Coordination with the Office of Administration for the delivery of education and training programs on substance abuse for both employees and supervisors.

COMMONWEALTH OF PENNSYLVANIA CERTIFICATION OF DRUG-FREE WORKPLACE

The _____ certifies that it provides a drug-free workplace by:

- (a) Notifying all employees that the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or other controlled drugs is prohibited in any Commonwealth workplace and specifying the actions that will be taken against employees for violation of that prohibition.
- (b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of alcohol and other drug abuse in the workplace.
 - (2) The agency's policy of maintaining a substance-free workplace.
 - (3) The availability of the State Employee Assistance Program.
 - (4) The penalties that may be imposed upon employees for alcohol and other drug abuse violations occurring in the workplace.
- (c) Requiring that all agency employees, including those engaged in the performance of this grant, be given a copy of *Executive Order 1996-13, Commonwealth of Pennsylvania's Policy on Substance Abuse in the Workplace*.
- (d) Notifying all employees, including those engaged in the performance of this grant, that as a condition of employment in this agency, the employee shall:
 - (1) Abide by the terms of *Executive Order 1996-13*.

- (2) Notify the employer, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.
- (e) Notifying, in writing, the federal granting agency named herein within 10 calendar days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving notice of such conviction.
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Appropriate disciplinary action against such an employee in accordance with agency policy, *Management Directive 505.7, Personnel Rules, Civil Service Act, and Executive Order 1980-18, Governor's Code of Conduct*, and applicable collective bargaining agreements.
 - (2) Requiring employees convicted of drug abuse violations occurring in the workplace to satisfactorily participate in the State Employee Assistance Program.
- (g) This agency shall make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).

Performance of Federal Grant _____

Federal Agency _____ State Agency _____

(Number and Title) _____

(Street Address) _____

(City) (County) (State) (Zip Code) _____

(Signature of State Agency Representative) (Date) _____

Threats Against Employees

(Department of Environmental Protection, excerpts)

Pennsylvania law prescribes penalties for individuals communicating threats to citizens and employees of the Commonwealth:

18 Pa. C.S.A. § 2706. Terroristic threats. A person is guilty of a misdemeanor of the first degree if he threatens to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

18 Pa. C.S.A. § 4702. Threats and other improper influence in official and political matters. A person commits an offense if he: (1) threatens unlawful harm to any person with intent to influence his decision, opinion, recommendation, vote or other exercise of discretion as a public servant, party official or voter; (2) threatens unlawful harm to any public servant with intent to influence his decision, opinion, recommendation, vote or other exercise of discretion in a judicial or administrative proceeding; or (3) threatens unlawful harm to any public servant or party official with intent to influence him to violate his known legal duty.

18 Pa. C.S.A. § 4703. Retaliation for past official action. A person commits a misdemeanor of the second degree if he harms another by any unlawful act in retaliation for anything lawfully done by the latter in the capacity of public servant.

18 Pa. C.S.A. § 5101. Obstructing administration of law or other governmental function. A person commits a misdemeanor of the second degree if he intentionally obstructs, impairs or perverts the administration of law or other governmental function by force, violence, physical interference obstacle, breach of official duty, or any other unlawful act...

Procedures

DEP employees receiving a verbal, telephonic, or written threat will attempt to complete as much of the Bomb Threat Card as possible. It is extremely important to write down the exact wording of the threat. Questions to ask include:

- Why the threat?
- What is the name of the individual calling?
- What is the address of the individual calling?
- What is the telephone number of the person calling?

DEP employees receiving a written threat or threat through the mail should be careful in protecting the written evidence. Do not handle the note. Place it in an envelope and provide it to law enforcement authorities as requested. Obtain a written receipt for any physical evidence provided. Threats received via e-mail should not be deleted. DEP employees receiving a threat will report the incident as soon as possible to their immediate supervisor.

Supervisors will notify local police where the DEP office is located and local police where the threatened individual resides and also notify the appropriate Bureau or Regional Director. The Deputy Secretary for Management and Technical Services is responsible for reporting all threats to state and federal law enforcement agencies.

