AGENDA

Board of Commissioners Meeting
103355 Overseas Highway
Key Largo, FL 33037

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

BOARD MEMBERS:

David Asdourian  Chairman
Robert Majeska  Vice Chairman
Susan Heim  Commissioner
Nicolas Rodriguez  Commissioner
Andrew Tobin  Commissioner

DISTRICT STAFF:

Peter Rosasco  General Manager
Nick Mulick  General Counsel
Diane Bockelman  District Clerk

MISSION STATEMENT:
“The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service.”
Please mute cell phones
After each report, staff will give a verbal update and be available for questions

D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of October 1, 2019

G. GENERAL MANAGER’S REPORT
   1. Employee Handbook

H. BUDGET AND FINANCE REPORT
   1. Health Insurance Renewal for 2020

I. ADMIN AND CUSTOMER SERVICE REPORT

J. OPERATIONS REPORT

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT

M. LEGAL REPORT

N. COMMISSIONER’S ITEMS

O. ROUNDTABLE DISCUSSION
   1. Unfinished Business

P. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: October 15, 2019
Agenda Item Number: F-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action: Approval

Department: Legal
Sponsor: Nicholas Mulick

Subject:

Minutes of October 1, 2019

Summary of Discussion:

Staff to present the minutes from the previous board meeting for approval.

Reviewed / Approved

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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<tbody>
<tr>
<td>Operations: ________</td>
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<td>Minutes</td>
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<td>Administration: ________</td>
<td>Funding Source:</td>
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<td>Finance: ________</td>
<td>Budgeted: N/A</td>
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<td>District Counsel: ________</td>
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<td>District Clerk: ________</td>
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<td>Engineering: ________</td>
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Approved By: ____________________________ Date: 10/10/2019
CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)
Ms. Connie Fazio led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian, and Commissioners Nicolas Rodriguez, Robert Majeska, Andrew Tobin, and Susan Heim. Also present were General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; District Clerk, Diane Bockelman; District Managers, Connie Fazio, Ryan Dempsey, Mike Dempsey and Jered Primicerio; District Engineer, Steve Suggs; and Senior Support Analyst, Kevin Becerra.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)
• Mr. Rosasco requested that Item L-1 be changed to Action.

Motion:    Commissioner Heim made a motion to approve the agenda as amended. Commissioner Rodriguez seconded the motion. The motion passed without objection.

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of September 17, 2019 (F-1)

Motion:    Commissioner Rodriguez made a motion to approve minutes of September 17, 2019. Chairman Asdourian seconded the motion. Commissioner Tobin abstained. The motion passed without objection.

GENERAL MANAGER’S REPORT (G)
August 2019 Monthly Report (G-1)
Mr. Primicerio, Plant Operations Manager, presented the wastewater treatment plant section. Mr. Mike Dempsey, Field Operations Manager, presented the field operations section. Mr. Ryan Dempsey, Maintenance Manager, presented the maintenance section. Mr. Suggs presented the
construction section. Mr. Becerra presented the IT section. Ms. Bockelman presented the administration and customer service section. Ms. Fazio, Senior Finance Manager, presented the finance section.

**BUDGET AND FINANCE REPORT (H)**

*No report.*

**ADMIN AND CUSTOMER SERVICE REPORT (I)**

*Reversal of Waiver – AK#1606901 – BK 2 LT 7 Sunset Point (I-1)*

Ms. Bockelman presented a request by the owner of AK#1606901, for reversal of waiver and reinstatement of wastewater service.

**Motion:** Commissioner Heim made a motion to approve Resolution 17-10-19. Commissioner Majeska seconded the motion.

**Vote on Motion**

- Commissioner Heim - Aye
- Commissioner Majeska - Aye
- Commissioner Rodriguez - Aye
- Commissioner Tobin - Aye
- Chairman Asdourian - Aye

**Motion Passed:** 5 to 0

**OPERATIONS REPORT (J)**

*FDEP Annual Compliance Evaluation Inspection (J-1)*

Mr. Rosasco announced that the District's Wastewater Treatment Plant passed a Compliance Evaluation Inspection conducted by the Florida Department of Environmental Protection and Mr. Primicerio presented the report.

**CONSTRUCTION REPORT (K)**

*No report.*

**ENGINEER’S REPORT (L)**

*Purchase of Replacement Pump for Vac Station E (L-1)*

Mr. Suggs and Mr. Ryan Dempsey presented two estimates for a replacement pump at Vac Station E and recommended approval of the estimate from Tom Evans Environmental, Inc. in the amount of $23,449.13.

**Motion:** Commissioner Majeska made a motion to approve Staff’s recommendation. Commissioner Rodriguez seconded the motion.

**Vote on Motion**

- Commissioner Majeska - Aye
- Commissioner Rodriguez - Aye
Commissioner Tobin - Aye
Commissioner Heim - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

LEGAL REPORT (M)
No report.

COMMISSIONERS’ ITEMS (N)
Discussion on Amended Resolution Prepared by Commissioner Tobin (N-1)
Mr. Tobin presented Resolution 18-10-19 to amend Resolution 16-09-19 to include specific findings of fact.

The Board voted unanimously to change item N-1 to Action.

Motion: Commissioner Rodriguez made a motion to accept this as written. Commissioner Majeska seconded the motion.

Vote on Motion
Commissioner Rodriguez - Aye
Commissioner Majeska - Aye
Commissioner Heim - Nay
Commissioner Tobin - Aye
Chairman Asdourian - Aye
Motion Passed: 4 to 1

ROUNDTABLE DISCUSSION (O)
Unfinished Business (O-1)

ADJOURNMENT (P)
The Meeting was adjourned at 5:31 PM.

________________________________  _________________________________
David Asdourian, Chairman    Diane Bockelman, Clerk

Seal
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: October 1, 2019

Agenda Item Number: L-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Engineering
Sponsor: Weiler Engineering

Subject: Vacuum Station E Sewage Pump Replacement

Summary of Discussion:

Attached are estimates to replace the current sewage pumps in Vacuum Station E that are aging and are no longer in production.

The pumps from Tom Evans Environmental, INC. are a direct replacement and will not require piping modifications. The pumps from FJ Nugent would require piping modifications which would increase the cost to be greater than the Tom Evans estimate.

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<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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<tbody>
<tr>
<td>Administration: ______</td>
<td>Expense</td>
<td>2. Tom Evans Estimate</td>
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<tr>
<td>Finance: ________</td>
<td>Funding Source:</td>
<td>3. FJ Nugent Estimate</td>
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<td>District Counsel: ______</td>
<td>Rate Revenue</td>
<td></td>
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<td>District Clerk: ______</td>
<td>Budgeted:</td>
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<tr>
<td>Engineering: ______</td>
<td>Yes</td>
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Approved By: ___________________________________________ Date: _________________

General Manager
RESOLUTION NO. 16-09-1918-10-19

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") VACATING AND SUPERSEEDING RESOLUTION NO 16-09-19 AND ADOPTING DISTRICT STAFF'S RECOMMENDATION TO RECALCULATE THE SYSTEM DEVELOPMENT CHARGE ("SDC") ASSESSMENT AND INCREASE THE EQUIVALENT DWELLING UNIT ("EDU") ASSIGNMENT FOR THE PROPERTY LOCATED AT 97801 OVERSEAS HIGHWAY, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00090820-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, PL Ocean Residence Holding LLC, is the owner of real property located at 97801 Overseas Highway, Key Largo, Florida, with Parcel Identification Number 00090820-000000, legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

WHEREAS, upon review of the development of the Subject Tax Parcel from a vacant parcel to single family dwellings, District staff has determined that the development will increase the demand on the District’s wastewater facilities; and

WHEREAS, District staff has recommended that the District Board of Commissioners ("the Board") recalculate the SDC assessment and increase the EDU assignment for the Subject Tax Parcel to more accurately reflect the anticipated impact on the District’s wastewater facilities; and

WHEREAS, the owner is actively engaged in constructing 28 single family homes on the Subject Tax Parcel, including preparing engineered plans; applying for building permits for 14 homes, four of which have been issued and almost complete; installing water meters for each single family home; installing a wastewater collection system to service each home which has been connected to the District’s central wastewater system.

WHEREAS, K LWTD General Rules and Regulations, Section 10.01(b)(vi), provide that upon development of a vacant Resident Tax Parcel, the District may revise the SDC assignment to the Subject Tax Parcel to reflect actual or permitted construction.

WHEREAS, the Board has previously considered staff’s recommendation at a regularly scheduled meeting of the Board held on September 3, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by reference.
Section 2. **Adoption of Recommendation.** The Board finds that there is good and sufficient cause to adopt staff’s recommendation to recalculate the SDC assessment and increase the EDU assignment for the Subject Tax Parcel.

Section 3. **SDC Recalculation.** The outstanding SDC assessment for the Subject Tax Parcel is hereby increased to $77,050.00.

Section 4. **EDU Recalculation.** The EDU assignment for the Subject Tax Parcel is hereby increased from 1.0 EDU to 28.0 EDUs.

Section 5. **Effective Date.** This Resolution shall be effective upon adoption by the Board.

Section 6. **Implementation.** The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.

The foregoing Resolution was offered by Commissioner _________________, who moved for its approval. The motion was seconded by Commissioner _________________, and being put to a vote, the result was as follows:

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<tr>
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<tr>
<td>Chairman Asdourian</td>
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<tr>
<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 3rd day of September 2019.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _______________________________
    David Asdourian, Chairman

Approved to as to form and legal sufficiency:

ATTEST:          

By: _______________________________
    Nicholas W. Mulick, General Counsel

By: _______________________________
    Diane Bockelman, Clerk

SEAL
RESOLUTION NO. 17-10-19

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") APPROVING THE REQUEST BY LISA LAGREW ("THE OWNER") FOR REINSTATMENT OF ASSESSMENT OF ONE TAX PARCEL TO THE 2009 NON-AD VALOREM WASTEWATER ASSESSMENT ROLL; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the District assessed the vacant parcel listed below in Section 1 ("the Subject Tax Parcel") via Resolution No. 20-05-09, dated May 19, 2009; and

WHEREAS, in accordance with Section 10.06(a)(i) of the District’s General Rules and Regulations, the District is authorized to remove from its non-ad valorem wastewater assessment vacant tax parcel(s) in common ownership with an adjacent improved tax parcel assessed by the District, provided that the vacant tax parcel is subsidiary to the use of the improved tax parcel and will not be improved with structures or facilities capable of generating wastewater that will enter the District’s wastewater facilities; and

WHEREAS, having determined that the Subject Tax Parcel satisfied the criteria set forth in Section 10.06(a)(i), the District granted the Owner’s request to suspend collection of the System Development Charge ("SDC") and all future non-ad valorem assessments on the Subject Tax Parcel; and

WHEREAS, Resolution 27-08-13 removing the Subject Tax Parcel from the District’s 2009 Non-ad Valorem Wastewater Assessment Roll was recorded in the Office of the Monroe County Clerk of Court, in Official Records Book 2646, at Page 341 on August 21, 2013; and

WHEREAS, the Owner of the Subject Tax Parcel has requested that it be restored to the non-ad valorem wastewater assessment roll, and having paid the SDC assessment on the Subject Tax Parcel in full; and

WHEREAS, the District finds good and sufficient cause to approve the request of the Owner to reinstate the Subject Tax Parcel to the District’s 2009 Non-ad Valorem Wastewater Assessment Roll.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT:

Section 1.
PARCEL ID: 00490660-000000 AK NO.: 1606901

LEGAL DESCRIPTION: Lot 7, Block 2, SUNSET POINT, according to the plat thereof, as recorded in Plat Book 2 at Page 81, of the Public Records of Monroe County, Florida.
AMENDMENT OF RESOLUTION

Section 2. Resolution No. 20-05-09, dated May 19, 2009 is hereby amended to include the Subject Tax Parcel.