Time and Attendance for Participation In Multi-Day Meetings and Conferences

(origin unknown)

Employees attending a multi-day meeting or conference must change their work hours to reflect and 8:00 a.m. to 4:30 p.m. work schedule for the days of the meeting or conference. This provides a one hour lunch period.

Employees are entitled to be compensated at the appropriate rate for evening sessions when attendance at those sessions is required by management. However, the time between the end of the last day session and the beginning of the evening session is not compensable.

Employees who travel outside the hours of 8:00 a.m. to 4:30 p.m. on the first day and last day of the meeting or conference will be paid according to the language in the AFSCME contract. (Payment for travel outside the work shift may be based on a mileage formula or on actual travel time.)

On the first day of the meeting or conference, employees must be either at their office, actually traveling, or on paid leave from the start of the workday until the beginning of the meeting or conference.

On the last day of the meeting or conference, employees must either return to their office, actually traveling, or on paid leave for the hours from the close of the meeting or conference until the regular end of their workday.

Time and Attendance Reporting

(Columbia University/Illinois Institute of Technology, plus edits)

To comply with federal and state laws and regulations and to assist with required program reporting, all staff members are required to maintain and submit accurate records of hours and days worked (by program area) and records of absence.

The university provides staff with a Time Report or timecard to complete on a semi-monthly or bi-weekly basis. These must be signed by the employee and by the supervisor and returned to Payroll immediately upon the close of the payroll period.

Record of Hours Worked - Exempt Employees

Executive, administrative and professional employees are identified as "exempt" within the federal Fair Labor Standards Act. These salaried personnel are not required to log the daily number of hours worked on the Time Report for compensation purposes. As required by federal law, time worked or not worked will be computed for pay purposes only in full days.

Time Report entries ARE necessary for tracking time spent working in specific program areas.

Record of Hours Worked - Non-Exempt Employees

All other staff are referred to as "non-exempt" or hourly employees. These personnel must record daily on the Time Report, or by time clock, the number of hours worked and the program areas to which the work was dedicated. Time worked or not worked will be computed for pay purposes in 15-minute intervals.

Time missed from a full day of work must be coded in quarter-hour increments as above on the Time Report or timecard to record the reason for absence.

Falsification of time recording will lead to disciplinary action up to and including discharge. All time records are subject to examination by internal auditors and outside governmental agencies and must be kept for at least three years.

Timekeeping Policy

(Pike Conservation District)

Accurately recording time worked is the responsibility of every employee. Time worked is all the time actually spent on the job performing assigned duties. Conservation District employees are required to maintain time records in a number of forms, including but not limited to:

- Daily time record including time in/out, regular hours worked, comp time, paid time off
- Time management log to track time spent in different program areas
- Absence forms (forwarded to County payroll office)
- Annual Attendance Controller (forwarded to County payroll office)

Timekeeping records should be updated on a regular basis and absence forms submitted to the office administrator within two working days of an employee's return to work after an absence.

For safety purposes, technical staff who work in the field are to provide to the administrative staff an expected itinerary of site visits/locations for any given day spent in the field.

Timekeeping Policy

(Westmoreland Conservation District)

Accurately recording time worked is the responsibility of every employee. Federal and state laws require WCD to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All employees should accurately record the time they begin and end their work. They should also record beginning and ending time of any split shift or departure from work for personal reasons. Westmoreland Conservation District employees work forty-hour weeks. Comp time is accumulated at the rate of 1 and ½ hours for every overtime hour you work over forty hours.

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

The supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Training Policy

(Governor's Center for Local Government Services)

It is the intent of the _____, so far as possible, to hire employees who are fully qualified to perform the work for which they are hired.

However, recognizing that some jobs may require specialized knowledge or skill that cannot be found among applicants and that job requirements change over time so that additional

knowledge and skill must be acquired, the _____ shall provide reasonable opportunities for employees to receive training that may be necessary to properly perform their duties.

Employees are responsible for informing their supervisors of any duties they are required to perform for which they feel they do not have sufficient training or for which they feel additional training would improve their performance.

Any training that _____ determines to be mandatory shall be paid for by the _____ and time spent at such training shall be considered work time.

Any training that the _____ determines to be desirable, but not absolutely required, shall be considered for full or partial payment by the _____, as well as payment for time spent attending training, based on the importance of the training to the job, the employee's interest and commitment and _____ ability to pay.

Travel Expenses Policy

(Governor's Center for Local Government Services)

It is the policy of _____ to reimburse employees for the expenses of travel, including the cost of transportation, meals and lodging, provided such travel is performed in the course of conducting business. Any travel on which reimbursable expenses are expected to be incurred must be approved in advance.

Employees who travel by personal vehicle must have the vehicle license4d and insured in accordance with state requirements.

Whether the employee operates a personal vehicle on municipal business or uses a municipal vehicle, the employee must possess a valid operator's license fir the vehicle to be operated. Employees are personally responsible for any fines or penalties connected to traffic or parking violations.

Reimbursement rates are as follows:

Mileage

- Thirty (30) cents/mile, personal vehicle
- Reimbursement of gasoline paid for by the employee while using a _____ vehicle
- Transportation/Out-of-State travel (air fare) shall be approved and paid by _____.
- Tolls and parking are paid upon submission of a receipt.

Lodging

- Least expensive hotel/motel closest to the business activity, except when the activity is located in a specific hotel and it is important for the employee to be lodged there.
- No overnight approval if the location of the event is within a fifty (50) mile radius of _____

Meals

- Per diem meal rate is \$24.00
- Per diem rates by quarters are: less than 3 hours - \$0; 3 hours but less than 9 hours - \$6; 9 hours but less than 15 hours - \$12; 15 hours but less than 21 hours - \$18; 21 hours or more - \$24
- Per diem rate in the high cost areas of _____ is \$36.00
- Meals included through registration fees are deducted from per diem rates as follows:
 - \$24.00 per diem: Breakfast - \$5, Lunch - \$6, Dinner - \$13
 - \$36.00 per diem: Breakfast - \$7.50, Lunch - \$9, Dinner - \$19.50

All expenses claimed for reimbursement must be claimed using the _____ Travel Expense Reimbursement form with appropriate receipts attached.

Travel Policy

(California Resource Conservation District Assistance Program)

All travel must be coded and authorized. Any travel other than routine mileage must be authorized in advance by the Board.

The Travel Expense Reimbursement Claim form must be completed and signed by the employee requesting the reimbursement or advance.

Processed Travel Expense Reimbursement Claim forms will be attached to a copy of the check and placed in the appropriate file.

When the employee is reimbursed for actual expenses, receipts will be attached to the Travel Expense Reimbursement Claim form. When allowable per diem rate applies, then actual receipts are not required; however, proof of travel or verification must be attached.

The rate of reimbursement for automobile travel is per IRS travel policy. The 2000 rate is 31 cents/mile. No receipts are necessary for gasoline usage, but employee must state the destination and number of miles driven on a daily basis.

If travel advances exceed the actual allowable expenses, the employee is responsible for refunding the difference to the District within (5) calendar days. Refunds will be credited to the appropriate funding source and noted on the original Travel Expense Reimbursement Claim form.

Mileage to and from the employee's residence will not be reimbursed by the District. Mileage reimbursement will be paid only if actual miles traveled exceed round trip mileage from the employee's home to the District office. Exceptions to this policy are at the discretion of the Board of Directors. Board members are exempt from this provision and may be reimbursed from their residence to the destination.

No mileage reimbursements will be issued unless proof of current automobile insurance and drivers license are on file at the office.

Vehicle Policy

(California Resource Conservation District Assistance Program)

Another policy a district might implement is a vehicle policy. Districts who make vehicles available to directors, employees, or volunteers might need to create clear directions for their use. District vehicles are intended for district business only, so employees and volunteers must be informed about potential violations of appropriate use of district vehicles.