Section 3. The owner has paid the SDC in the amount of $6,395.00 plus the administrative fee of $200.00.

Section 4. APPLICABILITY AND EFFECTIVE DATE. This Resolution shall take effect upon adoption by the Board of Commissioners.

Section 5. AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to take all actions necessary to implement the terms and conditions of this Resolution.

RESOLVED AND ADOPTED THIS 1ST DAY OF OCTOBER 2019.

The foregoing RESOLUTION was offered by Commissioner Heim, who moved for its approval. The motion was seconded by Commissioner Majeska, and being put to a vote, the result was as follows:

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<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted this 1st day of October 2019.

KEY LARGO WASTEWATER TREATMENT DISTRICT

David Asdourian, Chairman

ATTEST:

Diane Bockelman, District Clerk

Approved to as to form and legal sufficiency:

By: Nicholas W. Mulick, General Counsel

SEAL
RESOLUTION NO. 18-10-19

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") VACATING AND SUPERSEDING RESOLUTION NO 16-09-19 AND ADOPTING DISTRICT STAFF'S RECOMMENDATION TO RECALCULATE THE SYSTEM DEVELOPMENT CHARGE ("SDC") ASSESSMENT AND INCREASE THE EQUIVALENT DWELLING UNIT ("EDU") ASSIGNMENT FOR THE PROPERTY LOCATED AT 97801 OVERSEAS HIGHWAY, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00090820-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, PL Ocean Residence Holding LLC, is the owner of real property located at 97801 Overseas Highway, Key Largo, Florida, with Parcel Identification Number 00090820-000000, legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

WHEREAS, upon review of the development of the Subject Tax Parcel from a vacant parcel to single family dwellings, District staff has determined that the development will increase the demand on the District’s wastewater facilities; and

WHEREAS, District staff has recommended that the District Board of Commissioners ("the Board") recalculate the SDC assessment and increase the EDU assignment for the Subject Tax Parcel to more accurately reflect the anticipated impact on the District’s wastewater facilities; and

WHEREAS, the owner is actively engaged in constructing 28 single family homes on the Subject Tax Parcel, including preparing engineered plans; applying for building permits for 14 homes, four of which have been issued and almost complete; installing water meters for each single family home; installing a wastewater collection system to service each home which has been connected to the District’s central wastewater system; and

WHEREAS, K LWTD General Rules and Regulations, Section 10.01(b)(vi), provide that upon development of a vacant Residential Tax Parcel, the District may revise the SDC assignment to the Subject Tax Parcel to reflect actual or permitted construction; and

WHEREAS, the Board had previously considered staff’s recommendation at a regularly scheduled meeting of the Board held on September 3, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by reference.
Section 2. *Adoption of Recommendation.* The Board finds that there is good and sufficient cause to adopt staff's recommendation to recalculate the SDC assessment and increase the EDU assignment for the Subject Tax Parcel.

Section 3. *SDC Recalculation.* The outstanding SDC assessment for the Subject Tax Parcel is hereby increased to $77,050.00.

Section 4. *EDU Recalculation.* The EDU assignment for the Subject Tax Parcel is hereby increased from 1.0 EDU to 28.0 EDUs.

Section 5. *Effective Date.* This Resolution shall be effective upon adoption by the Board.

Section 6. *Implementation.* The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.

The foregoing Resolution was offered by Commissioner Rodriguez, who moved for its approval. The motion was seconded by Commissioner Majeska, and being put to a vote, the result was as follows:

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<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 1st day of October 2019.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: [Signature]
David Asdourian, Chairman

Approved to as to form and legal sufficiency:

ATTEST:

By: [Signature]
Diane Bockelman, Clerk

Nicholas W. Mulick,
General Counsel
RESOLUTION NO. 18-10-19  
RE NO. 00090820-000000  
AK NO. 1103748

EXHIBIT “A”

A portion of Lots 8 and 15, according to the Plat of Government Lots 5 & 6 and the NW 1/4 of the NW 1/4 of section 5 and Lots 1 & 2 of Section 6, Township 62 South, Range 39 East, made by George L. MacDonald and recorded in Plat Book 1 at Page 59, Public Records of Monroe County, Florida, more particularly described as follows:

Begin at the intersection of the Southeasterly right-of-way line of Old State Road 4A and the Southwesterly side of said Lot 8, thence run Northeasterly along the said Southeasterly right-of-way line, a distance of 356.40 feet to the Northeasterly side of the J.B. Albury property; thence Southeasterly along the said Northeasterly side of the J.B. Albury property, a distance of 710 feet, more or less, to the shoreline of the Atlantic Ocean as described in Official Records Book 242, Page 44 of the Public Records of Monroe County, Florida; thence Southwesterly along said shoreline, a distance of 149 feet, more or less, to the Northeasterly line of the Doris Reese property, as described in said Official Record Book 242, Page 44; thence Northwesterly along said Northeasterly line, a distance of 400.86 feet; thence proceed at right angles to the last described course and parallel with the said Southeasterly right-of-way line, a distance of 100.00 feet; thence proceed Northwesterly at right angles to the last described course, a distance of 50.40 feet; thence proceed Southwesterly at right angles to the last described course, a distance of 110.00 feet to the mean high tide line on the shore of the straits of Florida and the Point of Beginning. Together with that certain parcel of submerged land, described in T.1.1.F. Deed No. 24410 (1906-44), recorded in Official Records Book 383, Page 745 of the Public Records of Monroe County, Florida, and described verbatim hereinafter:

A parcel of submerged land in the Straits of Florida, in Section 6, Township 62 South, Range 39 East, Key Largo, Monroe County, Florida, fronting a portion of Lots 8 and 15 (PB 1, PG 59) more particularly described as follows:

From the intersection of the Southeasterly side of the right-of-way of Old State Road 4-A and the Southwesterly side of said Lot 8, George L. MacDonald's Plat recorded in Plat Book 1 at Page 59, Public Records of Monroe County, Florida, run North 45°38' East along the said Southeasterly side of Old State Road 4-A, a distance of 160 feet; thence continue North 45°38' East along the said Southeasterly side of Old State Road 4-A, for a distance of 198.6 feet to a point (said point being 335.0 feet Southwesterly from the Northeasterly line of said Lot 8); thence run South 44°22' East along a line parallel with and 335.0 feet Southwesterly from the Northeasterly line of said Lot 8, a distance of 710 feet, more or less, to the mean high tide line on the shore of the straits of Florida and the Point of Beginning of the parcel hereinafter described; thence continue South 44°22' East, a distance of 269.7 feet; thence South 40°22'30" West, a distance of 148.6 feet, thence North 44°22' West, a distance of 277.7 feet to the said mean high tide line; thence Northeasterly meandering said mean high tide line, a distance of 150 feet, more or less, to the Point of Beginning.

Parcel II:
A portion of Lot 8, according to the Plat of Government Lots 5 and 6 and the NW 1/4 of the NW 1/4 of
Sections 5 and Lots I and 2 of Section 6, Township 62 South Range 39 East, made by George L MacDonald and recorded in Plat Book I at Page 59 of the Public Records of Monroe County, Florida, more particularly described as follows:

Commence at the A Point of intersection of the Southeasterly Right-of-Way line of Old State Road 4-A and the Southwesterly line of said Lot 8, and run Southeasterly along said Southwesterly line of Lot 8 for 248.97 feet; thence deflect 90° left and run 110.00 feet; thence deflect 90° right and run South easterly for 50.4 feet along the line common to the J.B. Albury and the Richard C. Albury properties to the Point of Beginning of the hereinafter described parcel; thence continue Southeasterly along the last described course for 100.00 feet; thence deflect 90° left and run Northeasterly along the Northwesterly line of the now or formerly Doris Reese property for 100.00 feet; thence deflect 90° left and run Northwesterly for 100.00 feet; thence deflect 90° left and run Southwesterly for 100.00 feet to the Point of Beginning.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: October 15, 2019
Agenda Item Number: G-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: General Manager
Sponsor: Peter Rosasco

Subject: Employee Handbook

Summary of Discussion:
Employee handbook for Board review and discussion.

Reviewed / Approved
Operations: ________
Administration: ________
Finance: ________
District Counsel: ________
District Clerk: ________
Engineering: ________

Financial Impact
Operations: $
Finance: Funding Source:

Attachments
Employee Handbook

Approved By: ___________________________ Date: 10/10/2019
EMPLOYEE HANDBOOK

EFFECTIVE NOVEMBER 1, 2019

This Employee Handbook replaces all previous versions of the KLWTD Employee Handbook.
1. INTRODUCTION
   1.1 Welcome
   1.2 Employment at Will
   1.3 Background / Reference Checks

2. WORKPLACE ENVIRONMENT
   2.1 Equal Employment Opportunity Act (EEO)
   2.2 Americans With Disabilities Act (ADA)
   2.3 Anti-Discrimination and Anti-Harassment
      A. Reporting Procedure
      B. Investigation Procedure
      C. Prohibition Against Retaliation
      D. Penalties for Violations
      E. Sexual Harassment
      F. Bullying
      G. Workplace Violence
   2.4 Drug-Free Workplace
      A. Overview
      B. Definitions
      C. Circumstances When Testing is Required
      D. Drugs to be Tested
      E. Testing Procedure
      F. Confidentiality
      G. Refusal to Submit
      H. Challenging the Drug Test Results
      I. Testing Location
      J. Employee Rights
      K. Employee Assistance Program (EAP - Drug Assistance)
      L. Consequences of Policy Violation
   2.5 Smoke-Free workplace
   2.6 Communicable Diseases

3. EMPLOYMENT
   3.1 Introductory Period
   3.2 Employment Categories
      A. Exempt (Salary)
      B. Non-Exempt (Hourly)
      C. Regular Full-time
      D. Regular Part-time
      E. Temporary (Full-time or Part-time)
   3.3 Hours of Work and Workweek
      A. Emergency Staffing
      B. Extended Emergency Work Days
      C. Meal and Rest Periods
      D. Alternative Work Scheduling (Flex time)
      E. Lactation & Breastfeeding
   3.4 Employee Personnel Records
   3.5 Evacuation Policy
      A. Early Evacuation
B. Return to Work
C. Special Conditions
3.6 Corrective Action/Disciplinary Policy
A. Level of Discipline
B. Corrective Actions
3.7 Separation from Employment
A. Reasons For Separation
B. Return of District Property
C. References Policy
D. Rehire Policy

4. COMPENSATION
4.1 Timekeeping
A. Exempt Employees
B. Non-Exempt Employees
4.2 Wages
A. Exempt Pay procedures
B. Non-Exempt Pay Procedures (Hourly Pay Rate “Standard”)
   1. Pay Grade
   2. Pay Grade Ranges
   3. Time In Service
   4. On-The-Job Training
   5. Supplemental Skill Pay
   6. Core Requirements
   7. Technical Specifications
   8. Position Promotions
   9. Pay Grade Advancements
C. Internal Transfer
4.3 Overtime
4.4 Administrative Leave Compensation
4.5 Emergency Staffing Compensation
4.6 Administrative Leave & Emergency Staffing Compensation Procedure
4.7 Direct Deposit
4.8 Deductions from Pay
A. Federal & FICA
B. Garnishments
C. Continuation of Benefits
4.9 Evaluations
4.10 Employee Travel Reimbursement