A district vehicle policy might include the following:

- Statement that vehicles are for to be used for district business only
- Provisions for maintenance of vehicles, including checking oil and other fluids and scheduled inspections
- Procedure for reporting accidents, mechanical failure, suspicious noises or other indications of malfunction
- Procedure for assigning vehicles to drivers
- Prohibited uses for some or all vehicles
- Requirements for approved drivers
- Times and places for vehicle arrival or departure, including where vehicles must be parked overnight and on weekends
- Procedures for recording driver mileage and other data
- Procedures for fueling vehicles
- Any other vehicle-related needs specific to district operations

Vehicle Procedures Policy

(Pinellas County, Florida)

Employees driving a County vehicle shall:

- Possess a valid County driver's license. **NOTE:** If the Florida driver's license is revoked or suspended, the County driver's license must be returned and the supervisor advised of the action. Failure to do so may result in disciplinary action.
- Inspect the vehicle. Report evidence of accident damage to the supervisor.
- Report to the supervisor and to Fleet Management if the vehicle has a safety deficiency.

- Do not drive a vehicle with a serious safety deficiency, such as steering or braking defects, until repaired.
- Wear seat belt while driving or riding in County vehicles.

Vehicle Use Policy

(York County Conservation District)

Each vehicle will have a staff member charged with maintenance and up-keep. Assignments are as follows:

Blazer -

S-10 pickup - Mark F.

Suburban - Mary Ann

Luv - Shelly

Ranger - Rob

(Coordinate maintenance with manager and parks)

User shall complete log book each time used.

Vehicle shall be cleaned as needed by users. See manager or secretary for reimbursement or cash to do so. Don't wait to be told to clean it up.

Vehicle shall be used for official District business only.

Driver and all Passengers will wear seat belts while operating vehicle.

Oil shall be checked at each fill up (check other fluids as well). Please periodically check lights, turn signals, etc.

Accidents, regardless of how minor, shall be reported to the District Manager. Furthermore, please report mechanical problems to the manager or staff member responsible for the vehicle.

Vehicle use is a privilege. Misuse will result in loss of driving privileges.

Operator shall obey all laws.

Operator must have a valid drivers license.

Vehicle use Priority Policy

- Always use State & Federal vehicles when possible.
- The staff members assigned are priority one. All vehicles may be used by all staff as special needs arise. Please plan ahead to coordinate your request. Many days all vehicles are not in use at the same time.

The District Manager will mitigate conflicts as a last resort.

**NOTE: The acquisition of vehicles was the culmination of great effort over the past several years by the District Board. Please work to insure that we treat the vehicles with the utmost*

care at all times. Also remember that when operating the vehicles you are representing the district and York County.

- Call police to investigate all accidents involving a County vehicle and any third party and report details to immediate supervisor. Risk Management must also be notified by either you or your supervisor.

Visitors at the Worksite Policy

(Cornell University)

Policy

The routine or extended presence of friends or family of university staff when and where staff are working at the university is not permitted. This prohibition extends to visits by off-duty staff of Cornell. Such an occurrence at the worksite creates the potential for injury to the visitor and significant liability to the university as well as adversely affecting the work efficiency of staff.

Off-Duty Staff

While an off-duty staff member's routine or extended presence at working areas should not occur, brief visits in order to pick up a paycheck, etc. are permissible.

Children at the Worksite

The presence and care of children at a university worksite creates significant safety and liability considerations for the university.

Furthermore, child care demands the frequent attention of a parent and thus necessarily diverts attention from job performance. While the care of infants and children at the worksite cannot be permitted, supervisors (without impairing operational needs of their departments) are encouraged to be flexible in arranging work schedules and granting time off to parents who share work responsibilities as well as child care and other needs. (Refer to Policy 6.6.13, Flexibility In the Workplace.)

Applicable Leave Provisions

Cornell staff have available to them various leave provisions which can be used to meet child care responsibilities. Personal leave and vacation leave may be used, as well as health care leave for the parent of a sick child.

Weapons and Firearms Policy

(Pinellas County, Florida)

It is the policy of Pinellas County Government that non-sworn employees are prohibited from possessing firearms and/or other weapons on County premises or during working hours while on duty.

That the employee has had in his/her possession a deadly weapon, while on County owned or leased property or in a County owned vehicle. Prohibited possession under this Rule shall also apply to a deadly weapon located in an employee's privately-owned vehicle if such vehicle is parked on County owned or leased property.

For the purpose of this Rule, a “deadly weapon” shall be defined as any instrument which will cause death or great bodily injury when used in the ordinary and usual manner contemplated by its design and construction and includes, but is not limited to, the following:

Firearms, clubs; knives, other than a common pocket knife with a folding blade or an eating utensil; stun guns; brass knuckles; and numchucks, throwing stars and other martial arts weapons.

Work Habits Policy

(Governor's Center for Local Government Services)

Work Hours

Employees shall be paid based on a regular work week of 40 hours, 8 hours per day. Each work day shall be interrupted by a lunch period one-half to one hour which shall not be part of the paid time. Starting and quitting times and lunch hours shall be assigned in each work area so as to provide continuous coverage during regular work hours. Where possible, without disrupting work, adjustments to work hours may be made with the prior approval of the Manager.

Breaks

Normally, employees will be allowed a 15-minute paid rest break near the middle of the first and second half of the work shift. Scheduled breaks may be adjusted for smooth work flow or to maximize convenience to the public. Since rest breaks are paid time, employees are expected to remain fairly close to their work place and available for work should an emergency arise.

Heavy workloads may occasionally require employees to work without rest breaks. When this occurs, no extra compensation will be earned as a result. Because the purpose of rest breaks is to improve performance and efficiency, the practice of using such breaks to extend lunch hours or to enable employees to arrive late or leave early will not normally be approved.

Overtime

Employees are not to perform work beyond their regularly scheduled hours without prior approval unless such work is required by an emergency which could cause danger or inconvenience to the public or which could result in damage to property or equipment or which could result in significant financial loss.

Normally approved overtime work will be compensated by granting time off of one and one-half hours for each overtime hour, to be used within the next month. If conditions do not allow the time off to be scheduled, overtime pay will be paid at the time and one-half rate.

A paid holiday, vacation or sick leave day shall be considered a day worked for purposes of overtime compensation.

(or)

Only hours physically worked shall be counted for overtime computation purposes.

(or)

No paid or unpaid leaves of any type will be counted as hours worked for purposes of overtime computation.

Worker Right-To-Know Policy

(Governor's Center for Local Government Services)

The purpose of the Pennsylvania Worker and Community Right-to-Know Law is to ensure that information concerning hazardous substances at the workplace and possible risks associated with exposure to such substances is communicated to employees and the public.

It is the policy of the _____ to guard against any unsafe or hazardous chemicals or substances that would be threatening to the health of employees. Therefore, every effort will be made to ensure that potentially harmful agents are identified and properly handled to ensure a safe work environment.

In accordance with the provisions of the Pennsylvania Worker and Community Right-to-Know Law (Act 159 of 1984), the _____ will adhere to the following health and safety regulations:

- Workplace notices informing employees of their rights under the law will be posted on employee bulletin boards at the worksite.
- A Hazardous Substance Survey Form will be posted in a place where it can be viewed by all employees. In addition, a list of hazardous substances for each work area will be made available on request. Survey forms will be updated annually.
- Environmental Hazard Safety Forms will be completed if requested by the Department of Labor.
- Material Safety Data Sheets (MSDS) will be collected for all hazardous chemicals purchased and will be made available to all employees who work with hazardous substances.
- All containers of hazardous chemicals as well as ports of pipelines in the workplace will be labeled.
- All chemicals, including hazardous and non-hazardous chemicals, will be properly labeled.
- All employees, through an annual training program conducted at the _____, will be informed about hazardous chemicals present in the workplace, any dangers posed by the hazardous substances or chemicals, and employee rights under the law.

Employees of the _____ will not be prevented from exercising their rights under the Right-to-Know Law. These rights include: the right to file a complaint, the right to assist the Department of Labor in investigations, the right to testify in any proceeding, the right to request information from the employer, the right to refuse to work when a request for information on a hazardous substance or chemical is willfully denied.

Any known violations of this policy should be reported to _____ immediately so that corrective action can be taken. Any person responsible for interference with compliance with this policy will be subject to disciplinary action up to discharge.