5. ABSENCES
5.1 Holidays
5.2 Paid Time Off (PTO)
A. Exempt Regular Full-time Employees
B. Non-Exempt Regular Full-Time Employees
C. Introductory Period - Exempt and Non-Exempt Regular Full-time Employees
D. Non-Exempt Part-Time Employees (32 or more hours but less than 40 hours)
E. Non-Exempt Part-Time Employees (less than 32-hours)
F. Temporary – All Employees
G. Annual Paid Time Off Accrual Chart
H. Paid Time Off Requests
I. Donating Paid Time Off
J. Advance of Unaccrued Paid Time Off  
K. Termination (Paid Time Off)

5.3 Leaves of Absence  
A. Bereavement  
B. Jury Duty/Court Witness  
C. Time Off for Voting  
D. Short-Term  
E. Military Duty  
F. Domestic & Sexual Violence

6. BENEFITS  
6.1 Medical, Dental & Vision  
6.2 Group Life Insurance  
6.3 Flexible Spending Account (FSA)  
6.4 Disability Insurance  
A. Short Term  
B. Long Term

6.5 457(b) Retirement Plan  
6.6 Workers’ Compensation Benefits  
6.7 Employee Assistance Program (EAP)  
6.8 Educational Assistance

7. EMPLOYEE RESPONSIBILITIES  
7.1 Attendance  
7.2 Illness and Injuries  
A. Employees’ Responsibilities  
B. Return to Work Status

7.3 Code Of Ethics  
7.4 Confidentiality  
7.5 Workplace Areas (Housekeeping)  
7.6 Dress & Grooming  
A. Work Clothes Policy  
B. Compliance  
C. Return Policy (Termination)

7.7 District Property  
7.8 Care & Use Of District Vehicles  
7.9 Personal Property  
7.10 Concealed Weapons  
7.11 Electronic Communications & Internet Use  
A. Social Media  
B. Prohibited Use  
C. Right To Monitor

7.12 Solicitation & Access To District Premises  
7.13 Outside Employment  
7.14 Hazardous Materials Procedure

8. LEGAL  
8.1 Grievance Procedures  
8.2 Public Records Requests  
8.3 Nepotism & Personal Relationships In The Workplace  
8.4 Use Of Personal Vehicles On District Business  
8.5 Immigration & Control Act (IRCA)
8.6 Whistleblower

9. GENERAL MANAGER PREROGATIVE

10. EMPLOYEE HANDBOOK ACKNOWLEDGEMENT
SECTION 1 INTRODUCTION

1.1 WELCOME
Key Largo Wastewater Treatment District’s (hereinafter referred to as the “District”) goal is to provide the finest quality services to our customers and to do so courteously, efficiently and economically. You are an integral part of our team and you will work with us to make our team successful.

This handbook is a guide to the employer/employee relationship. It contains general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures set forth herein. The procedures, practices, policies and benefits described may be modified or eliminated from time to time. The District will inform employees of any changes.

1.2 EMPLOYMENT AT WILL
Employment is not for any specific term and may be terminated at-will with or without cause and without prior notice, or you may resign for any reason at any time. Completion of an introductory period or attainment of regular status does not change an employee’s status as an at-will employee, nor does it restrict in any way the District’s right to terminate an employee or change the terms and conditions of employment.

1.3 BACKGROUND / REFERENCE CHECKS
The District reserves the right to conduct background checks on employees. All employees are required to disclose any felony or misdemeanor convictions or plea of no contest to the Human Resources Department within five (5) working days of the date of conviction or plea of no contest. Failure to comply with this requirement will constitute grounds for disciplinary action. See Corrective Action / Disciplinary Policy.

SECTION 2 WORKPLACE ENVIRONMENT
District policies apply to all employees who interact with fellow employees or others not directly connected to the District such as outside vendors, consultants or customers. Violations of District policies, including providing false information or failure to cooperate fully in a District investigation of alleged conduct prohibited by the District will result in disciplinary action, up to and including termination. See Corrective Action / Disciplinary Policy.

Employees who believe they have been the victim of conduct prohibited by District policies, or have witnessed such conduct, should promptly discuss their concerns with their Department Manager, the General Manager or the Human Resources Department. Any and all reported allegations will be promptly, and thoroughly investigated and appropriate action taken.

2.1 EQUAL EMPLOYMENT OPPORTUNITY ACT of 1972 (EEO)
The District is an equal opportunity employer. The District is committed to the spirit and letter of all applicable federal, state, and local laws and regulations pertaining to equal opportunity. The District does not discriminate against any individual with regard to race, color, religion, gender, pregnancy, national origin, age, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, or other characteristic protected by applicable law. This policy extends to all terms, conditions and privileges of employment, as well as the use of all District facilities. No form of unlawful discrimination, including unlawful harassment, will be tolerated.
2.2 AMERICANS WITH DISABILITIES ACT of 1990 (ADA)
The District will make reasonable accommodations for qualified applicants and individuals with known disabilities unless doing so would result in an undue hardship or cause a direct threat to the health or safety of the individual or others. This policy governs all aspects of employment including application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Employees who believe they have been subject to harassing or discriminatory conduct because of a disability must follow the reporting procedures in the Anti-Discrimination and Anti-Harassment section below. Individuals should contact the Human Resources Department with any questions or request(s) for accommodation.

2.3 ANTI-DISCRIMINATION AND ANTI-HARASSMENT
The District does not tolerate any form of harassment. The District provides ALL employees with a work environment free from harassment and discrimination. Discrimination or harassment based on race, color, religion, gender, sexual orientation, pregnancy, national origin, age, disability, genetic information, marital status, veteran status, gender identity or expression or any other characteristic protected by applicable law, will not be tolerated. All individuals are treated with respect and dignity, and all relationships among employees, customers and vendors will be professional and free of bias, prejudice and harassment.

The District requires prompt reporting of all perceived incidents of discrimination or harassment to the Human Resources Department or the General Manager. All reports will be thoroughly investigated. Conduct prohibited by District policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as business meetings, business trips, or business-related social events. Violations, including false and malicious complaints of harassment, discrimination or retaliation, will result in disciplinary action.

Every employee is responsible for assuring that no one is subjected to conduct that constitutes any form of harassment or discrimination based upon any characteristic protected by applicable law.

Harassment on the basis of any protected characteristic is strictly prohibited. Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, genetic information, marital status, amnesty or status as a covered veteran and/or any other protected class or any other characteristic protected by law and that:

a. has the purpose or effect of creating an intimidating, hostile or offensive work environment;

b. has the purpose or effect of unreasonably interfering with an individual's work performance;

c. otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

a. epithets, slurs or negative stereotyping;

b. threatening, intimidating or hostile acts;

c. denigrating jokes;

d. written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the premises or circulated in the workplace, on District time or using District equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

A. Reporting Procedure
Any employee who believes he or she has been subjected to harassment or discrimination, or other violation of this policy, must immediately report the incident in writing to their Department Manager or
the Human Resources Department or the General Manager. The Department Manager shall immediately forward the written complaint to the Human Resources Department for investigation and action.

If the complaint involves:

1. the Human Resources Department, the Department Manager shall forward the written complaint to the General Manager.
2. the General Manager, the Department Manager shall forward the complaint to the District's legal counsel, who will consult with the Board of Commissioners in accordance with applicable laws to determine appropriate action.
3. an elected official, the employee must report the conduct directly to the General Manager, and the District's legal counsel will be consulted for assistance.

B. Investigation Procedure

Any reported complaint of harassment or discrimination will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances, subject to Florida's public records laws. The District is obligated to investigate the complaints it receives under this policy. The District cannot entertain requests by the reporting employee, or anyone else, that the information received be ignored or otherwise fail to act upon the information. Investigations will generally be conducted by the Human Resources Department or other appropriate individual designated by the General Manager.

At the conclusion of an investigation, the complainant and the employee subject of the complaint shall be informed of the outcome of the investigation. Where appropriate, the individuals involved may be offered counseling through the District's Employee Assistance Program.

C. Prohibition Against Retaliation

The District will not retaliate against an individual who makes a report of harassment or discrimination or participates in an investigation of a complaint of harassment or discrimination under this policy and strictly prohibits any employee from retaliating against a complainant. Retaliation is a violation of this policy and must also be reported immediately. Any employee found to have retaliated against an employee for reporting harassment or discrimination or participating in an investigation of a complaint of harassment or retaliation will be subject to appropriate disciplinary procedures, including termination.

D. Penalties for Violation

The appropriate level of discipline will be determined in accordance with the District's Corrective Action / Discipline Policy.

E. Sexual Harassment

The District does not tolerate sexual harassment behavior. Sexual harassment is illegal under federal, state and local laws. Sexual harassment is defined in the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. 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.

Sexual harassment includes behaviors involving individuals of the same or different gender. These behaviors include, but are not limited to:

1. Unwanted sexual advances or requests for sexual favors;
2. Sexual jokes and innuendo;
3. Verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies;
4. Leering, whistling or touching;
5. Insulting or obscene comments or gestures;
6. Display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

F. Bullying
The District does not tolerate bullying. Bullying is repeated, inappropriate direct or indirect behavior, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

The following types of behavior are examples of Bullying:
1. Verbal bullying – slandering, persistent name calling that is hurtful, ridiculing or maligning a person or their family, humiliating or insulting, using a person as the subject for jokes, abusive and offensive remarks;
2. Physical bullying – shoving, kicking, pushing, poking, tripping, threat of and/or assault, damage to a person’s property or work area;
3. Exclusion/Isolation – socially or physically excluding or disregarding a person in work related activities;
4. Gesture bullying – nonverbal threatening gestures or glances that convey threatening messages.

G. Workplace Violence
The District strives to maintain a work environment free from intimidation, threats or violent acts which include, but are not limited to: hostile behavior, physical abuse, vandalism, arson, sabotage and use of weapons on District property. District resources may not be used to threaten, stalk or harass anyone at or outside the workplace.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities must be reported promptly to an employee’s Department Manager, the General Manager or the Human Resources Department. All reports will be kept confidential (to the extent possible), investigated and documented. When reporting an incident or threat of violence, the employee should be as detailed and specific as possible and fully cooperative in the District’s investigation. Employees should inform the Human Resources Department of any protective or restraining order they have obtained which lists the District workplaces as protected areas.

Employees should not place themselves in peril, nor should they attempt to intercede during an incident. CALL 911 UPON OCCURRENCE OF ANY ACT OF VIOLENCE AND SEEK SAFE SHELTER IMMEDIATELY.

2.4 DRUG-FREE WORKPLACE
The District maintains a drug-free workplace pursuant to Fla. Stat. section 440.101 et seq. This policy applies to all employees for all job classifications.

The following policy is adopted as set forth by Section 440.102 of the Florida Drug-free Workplace Program.

• It is a violation of this policy for any employee to possess, sell, trade, or offer for sale or purchase illegal drugs or otherwise engage in the illegal use of drugs on the job.
• It is a violation of this policy for anyone to report to work under the influence of illegal drugs or alcohol.
• It is a violation of this policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications provided they do not interfere with workplace safety or performance.)

• It is a violation of this policy to unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace.

• It is a condition of employment to abide by the Drug-Free Workplace Policy.

• Violations of this policy subject all employees to disciplinary action up to and including immediate termination.

A. Overview of Policy
All District employees are prohibited from:

1. Selling any drug, including alcohol or prescription drugs, whether on or off duty, unless the employee is legally entitled to sell the substance in question under the circumstances.

2. Possessing any alcoholic beverage or unlawful drug while on duty or on District’s premises at any time.

3. Using any illegal drug, at any time. (“Illegal drugs” includes prescription drugs prescribed for someone else or used contrary to prescribed dosages.)

4. Using any other substance (including legal drugs, prescription drugs, alcohol, or any other substance), which runs an unnecessary risk of adversely affecting job performance. This includes use while on duty and any actual effect on job performance, which occurs or can be demonstrated. It includes the use of any substance which use creates an unnecessary risk of absenteeism, tardiness, or safety hazards.

Employees taking prescribed drugs must ensure that such use does not pose an undue risk to safety or performance. If a drug is prescribed in connection with treatment of a disability, employees shall advise the Human Resources Department of the use to protect workplace safety and consider accommodations, where appropriate.

The District may inspect its premises, including District-issued lockers, desks or other suspected areas of concealment such as work areas, offices and other District-supplied property. The District premises include buildings, grounds, parking lots and District vehicles. Employees may not install private locks on any property supplied by the District.

B. Definitions
As used in this policy, the following definitions apply:

• CONFIRMATION TEST, CONFIRMED TEST, or “CONFIRMED DRUG TEST” – A second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. The confirmation test must be different in scientific principle from that of the initial test procedure. The confirmation method must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

• DRUG – Alcohol, including distilled spirits, wine, malt beverages, and intoxicating liquors; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); opiates; hallucinogens; methaqualone; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or a metabolite of any of the substances listed herein.

• DRUG TEST or TEST – Any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites.

• EMPLOYEE – Full-time or part-time employee of the District, whether introductory, regular, or temporary.
• EMPLOYEE ASSISTANCE PROGRAM (EAP) – An established program for employee assessment, counseling, and referral to an alcohol and drug rehabilitation program.

• FOLLOW-UP DRUG TESTING – Drug testing which occurs as a follow-up to an employee entering an employee assistance program for drug related problems, or an alcohol and drug rehabilitation program. Follow-up testing must be conducted, without prior notice, on a quarterly, semi-annual, or annual basis for two (2) years thereafter.

• INITIAL DRUG TEST – A sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens. All initial tests will use an immunoassay procedure or an equivalent, or will use a more accurate scientifically accepted method approved by the United States Food and Drug Administration or Agency for Health Care Administration.

• RANDOM TESTING POSITION – A position that requires the employee to perform life-threatening procedures, hold a CDL License, work with heavy or dangerous machinery, work as a safety inspector, work with confidential information or documents, or a position in which a momentary lapse in attention could result in injury or death to another person.

• REASONABLE SUSPICION DRUG TESTING - Drug testing based on a belief that an employee is using or has used drugs in violation of the District’s policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, or as otherwise defined in sec. 440.102 of the Florida Statutes. Reasonable suspicion drug testing must be approved by Human Resources Department or the General Manager. Such facts and inferences may be based upon:
  a) Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
  b) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  c) A report of drug use provided by a reliable and credible source.
  d) Evidence that an individual has tampered with a drug test during his or her employment.
  e) Information that an employee has caused, contributed to, or been involved in an accident while at work.
  f) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer’s premises or while operating the employer’s vehicle, machinery, or equipment or while operating a personal vehicle while on District business.

If the District tests an employee for reasonable suspicion of drug or alcohol use, a Manager shall transport the employee immediately to a collection site where a sample will be taken. Such employee may be placed on paid or unpaid leave until the results of the drug test have been determined. The employee(s) who observed the employee’s actions must document the employee’s actions, within 24 hours of the incident or before the release of the test results, whichever is earlier. A copy of this documentation shall be given to the Human Resources Department. The original documentation shall be kept confidential by the Human Resources Department in the employee’s medical file and shall be retained in accordance with Federal Records Retention periods.

C. Circumstances When Testing Is Required
The District requires employees to submit to tests for the presence of alcohol or illegal drugs under the following circumstances:
  1. Reasonable-suspicion testing - Testing based upon reasonable suspicion is required. Testing may be required after an accident. The District will detail in writing the circumstances which form the basis for such reasonable suspicion. A copy of this document will be given to the employee upon request and the original documentation will be kept confidential and retained for one (1) year.
2. Follow-up testing - If the employee in the course of employment enters an employee assistance program for drug-related problems, or an alcohol and drug rehabilitation program, the employee must submit to a drug test as a follow up to such program. Advance notice of testing shall not be given to the employee.

3. Routine fitness-for-duty drug testing - Testing conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the District’s established policy or that is scheduled routinely for all members of an employment classification group.

4. Random drug testing - Unannounced drug testing based upon a neutral selection process as follows:
   (a) Selection of employees for random testing will be a neutral selection process.
   (b) Employees selected for random testing must submit to the testing site within two (2) hours of notification.
   (c) Random testing for FDOT CDL License holders includes both drug testing and breath alcohol testing.

5. Post-accident - Post-accident drug and/or alcohol testing constitutes reasonable suspicion and will be undertaken on all employees if the employee is involved in an on the job accident, including driving a personal vehicle while on District business. Tests must be done immediately or as soon as possible after the accident.

All confirmed positive test results will be reviewed by a medical professional. A second test using a different chemical process may be administered to confirm results. Employees who have been tested may be required to provide proof that they are successfully following prescribed treatment. They shall also take and pass random follow-up tests. A first confirmed positive drug or alcohol test will be subject to random testing at any time. A second confirmed positive drug or alcohol test, or evidence of alteration or attempted alteration of a sample at any time during the remainder of employment, will result in immediate termination.

D. Drugs to be Tested
The District will test for the following: ALCOHOL, AMPHETAMINES, CANNABINOIDs, COCAINE, PHENCYCLIDINE (PCP), METHAQUALONE, OPIATES, BARBITURATES, METHADONE, PROPOXYPHENE, and BENZODIAZEPINES.

E. Testing Procedures:
   1. All specimen collection and testing for drugs will be performed in accordance with the procedure as set forth in Section 440.102(5) of the Florida Statutes. Any positive test results that the District later determines have been refuted will have affixed thereto the subsequent refutation. Test results are considered confidential medical records.
   2. An employee may confidentially report the legitimate use of prescription or non-prescription medications both before and after being tested to the testing laboratory and Medical Review Officer.
   3. Employees have the right to consult the testing laboratory for technical information regarding prescription and non-prescription medication.
   4. A list of medications which may alter or affect the drug test will be provided to the employee prior to testing.

F. Confidentiality
All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of a drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with Chapter 440, F. S., or in determining compensability under the workers’ compensation or unemployment benefit laws. Release of confidential information under any other circumstances shall be solely pursuant to a written consent
form signed voluntarily by the person tested, unless such release is compelled by a hearing officer or a court of competent jurisdiction pursuant to an appeal, or unless deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. Notwithstanding the foregoing, the District and the laboratory conducting a drug test are permitted to have access to employee drug test information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to the District’s defense in a civil or administrative matter.

G. Refusal to Submit to A Drug Test

Employees who are required by this policy to take a test for the presence of drugs and/or alcohol will sign authorizations releasing the results of such tests to the District. Failure to sign such authorization or refusal to submit to a drug test will subject an employee to immediate termination. Refuse to submit (to an alcohol or controlled substances test) means that an employee:

1. Failed to appear for any test within two (2) hours of being directed to report by the District. This includes the failure of an employee to appear for a test when called by a consortium or third-party administrator;
2. Failed to remain at the testing site until the testing process is complete;
3. Failed to provide a urine specimen for any drug test, or failed to provide a blood specimen for alcohol testing;
4. In the case of a directly observed or monitored collection in a drug test, failed to permit the observation or monitoring of the employee's provision of a specimen;
5. Failed to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Failed or declined to take a second test that the District or collector has directed the employee to take;
7. Failed to undergo a medical examination or evaluation, as directed by the Medical Reserve Officer as part of the verification process, or as directed by the District;
8. Refused to allow collection of specimens for drug and/or alcohol testing by a treating medical facility during the course of treatment following an “accident”, or refusal to allow the District access to medical records containing the results of such tests, or any attempt by an employee to block the release of such specimens or medical records;
9. Failed to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process); or
10. Is reported by the testing facility as having a submitted or attempted to submit a verified adulterated, diluted, or otherwise altered or substituted specimen.

H. Challenging Drug Test Results

Within five (5) working days after receipt of a positive confirmed test result from the testing laboratory, the District will inform the employee in writing of such positive test results and the consequences of such results. The District shall provide to the employee, upon request, a copy of the test results. Within five (5) working days after receiving notice of a positive confirmed test result, an employee may submit information to the District explaining or contesting the test results and explaining why the result should not constitute a violation of this policy. If the employee's explanation or challenge is unsatisfactory to the District, the employee will be notified by the District in writing within 15 days of the date the challenge was received and will be subject to discipline under this policy. At that time, the employee will be provided with a copy of the confirmed positive test result and the name and address of the laboratory. Any employee may contest the drug test result pursuant to law or to rules adopted by the Agency for Health Care Administration.
An employee has 180 days after receiving written notification of a positive confirmed test result to have the sample retested at his/her own expense at another licensed or certified laboratory chosen by the employee.

All employees must notify the laboratory of any administrative or civil action brought pursuant Florida’s Drug-Free Workplace Act. Employees are solely responsible for all costs associated with any test results challenge.

I. Testing Location
The Human Resources Department shall provide testing location information.

J. Employee Rights
The District will not discharge, discipline or otherwise discriminate against an employee solely because the employee voluntarily sought treatment if the employee has not previously tested positive for drug use, entered an EAP, or entered a drug or alcohol rehabilitation program. Employees are encouraged to voluntarily seek assistance before they are unable to perform the essential functions of their job or jeopardize the health and safety of themselves or others. Where appropriate, the General Manager in collaboration with the Human Resources Department will re-assign or suspend employees with or without pay when undergoing a substance abuse recovery program. See Leave of Absence Section.

K. Employee Assistance Program (EAP – Alcohol/Drug Abuse)
The District’s EAP provides help for employees who suffer from alcohol and or drug abuse. Employees are responsible for seeking assistance from the EAP before drug and or alcohol problems lead to disciplinary actions. Using EAP assistance will not be used as the basis for disciplinary action and will not be used against the employee in a disciplinary proceeding. Employees may also consult other programs, such as Florida Keys Narcotics Anonymous Helpline (866-584-2444), or Upper Florida Keys Alcoholic Anonymous (305-393-0857). The District does not promote or recommend any specific program or organization for treatment. Other options for treatment can be located online or through various local social service organizations.

L. Consequences of Policy Violations
Any violation of this policy may result in immediate termination of employment. See Corrective Action/Discipline Policy.

2.5 SMOKE-FREE WORKPLACE
The District prohibits smoking on District premises except in designated areas as defined below. The law defines smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, e-cigarette or pipe of any kind.” District premises includes all areas of District buildings, property and vehicles owned or leased by the District. This policy applies to all employees, temporary employees, interns, contractors, consultants and their employees working on District premises.

The designated smoking areas are:
   1. Plant and Vac Station I – parking lot, away from any entrances, flammable liquids and any other area deemed non-smoking;
   2. Administration - backyard area, away from any entrances, flammable liquids and any other area deemed non-smoking.
Contact the Human Resources Department for information on tobacco-cessation programs.
2.6 COMMUNICABLE DISEASES
The District does not discriminate against any job applicant or employee suffering from one or more communicable diseases. The District’s decisions involving such persons shall be based on current and informed medical judgments. The District complies with all applicable statutes and regulations which protect the privacy of those who have communicable diseases. Communicable diseases include, but are not limited to: measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-related complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. The District may broaden this definition in accordance with the Centers for Disease Control and Prevention (CDC).

The District reserves the right to exclude a person with a communicable disease from the workplace facilities, functions and programs if the District determines that it is necessary to do so for the welfare of the person who has the communicable disease, and/or the welfare of others.

SECTION 3 EMPLOYMENT

3.1 INTRODUCTORY PERIOD
Newly hired employees are subject to an introductory period during their first 180 calendar days of employment. The completion of the introductory period does not guarantee employment for any period of time as employees are “at-will” employees both during and after the introductory period.

3.2 EMPLOYMENT CATEGORIES
The District classifies employees for the purposes of compensation and benefit administration under state and federal wage and hour laws. Employees are notified of their classification at time of hire or if their classification changes.

A. EXEMPT (Salary)
Employees who meet the standards and criteria for salaried employees established under the Fair Labor Standards Act (“FLSA”) by the U.S. Department of Labor are exempt from the minimum wage and overtime provisions of FLSA.

B. NON-EXEMPT (Hourly)
Employees who meet the standards and criteria for non-salaried employees established under the Fair Labor Standards Act (“FLSA”) by the U.S. Department of Labor are not exempt from the legal requirements concerning minimum wage and overtime.

C. REGULAR FULL-TIME
Employees who work a forty-hour (40) workweek are classified as either exempt or non-exempt. Employees in this classification are entitled to participate in all benefit plans and Paid Time Off (PTO) once eligibility requirements have been met.

D. REGULAR PART-TIME
Employees who work: 32 or more hours per week but less than 40 hours per week; or less than 32 hours per week, are classified as non-exempt. Employees in this classification may be eligible to participate in some benefits and pro-rated Paid Time Off (PTO).

E. TEMPORARY (FULL-TIME OR PART-TIME)
Individuals hired for a specified, limited period are classified as either exempt or non-exempt temporary employees. Employment beyond the specified initial period does not in any way imply a change in employment status. Temporary employees are not eligible for any benefits or Paid Time Off (PTO).

### 3.3 HOURS OF WORK AND WORKWEEK
The District establishes the time and duration of working hours as required by work load, production flow, customer service needs and applicable law.
A pay period is defined as Saturday through Friday, beginning and ending at midnight on Friday, and consisting of forty (40) hours.
A normal work day consists of eight (8) hours of work with an unpaid meal period (See Meal and Rest Periods).

#### A. Emergency Staffing
Emergency Staffing personnel are employees directed to remain on the job before, during and after emergencies. Emergency Staffing personnel are determined by Department Managers as authorized by the General Manager.

#### B. Extended Emergency Work Days
Extended emergency work days generally occur during the response and/or recovery phase within an emergency situation. Department Managers will make every effort to allow employees time for adequate rest and recovery by staggering work schedules and/or limiting the use of extended work days when possible.

#### C. Meal and Rest Periods
Meal period schedules are set by the employee’s Department Manager. Employees who work at least eight (8) hours will be provided an unpaid meal break not to exceed sixty (60) minutes. Exempt employees may take breaks as needed.
Non-exempt employees are completely relieved of all job duties while on meal periods. The meal period will not be included in the total hours of work per day and is not compensable. Non-exempt employees are permitted rest periods for up to twenty (20) minutes for every four (4) hours of work performed. Rest periods are considered as “time worked” and are compensable.
Use of a meal period to account for an employee’s late arrival or early departure, or to cover time off for other purposes such as combining the time allowing for extended breaks, is at the discretion of the Department Manager.

#### D. Alternative Work Scheduling (Flextime)
Alternative work scheduling (flextime) is a scheduling arrangement providing flexibility in the work day. Flextime is approved on a case-by-case basis by the General Manager. The General Manager, the Department Manager and the Human Resources Department will assess the impact and the outcome in terms of production, quality and absenteeism.
Upon successful completion of a trial period to be determined by the Human Resources Department, the work arrangement will be reviewed annually.
The District reserves the right to cancel a flextime arrangement at any time, for any reason.
Employees desiring to change or cancel their flextime arrangement must obtain written approval from the General Manager.

#### E. Lactation & Breastfeeding
For up to one year following a child’s birth, a nursing mother will be provided reasonable break times to express breast milk during the work day. Up to two rest periods, lasting from five (5) to twenty (20) minutes, will be compensable. Additional time and/or breaks will be accommodated, but not
compensated, and the nursing mother should note this time on her time record. Nursing mothers assume full responsibility for the storage and safety of expressed milk in the communal refrigerator, and the risk of harm for any reason, including tampering.

Nursing mothers must request permission to use a private area from the Human Resources Department.

3.4 EMPLOYEE PERSONNEL RECORDS

The District maintains personnel records for applicants, employees and former employees in compliance with government recordkeeping and reporting requirements. The District maintains only the personnel information necessary to conduct its business or as required by federal, state or local law.

Employees have the responsibility to keep their personnel records up to date and should notify the Human Resources Department when changes occur, such as:
- Name / Address / Telephone number
- Number of dependents (for benefits and tax withholding purposes)
- Marital status (for benefits and tax withholding purposes)
- Changes to beneficiary
- Change of emergency contact information

Employees may review their personnel files no more than twice in a 12 month period. A written request shall be submitted to the Human Resources Department.

Employees who believe that the information contained in their file is incomplete, inaccurate, or irrelevant may submit a written request for file revisions to the Human Resources Department. If the request is not granted, the employee may place a written statement of disagreement in their file and may also file a complaint using the employee grievance process.

Only supervisory and management employees who have a need for employment-related information may inspect an employee’s file. Employment-related is defined as, but not limited to, performance evaluations, status changes, disciplinary actions and training certifications. Inspections must be approved by the Human Resources Department.

At no time may an employee’s medical file be viewed by anyone other than the employee and the Human Resources Department, the General Manager or District Counsel except as it relates to a workers’ compensation claim, drug testing or work limitations.

3.5 EVACUATION POLICY

The General Manager has sole discretion to review the circumstances and authorize exceptions to this policy.

A. Early Evacuation: The District will not require its employees to report to work during a mandatory, County-issued evacuation order. Any employee who wishes to evacuate prior to the General Manager declaring business closure must receive approval from their Department Manager. Until business closure has been declared by the General Manager, and administrative leave pay begins, any missed work hours will be deducted from available Paid Time Off (PTO) or deemed to be unpaid time.

B. Return To Work: As soon as conditions allow, all employees shall contact their Department Manager for instructions as to when to report back to work. If an employee is unable to return to work, any missed work hours will be deducted from available Paid Time Off (PTO) or deemed to be unpaid time.
C. Special Conditions: If, as a result of a natural disaster, an employee’s financial means are significantly impacted, the employee may discuss their special conditions with the Human Resources Department and/or the General Manager.

3.6 CORRECTIVE ACTION / DISCIPLINARY POLICY
The District uses progressive corrective action to address misconduct, poor work performance and prevent a recurrence of undesirable behavior. One Corrective action may not necessarily precede another depending on the severity of the behavior.

A. The appropriate level of discipline is based on:
1. whether the offense is repeated despite coaching, counseling and/or training;
2. the employee’s work record;
3. if a transfer or demotion would be appropriate in place of other disciplinary action;
4. the impact the conduct and/or performance issues has to the District.

B. Corrective actions include:
1. Verbal warning – an employee’s Department Manager verbally counsels employee about an issue of concern, and a written record of the discussion is placed in the employee’s permanent file.
2. Written warning – is used for behavior or violations of policy that a Department Manager deems serious, or in situations when a verbal warning has not helped to improve the unacceptable behavior. Written warnings are placed in the employee’s permanent file.
3. Suspension with or without pay – is used for those performance, conduct or safety incidents which are harmful to the District, its employees and others. Depending upon the seriousness of the infraction, the employee may be suspended without pay in full day increments consistent with federal, state and local wage and hour employment laws. Non-exempt employees may not substitute or use any PTO in lieu of unpaid suspension. Exempt employees are subject to compliance with the FLSA and as such, unpaid suspension is reserved for serious workplace safety or conduct issue.
4. Discharge – The District has the right to terminate an employee for any reason or no reason and at any time subject to approval by the General Manager.

In addressing specific incidents of harassment or discrimination, the District may impose: oral or written reprimands; referral to counseling, training or education; withholding of a promotion; reassignment; temporary suspension with or without pay; reduction in compensation; limitation on contact between the harasser and the complainant; termination; any other corrective action necessary to stop the behavior complained of; or, any combination of the above.

If the General Manager is the violator, the District’s Counsel shall consult with the Board of Commissioners in accordance with applicable laws to determine appropriate action.

3.7 SEPARATION FROM EMPLOYMENT
A. Reasons For Separation:
1. Job abandonment – Employees who fail to report to work, or to contact their Department Manager for two (2) consecutive assigned work days, will be considered to have abandoned their job without notice. At the expiration of the second work day, the Human Resources Department will initiate termination paperwork. Those employees are ineligible for rehire.
2. Resignation – Resigning employees are requested to provide two (2) weeks’ notice, preferably in writing.
3. Retirement – Employees are required to notify the Human Resources Department, preferably in writing, at least one (1) month prior to their planned retirement date.

4. Termination – Employees of the District are employed on an “at-will” basis, and the District retains the right to terminate an employee at any time.

Employees may be asked to participate in a brief exit interview. The interview will be conducted on the employee’s last day of work, or another day as mutually agreed. The exit interview shall include an explanation of final pay, termination of insurance coverage and COBRA rights. Any dependent health insurance premiums, dental insurance premiums and any other elected voluntary insurance premiums as applicable will be deducted from final pay.

B. Return of District Property
Former employees must return all District property including, but not limited to, uniforms, cell phones, iPads, laptops, keys and ID cards. The District reserves the right to take action to recoup replacement costs and/or seek return of District property through appropriate legal recourse.

C. References
If a prospective employer requests information from the District concerning an employees’ employment, and supplies the District with a signed consent form, the District will provide employment dates (hire and termination), last job title and last rate of compensation.

D. Rehire
Employees who leave the District in good standing may be considered for re-employment. Department Managers must obtain approval from the General Manager prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, Paid Time Off (PTO) or any other benefits. Employees terminated for violating policy, or who resigned in lieu of termination due to a policy violation, are ineligible for rehire.

SECTION 4 COMPENSATION

4.1 TIMEKEEPING
A. Exempt employees – may be required to record their time worked in accordance with federal and state wage and hour laws.

B. Non-exempt employees – time worked includes all time an employee is required to be performing duties for the District and is used to determine overtime pay. Non-exempt employees must accurately record the time they begin and end each work day, as well as the beginning and ending time of each meal period unless auto-calculated. It is the employee’s responsibility to electronically approve their time record and certify the accuracy of all time recorded. The Department Manager is responsible for reviewing, making notes as applicable and approving the department’s time records.

In the event of an error in reporting time, including missed punches and forgotten ID badge, employees must immediately report the problem to their Department Manager. Under certain circumstances (e.g., timeclock is down, emergency situations, approved early departures), the Department Manager shall record an employee’s time in/time out.

Altering, tampering with or falsifying any time records, or recording time on another employee’s time record, will result in disciplinary action. See Corrective Action/Disciplinary Policy.
4.2 WAGES

A. Exempt Pay Procedures
Exempt employees are exempt from the overtime provisions as set forth in the FLSA and shall receive a fixed salary. Newly hired exempt employees start at a fixed salary based upon previous work experience. Salary adjustments are a combination of cost of living and merit increases. The District reserves the right to monitor conditions which may necessitate upward or downward adjustment in all salaries.

B. Non-Exempt Pay Procedure (Hourly Pay Rate “Standard hourly pay rate”)
All non-exempt employees shall be paid in accordance with the hourly pay rate set forth on an annually adjusted pay scale.
Non-exempt employees are entitled to overtime pay (for hours worked over 40 in a workweek) as set forth in the FLSA at a rate not less than time and one-half the regular rate of pay. Manager on Duty (“MOD”) hours and/or holiday hours apply towards accumulation of overtime hours. Paid Time Off (PTO) hours do not apply towards accumulation of overtime hours.

1. Pay Grade
The pay grade shall be defined by the letter “N” (non-exempt) and a number from the lowest one (1) to the highest twenty (20). “N1” is the lowest pay grade and “N20” is the highest pay grade. Employee’s base standard hourly pay rate is determined according to the employee’s assigned individual pay grade and time in service. Pay grades shall be indicated in each job description.

2. Pay Grade Range
A position’s pay grade range specifies the minimum pay and maximum pay for a position based on its technical specifications and core requirements.

3. Time in Service
Employees may be entitled to an increase in time in service pay on their anniversary date. New employees may be entitled to an increase in time in service pay after the introductory period has been completed, and each year thereafter.

4. On-the-Job-Training
Employees will be informed by their Department Manager and/or the Human Resources Department of any licensing, certification or testing requirements for their position as defined in the job description and/or position skill level chart. Contact Human Resources Department for details.

5. Supplemental Skill Pay
Employees assigned permanent additional duties outside the scope of their job description may be eligible for supplemental skill pay provided that those duties require additional skills or training. Examples of supplemental skill pay include “Heavy Equipment Operator” or “Team Lead” (when Lead is not part of the job description of the employee’s current position.) Supplemental skill pay must be approved in advance by the General Manager.
No employee shall be entitled to more than one supplemental pay enhancement at any time, unless approved by the General Manager. Supplemental skill pay shall not be authorized for employees temporarily performing tasks associated with a vacant position, unless approved by the General Manager.

6. Core Requirements
Each position shall have a defined pay grade with core requirements included as part of the job description. Core requirements are specific to each pay grade. All employees within a particular pay grade shall have the same core requirements regardless of their position. Examples of core
requirements include general education, background checks, computer skills, etc. Core requirements are cumulative to the increase of pay grade. For example, core requirements for pay grade “N4” include those of “N3,” “N2,” and “N1.”

7. Technical Specifications
Each position shall have defined pay grades with technical specifications included as part of the job description. These specifications include certifications or licenses pertinent to the job description; measured proficiency in specific duties; and level of experience, as appropriate.

8. Position Promotion
All employees may be eligible for promotion to a position of greater responsibility. The General Manager shall approve all promotions and pertinent salary adjustments.

9. Pay Grade Advancement
To be considered for a pay grade advancement, employees must:
   a. meet all the core requirements for a higher pay grade.
   b. meet all the technical specifications for a higher pay grade.
   c. not have received a pay grade advance within the previous 12 month period.
   d. not have been subject to written disciplinary action within the previous 12 month period.
   e. receive a pay increase recommendation by the Pay Grade Review Board.

Employees meeting the above criteria must submit, two (2) weeks prior to the Pay Grade Review Board meeting, a cover letter requesting a Pay Grade Board review and a current resume. The employee may also submit any documentation demonstrating qualification for a higher pay grade including, but not limited to, certificates, awards, diplomas or degrees, technical evaluations and performance evaluations.

The Pay Grade Review Board is comprised of three (3) members: the employee’s Department Manager and immediate Supervisor, and another Department Manager. If the Department Manager is the immediate Supervisor, another Department Manager shall attend. In the event the Department Manager is unable to attend, the Department Manager and Human Resources Department may appoint another person qualified to evaluate the employee’s qualifications for promotion.
Meetings will be scheduled at least thirty (30) days prior to anniversary hire date. The Pay Grade Review Board shall review the employee’s documentation, inquire about related work experience and competency; and consider professional appearance and conduct. The Pay Grade Review Board shall submit their recommendations to the General Manager who shall either accept or reject the Board’s recommendation.
If a pay grade increase is approved, the increase will be effective on the first day of the pay period immediately following the General Manager’s approval.
If a pay grade increase is denied, the employee may re-apply for the next available Pay Grade Review Board provided that all requirements of the Pay Grade Review Board findings have been met.

C. Internal Transfer
Employees requesting transfer to another department to fill a job opening shall notify the Human Resources Department. The employee will then be informed of the process, which includes completion of a job application and submittal of an updated resume. All internal transfers are subject to the General Manager’s approval.
If the employee’s current pay exceeds the maximum of the new position, pay will not be reduced if approved by the General Manager, the Human Resources Department, and the Department Manager.
4.3 OVERTIME
Exempt employees are not entitled to overtime pay.

Non-exempt full-time employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of forty (40) in a work week, unless state law provides otherwise. Manager on Duty (“MOD”) hours and/or holiday hours shall be included in the accumulation of overtime hours. PTO hours shall not be included in the accumulation of overtime hours.

4.4 ADMINISTRATIVE LEAVE COMPENSATION (KLWTD Resolution 04-04-19)
Upon declaration of a District wide emergency by the General Manager, all employees shall be placed on Administrative Leave and continue to receive their regular pay. Upon conclusion of the emergency, the General Manager will direct employees to return to work at which time Administrative Leave pay will terminate. As authorized by the General Manager, Administrative Leave pay ensures that all employees continue to receive pay, elected health insurance and retirement benefits. Administrative Leave pay is limited to regularly scheduled work hours.

4.5 EMERGENCY STAFFING COMPENSATION (KLWTD Resolution 04-04-19)
In addition to Administrative Leave compensation, District employees who, at the request of the General Manager, provide services to the District during an emergency will be compensated at a rate equal to one and one-half times their regular hourly rate of pay, regardless of total hours worked during the emergency. Upon conclusion of the emergency, the General Manager will direct employees to return to work at which time Emergency Staffing pay will terminate.

4.6 ADMINISTRATIVE LEAVE AND EMERGENCY STAFFING COMPENSATION PROCEDURE
Administrative Leave pay and Emergency Staffing pay will be processed by the Finance Department. Employees authorized to work after an emergency condition has been declared by the General Manager must provide written documentation daily to their Department Manager for approval of their hours worked, and if approved, delivered to the Finance Department prior to submission of weekly payroll processing, or as soon as possible after the emergency condition has ended. Exempt employees’ regular hourly rate of pay shall be computed by dividing their annual salary by the number 2080.

4.7 DIRECT DEPOSIT
The District pays employees through direct deposit to either a savings or checking account, or a combination thereof, at the financial institution of the employee’s choice and in accordance with the schedule established by the District. Employees shall receive their pay stub via the District’s email system. Any employee who believes there is a discrepancy on their pay stub must notify the Finance Department without delay. In the case of a discrepancy, any necessary correction will be remedied by the next pay cycle.

4.8 DEDUCTIONS FROM PAY
The District is required by law to make certain deductions from paychecks each pay period. All deductions and amount of the deductions are listed on the pay stub. Deductions are totaled each year on the W-2 Form Wage and Tax Statement.

A. Federal
Federal taxes and social security (FICA) taxes

B. Garnishments
The District is legally bound to withhold the amount set forth in a garnishment order. The District will comply with applicable federal and state garnishment regulations.

C. Continuation of Benefits During Unpaid Leave
When an employee is absent on an approved unpaid leave, the health insurance paid for by the District shall continue. The premiums for any applicable optional elected insurance coverages, and the Flexible Spending Account (FSA) will be paid by the District to avoid coverage cancellation. When the employee’s paychecks resume, an FSA repayment plan will be established between the employee and the District.

4.9 EVALUATIONS
Employee performance evaluations will be conducted on or about the employee’s time in service anniversary. Performance evaluations seek to provide each employee with advice, counsel and the necessary training to assist them in meeting established standards of performance (“goals”). Evaluations are conducted by Department Managers.

4.10 EMPLOYEE TRAVEL & REIMBURSEMENT
Travel and itineraries must be authorized in advance by the employee’s Department Manager and/or the General Manager. Any employee on District travel who becomes sick or injured must notify the Human Resources Department and/or the General Manager to determine the best course of action during the period of illness or injury. Exempt employees will be paid their regular salary for days in which they travel. Non-Exempt employees will be paid for travel time in accordance with federal and state wage payment laws. Reimbursement: Before planning any travel, the Finance Department shall determine if the planned travel is eligible for reimbursement. The Finance Department will inform the employee of the per diem rate, subsistence allowances and the federal mileage rate established by the Department of US Treasury. Within 30 days after completion of trip, an expense reimbursement form along with any supporting documentation shall be submitted to the District’s Finance Department.

SECTION 5. ABSENCES

5.1 HOLIDAYS
The District observes eleven (11) days as holidays and one (1) Optional Day.
January: New Year’s Day and Martin Luther King, Jr. Day
February: Presidents’ Day
May: Memorial Day
July: Independence Day  
September: Labor Day  
October: Columbus Day  
November: Veterans Day, Thankgiving Day, and Day after Thanksgiving  
December: Christmas Day  
Optional Day: A day designated by the General Manager  

Any holiday falling on a Saturday shall be observed on the preceding Friday; and any holiday falling on a Sunday shall be observed on the following Monday.

All Regular Full-time employees are eligible for holiday pay.

All Regular Part-time employees (working 32 or more hours per week but less than 40 hours per week, or working less than 32 hours per week) may be eligible for pro-rated Holiday pay in accordance with the employee’s regularly scheduled hours for the workweek if that holiday falls on a regularly scheduled work day.

5.2 PAID TIME OFF (PTO)  
PTO pay is the employee’s base pay rate at the time of the absence.  
PTO pay does not include District Holidays.  
If a District holiday falls during the employee’s PTO, that PTO day will be charged to holiday pay.  
Unexcused time off will be unpaid.  
If an employee’s PTO has been exhausted, remaining time off work is unpaid.  
Employees will not accrue PTO while on any unpaid leave.  
A negative PTO balance is not permitted unless previously approved by the General Manager.

PTO is accrued based on the following employment categories and procedures:
A. Exempt Regular Full-time employees shall be entitled to:
   1. 6 days (48 hours) advance PTO per calendar year (January 1 to December 31.) This time may not be carried over to the next year nor paid out upon termination of employment.  
   2. Additional PTO which shall be accrued during the year. (See Annual PTO Accrual Chart below.)

Any District work performed while away from the District during PTO must be approved by the General Manager. The employee shall document all hours worked.

B Non-Exempt Regular Full-time employees shall be entitled to:
   1. 6 days (48 hours) advance PTO per calendar year (January 1 to December 31.) This time may not be carried over to the next year nor paid out upon termination of employment.  
   2. Additional PTO which shall be accrued during the year. (See Annual PTO Accrual Chart below.)

At no time shall a non-exempt employee perform District work while away from the District during PTO unless pre-arranged with their Department Manager. The employee shall document such hours worked and provide a detailed description of the tasks performed.

C. All employees within the Introductory Period: (excluding employees working less than 32 hours per week and Temporary) shall be entitled to:
   1. Up to 6 days (48 hours) of pro-rated advance PTO based on date of hire may be used within the Introductory Period (from hire date through December 31.) This time may not be carried over to the next year nor paid out upon termination of employment.
2. Additional PTO which shall accrue from the date of hire may not be used within the Introductory Period.

D. Non-exempt Regular Part-time employees working a regular schedule of 32 or more hours per week to less than 40 hours per week shall be entitled to:
   1. Pro-rated amount of 6 days (48 hours) PTO per calendar year (January 1 to December 31)
      This time may not be carried to the next year nor paid out upon termination of employment.
   2. Pro-rated Additional PTO which shall be accrued during the year (See Annual PTO Accrual Chart below.)

E. Non-exempt Regular Part-time employees working a regular schedule of less than 32 hours per week are not eligible for PTO.

F. Temporary employees are not eligible for PTO.

G. ADDITIONAL ANNUAL PTO CHART based on a 40-hour work week.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Advanced PTO Days as of Jan 1 (can not be carried over)</th>
<th>PTO Days Max Carryover (must be used by Dec 31 of the next calendar year)</th>
<th>PTO Days Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Period *pro-rated based on hire date</td>
<td>6*</td>
<td>13*</td>
<td>19*</td>
</tr>
<tr>
<td>Less than 5</td>
<td>6</td>
<td>13</td>
<td>19</td>
</tr>
<tr>
<td>Greater than 5 - Less than 10</td>
<td>6</td>
<td>19</td>
<td>25</td>
</tr>
<tr>
<td>Greater than 10 - Less than 15</td>
<td>6</td>
<td>23</td>
<td>29</td>
</tr>
<tr>
<td>Greater than 15 - Less than 20</td>
<td>6</td>
<td>27</td>
<td>33</td>
</tr>
<tr>
<td>20 and over</td>
<td>6</td>
<td>30</td>
<td>36</td>
</tr>
</tbody>
</table>

H. Paid Time Off (PTO) Requests
   1. Advance Notice:
      Employees shall give their supervisor as much advanced notice as possible, but no less than two (2) weeks prior unless approved by the Department Manager.
      To schedule PTO, employees shall enter requests into the timekeeping system.
      Requests will be evaluated based on a number of factors, including department operating and staffing requirements. Once approved, the employee must enter the PTO into the timekeeping system for final verification.
   2. No Advance Notice:
      If an employee calls in on the day PTO is requested and accrued PTO is available, the time will be paid as unexcused absence based on available PTO.
      3. Unexcused absences will be documented and may affect employee evaluations.
      4. Use of PTO in excess of two (2) consecutive weeks must be approved in advance by the General Manager.

I. Donating Paid Time Off (PTO):
   After a minimum of 12 months employment, employees may donate PTO and/or receive donated PTO. Employees may donate their unused PTO, not to exceed forty (40) hours per calendar year, as follows:
   1. Medical Emergency – defined as a medical condition of the employee or a family member that would require prolonged/extended absence of the employee from duty and will result in a loss of the employee’s income due to the exhaustion of all available PTO.
2. Major Disaster – defined as a disaster or emergency that will result in loss of the employee’s income due to the exhaustion of all available PTO.

Employees desiring to donate unused PTO must submit HR Form – PTO Donation to the Human Resources Department. Employees requesting donated PTO shall notify the Human Resources Department. The proposed donation or use of donated PTO is subject to approval by the Department Manager(s) and the General Manager.

J. Advance of Unaccrued Paid Time Off (PTO)
Employees may submit a request for an advance of unaccrued PTO to the General Manager. The General Manager may either approve or deny the request based on time in service, job performance, absenteeism and department requirements. Advance of unaccrued of Paid Time Off (PTO) is determined as follows:

1. Regular Full-time employees
   a) No unaccrued PTO will be advanced within the 180-day Introductory Period;
   b) No more than 10 days (2 weeks) unaccrued PTO will be advanced for employees with less than 5 years of service;
   c) No more than 15 days (3 weeks) unaccrued PTO will be advanced for employees with more than 5 years of service.

2. Regular Part-time employees working a regular schedule of 32 or more hours per week but less than 40 hours per week require General Manager’s approval.

K. Termination Paid Time Off (PTO) Policy
Employees who leave prior to the end of their Introductory Period, are not eligible for PTO pay. All Full-time employees (who have completed the introductory Period) will receive pay equal to the unused PTO balance, not to exceed the PTO Maximum Carryover, at the time of termination. Employees having a negative PTO balance at the time of termination must reimburse the District. The employee’s final pay may be adjusted to reimburse the District.

5.3 LEAVE OF ABSENCE
A. Bereavement
All Full-time employees and Part-time employees working a regular schedule of 32 or more hours per week but less than 40 hours per week, are eligible for paid Bereavement Leave at their base pay rate. Paid bereavement leave schedule is permitted as follows:
Up to five (5) consecutive days in the event of death of an employee’s spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, stepbrother, sister, stepsister, or an adult who stood in loco parentis to the employee during childhood.
Up to three (3) consecutive days in the event of death of an employee’s grandparent, spouse’s grandparent, grandchild, aunt, uncle, brother-in-law or sister-in-law.
Up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the District, provided such absence from duty will not interfere with normal operations of the District.
Bereavement leave requests shall be submitted to the Human Resources Department and subject to the General Manager’s approval.
Additional bereavement leave may be approved by the General Manager.

B. Jury Duty / Court Witness
All Full-time employees and Part-time employees working a regular schedule of 32 or more hours per week but less than 40 hours per week, are eligible for paid Jury Duty / Court Witness Leave at their base pay rate. Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee shall notify their Department Manager.

C. Time Off for Voting
All Full-time employees are eligible for paid Time Off for Voting Leave at their base pay rate. Department Managers are authorized to grant a reasonable period of time, up to two (2) hours, during the workday to vote when it is not possible to vote either before or after an employee’s regularly assigned schedule.

D. Short-Term
Regular Full-time employees who have completed the Introductory Period may request a short-term absence up to a maximum of twelve (12) weeks in one (1) twelve-month period. The General Manager has the sole discretion to approve a short-term absence as either:
1. accrued PTO;
2. unaccrued advance PTO for a defined time; or
3. unpaid time
Employees shall submit requests for short-term time to the Human Resources Department. Employees may be asked to provide documentation to support their request for such time off. Job performance, absenteeism and department requirements will be taken into consideration before a request may be approved. If the request has been approved the employee must return to work on the scheduled return date or be considered to have voluntarily resigned from employment. The General Manager must approve a request for extension of the short-term leave.

E. Military Duty
Employees taking part in military duties are eligible for Military Leave.
1. Upon start of Military Leave, an employee must exhaust PTO. The remainder of Military Leave shall be unpaid.
2. Employee will not accrue PTO while on Military Leave.
3. Group health insurance if in force at time of Military Leave may continue, at employee’s choice, under the same terms and conditions for a period not to exceed thirty-one (31) days from the date the Military Leave begins. Employees must pay their normal policy premium(s) per pay period. Upon expiration of the thirty-one (31) day period, the employee and their covered dependents may continue group health insurance for up to twenty-four (24) months at 102% of the overall rate.
4. Upon employee status being active military, group term life insurance provided by the District, along with any voluntary supplemental insurance coverages will terminate.
5. Subject to certain exceptions under the applicable laws, re-employment rights are generally limited to five (5) years of leave of absence.
6. Military Leave will not be considered a break in employment. Upon re-employment, employees participating in the District’s retirement plan will be credited for their Military Leave time for vesting purposes.
7. Employees are required to give their Department Manager reasonable advanced notice of their service obligations, unless military necessity makes it impossible to do so. Employees must also notify their Department Manager of their intent to return to employment.

F. Domestic & Sexual Violence Leave
The District is committed to supporting victims of domestic and sexual violence and will endeavor to provide referrals to the District’s Employee Assistance Program (“EAP”) and to community resources.
Any employee who is the victim of domestic or sexual violence, or whose family member or a member of their household is a victim of domestic or sexual violence, shall be permitted to take up to five (5) working days of either Paid Time Off (PTO) or unpaid absence in any 12-month period. Such leave may be used to:

1. Obtain or attempt to obtain judicial relief such as a restraining order. If a restraining order has been obtained, and it lists the District as a protected area, the employee must notify the Human Resources Department.
2. Seek medical attention and/or mental health counseling.
3. Obtain services from a domestic or sexual violence shelter, domestic or sexual abuse violence program or rape crisis center.
4. Seek new housing.
5. Seek legal assistance arising from the act of domestic or sexual violence.
6. Attend or prepare for court-related proceedings arising from the act of domestic or sexual violence.

The employee shall notify the Human Resources Department of their intention to take this leave, along with reasonable documentation of the act of domestic or sexual violence, unless providing notice is not practicable due to imminent danger to the employee, a family member of the employee or a member of the employee’s household.

In all instances communications between employee and District personnel shall be held in strictest confidence.

SECTION 6. BENEFITS

6.1 Medical, Dental & Vision
Medical, dental and vision coverages are components of the benefits package. All Full-time employees are eligible for this coverage upon the first day of the month following one month of employment, unless otherwise stated below within each benefit overview. A summary of the benefits will be provided at new hire orientation. A one-time election change occurs annually at the open enrollment briefing, unless a qualifying event occurs before that time, in which the employee is responsible for notifying the Human Resources Department within a full month of the qualifying event.

6.2 Group Life Insurance
Basic life insurance is provided at no cost to all Full-time employees and is effective upon date of hire. The amount of coverage is currently $10,000 and ends upon termination of employment. Other voluntary life insurance options are available at low group rates for all full-time employees and commissioners and may be portable at time of termination. Contact the Human Resources Department for details.

6.3 Flexible Spending Account (FSA)
Flexible spending account is a voluntary option. Any full-time employee can designate a specific amount, payroll deducted, through their flexible benefits agreement. Funds deposited into an employee’s spending account are tax exempt up to the current maximum level set by the IRS. Covered expenses include, but are not limited to, those for dependent care or health/dental care. Contact the Human Resources Department for details.

6.4 Disability Insurance
A. Short-term disability (STD) insurance is a voluntary plan option available to all Full-time employees at their own expense. STD it provides income benefits after a pre-determined waiting period and is paid on a scheduled percentage of pay basis. STD may be coordinated with other income such as available Paid Time Off (PTO), in which case the disability provider would ensure that income benefits do not exceed 100 percent of base pay. An employee receiving workers’ compensation or disability pay under any state or federal plan is ineligible for this benefit. The employee must not engage in outside employment while on short-term disability and is expected to avoid activities that may delay recovery and return to work.

B. Long-term disability (LTD) insurance is a voluntary plan option available to all Full-time employees at their own expense. LTD income benefits begin when STD ends.

6.5 457(b) Retirement Plan
All Full-time employees and employees working a regular schedule of 32 or more hours per week but less than 40 hours per week are eligible for the 457(b) Retirement Plan, subject to terms, conditions and limitations of the program, effective at the start of employment with the District. The Plan vesting schedule is based upon years in service and completion of at least 1,000 hours of service at any time during a twelve (12) month computation period to receive credit for a year of service. District matching is available (minimum age 18) at the first of the month following six (6) months of employment to those participating in the plan. Contact the Finance Department for plan details.

6.6 Workers’ Compensation Benefits
Workers’ compensation benefits ensure that any employees injured in the course and scope of employment receive timely access to all the benefits as prescribed by workers’ compensation laws.

6.7 Employee Assistance Program (EAP)
The District provides voluntary and confidential assistance through its Employee Assistance Program (EAP) to all employees and their family members. The District encourages its employees to take advantage of this valuable employment benefit. See the Human Resources Department for all EAP details.

6.8 Educational Assistance
The District provides educational assistance to its employees in accordance with the following guidelines:

A. This program is available to regular full-time employees after one-year of employment with the District.

B. Eligible employees requesting educational assistance shall obtain written approval from the General Manager, the Human Resources Department and their Department Manager before enrollment. Request forms are available from the Human Resources Department. Job performance, absenteeism and department requirements will all be taken into consideration before a request may be approved.

C. Employees may be reimbursed only for courses of study that:
   1. the District determines are directly related to the employee’s present job or that will enhance the employee’s potential for advancement to a position, if available within the District;
   2. the cost of which is reasonable and within the District’s budget;
   3. are successfully completed.
D. Employees seeking reimbursement for approved educational courses must submit to the Human Resources Department a detailed expense receipt(s).

E. The District normally will not pay the employee’s travel and subsistence costs in connection with course attendance, unless the District determines that the benefit to the District upon the employee’s completion of the course will be substantial, or unless the District requires the employee to attend the course.

F. The District may limit the amount of educational assistance to an amount less than full cost to employees who receive reimbursement from any outside sources such as the Department of Veterans Affairs or scholarships. Employees may still receive reimbursement from the District; However, the total of the amounts reimbursed by the District and those reimbursed or paid by other sources, may not exceed 100% of the employee’s reimbursable costs.

G. An employee may not choose to receive cash instead of educational assistance.

H. The District may impose conditions on the approval, including without limitation, that course attendance will be during the employee’s personal time as opposed to work time, and educational activities will not interfere with the employee’s work. Unsatisfactory job performance while using the District’s educational assistance shall result in forfeiture of educational assistance, possible disciplinary action (see Corrective Action / Disciplinary Policy).

I. Employees who are terminated during enrollment because of a reduction in force or job elimination will be reimbursed for the full amount of the costs incurred up to the date of termination. Employees will not be reimbursed for the expenses associated with the course(s) if they voluntarily leave the District or are terminated for reasons other than those listed above. The District may condition the educational assistance on the employee’s agreement to repay the assistance, subtracted from final pay, if the employee voluntarily leaves District employment within one (1) year from the date of reimbursement.

SECTION 7. EMPLOYEE RESPONSIBILITIES

7.1 ATTENDANCE
Employees shall report to work as scheduled, prepared to start work and remain at work for their entire workday schedule. In the event of late arrivals, early departures and unplanned absences employees shall notify their Department Manager before the start of the workday, unless pursuant to a previously approved arrangement. Employees having three (3) or more unapproved late arrivals, early departures and/or unplanned absences, not due to illness or personal emergency, in any rolling twelve-month period will be evaluated by the Department Manager and the Human Resources Department and may be subject to disciplinary action. See Corrective Action/Disciplinary Policy.

Employees having three (3) consecutive days of excused absence because of illness or injury, shall provide the District with a proof of physician’s care. If an illness or injury prevents an employee from performing their regular duties, a physician’s statement must be provided describing the nature of the illness or injury, specifying when the employee will be able to return to work, stating whether the employee is capable of performing their regular duties, and if not, what duties the employee is capable of performing.

An employee who fails to report to work without notification to their Department Manager for a period of two (2) consecutive days or more will be deemed to have voluntarily terminated their employment with the District.

7.2 ILLNESSES AND INJURIES
Unsafe conditions are those that may cause or contribute to bodily injury, death or property damage. They include, but are not limited to, obstructions of pedestrian pathways and exits, slippery or unstable conditions, damaged or malfunctioning equipment and equipment not being used in accordance with the manufacturer’s instructions.

A. Employee’s Responsibility:
1. Conduct tasks in a safe and efficient manner, and in compliance with all federal, state and local safety and health regulations and policy standards.
2. Be proactive and report unsafe conditions to a Department Manager.
3. Know the location and operation of all fire protective equipment in all work areas.
4. Know the emergency plan in any working area. Each facility shall have an emergency plan posted, containing procedures for handling emergencies.
5. Know the safety guidelines defined within this handbook.
6. Attend monthly safety sessions and meetings, and First Aid/CPR/AED Training.
7. Use, adjust and repair machines and equipment only if trained and qualified to do so.
8. Know and use proper lifting procedures and get help when lifting or pushing heavy objects.
9. Ask questions if unsure of safe procedures.
10. Comply with applicable OSHA Standards.
11. Report any work safety and health accidents or incidents, no matter how slight, to a manager and the Human Resources Department immediately. Injured or ill employees and witnesses must complete an accident and incident report.

B. Return to Work On Modified Work Status
The District allows the return of employees temporarily unable to perform their regular job in a safe and productive manner. This procedure does not supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act of 1990 (ADA) or leave benefits under the Family and Medical Leave Act (FMLA.)

Employees who have been released by a doctor to return to work with restrictions that prevent them from performing the essential functions of their regular job may be assigned different job duties classified as modified work status.

Each modified work status case will be reviewed by the General Manager, Human Resources Manager and the Department Manager on a case-by-case basis. Modified work status procedure is as follows:
1. Modified work shall first be assigned within the employee’s current department and duties, which will be determined by the Department Manager.
2. If no modified work is available within the employee’s department, other modified work assignments may be given outside of the department at the sole discretion of the General Manager.
3. Employees with work-related injuries covered by worker’s compensation are given first priority when more than one employee with temporary disabilities have requested permission to return to modified work status and there is not enough work for both employees.
4. Employees with work-related injuries covered by worker’s compensation shall remain on modified work status for the duration of their work restriction.
5. Employees not having work related injuries shall be assigned to modified work status for an initial period of not more than 60 days. The General Manager has the sole discretion to extend or discontinue the 60-day modified duty status.

7.3 CODE OF ETHICS
Employees may not use their position with the District, or any of its customers for private gain to advance personal interests, or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Employees may not solicit, accept or receive, directly or indirectly, a gift, whether in the form of money, services, loans, travel, entertainment, hospitality, employment, promises, or in any other form, that is a benefit to the employee’s personal or financial interest, under which circumstances it could reasonably be inferred that the gift is intended to influence the performance of official duties, actions or judgment. This does not prohibit:

A. The solicitation or acceptance of anything of monetary value from a friend, parent, spouse, child or other close relative strictly based upon a personal or familial relationship.
B. The participation in, or acceptance of, an award from a charitable, religious, professional, social or fraternal organization, or from a non-profit educational, recreational, public service or civic organization.
C. The acceptance of unsolicited advertising products, promotional material or other items of nominal value (under $25.00).
D. The acceptance of in-kind travel or reimbursement of travel expenses where the purpose of the travel is reasonably appropriate for the function of the District.

Employees who believe a violation of this code or other illegal or unethical conduct has occurred must promptly notify the Human Resources Department, the General Manager or the District Counsel.

7.4 CONFIDENTIALITY
All employees are responsible for ensuring confidential information is not improperly or inadvertently disclosed. Confidential information includes, but is not limited to:

A. Unauthorized disclosure of business records, financial data, or other confidential information;
B. Unauthorized disclosure of information regarding District partners, vendors or customers.

The obligation to maintain confidentiality continues after service or employment with the District has ended. The misuse or unauthorized disclosure of confidential information is cause for disciplinary action. See Corrective Action/Discipline Policy.

7.5 WORKPLACE AREAS (HOUSEKEEPING)
Employees shall keep their individual work areas, including District vehicles, clean and neat at all times. Before leaving the work area at the end of the work day, employees shall organize their areas and secure work materials.

Any common or public areas, such as copy rooms, coffee/water stations, conference rooms, restrooms and kitchens shall be left in a clean and orderly condition.

7.6 DRESS AND GROOMING
Employees shall maintain a neat and clean appearance appropriate to safely perform their duties. Employees reporting to work inappropriately attired, not including religious observance, may be required to leave the workplace, using either available Paid Time Off (PTO) or unpaid time and return in conforming attire or properly groom. The District will provide a clothing allowance per pay period after the Introductory Period has been completed.

A. Work Clothes Policy
   2. Plant, Field and Maintenance Personnel:
      a. Footwear - any work shoe or boot that complies with OSHA requirements “American National Standard for Personal Protection-Protective Footwear” ANSI Z41.1-1991. All
shoes/boots shall have a steel or composite reinforced toe area, be appropriately sized, and be in serviceable condition as determined by your immediate supervisor.

b. Pants - long pants coming all the way down to the shoe/boot. Work pants must be made of a durable material (preferably cotton) with the ability to resist mild to moderate abrasion and protect from possible splashing. Examples of acceptable work pant brands are Dickies, Red Kap and Carhartt. Heavy, non-torn and non-damaged blue jeans are acceptable. All work pants must be in serviceable condition as determined by your immediate supervisor.

c. Shirts – the District provides KLWTD work shirts.

d. Care – It is each employee’s responsibility to ensure work clothes and footwear are in clean serviceable condition. Supervisors may inspect uniforms on a regular basis.

B. Compliance – Failure to adhere to the Work Clothes Policy may result in progressive disciplinary action, up to and including dismissal. See Corrective Action / Discipline Policy.

C. Termination of Employment – Upon termination of employment, employees shall return all issued uniforms.

7.7 DISTRICT PROPERTY
All District property is to be used solely for District business and must not be removed from District premises without authorization from the employee’s Department Manager or the General Manager. “Property” is defined as any piece of equipment, furnishing, vehicle, building or supply that is leased, owned, donated or otherwise in the custodial care of the District or any person acting on its behalf.

7.8 CARE AND USE OF DISTRICT VEHICLES
District vehicles shall only be used for District business. Employees and District official using a District vehicle for District business shall:

A. drive in a safe and courteous manner obeying all state and local laws.

B. have a valid Florida driver’s license with all necessary endorsements. Any employee whose driver’s license has been revoked or suspended, must immediately notify the Human Resources Department, at which time the General Manager shall be notified. The employee shall immediately discontinue operation of any District vehicles or equipment until further notice from the General Manager or the Human Resources Department.

C. allow the District to make a copy of the employee’s driver license.

D. notify the District of any changes that may affect either their legal or physical ability to drive or their continued insurability.

E. ensure that all drivers and passengers in a District vehicle must wear seat belts, even if air bags are available.

F. use a hands-free device and minimize the use of a cell phone while the vehicle is in motion. Drivers need to be aware when use of a cell phone is creating a distraction from safe driving and adjust usage accordingly including pulling off the road to continue/finish the conversation. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in “hands free” mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.

G. not text while driving.

H. not operate a vehicle while on District business while using or consuming alcohol, illegal drugs or prescription medications that may affect the ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, fatigue or intoxication

I. report any accident, theft, damage, breakdown or mechanical problem involving a District or a personal vehicle used on District business to the Department Manager and the Human Resources Department, regardless of the extent of damage or lack of injuries. These reports
must be made as soon as possible, but no later than twenty-four (24) hours after the incident. The employee will be prohibited from driving any District vehicle and operating any District equipment immediately following the incident, and subject to review by the General Manager for reinstatement of driving privileges of District vehicles. Employees shall fully cooperate with authorities in the event of an accident.

J. not allow District vehicles to be operated or occupied by anyone other than authorized employees or District officials, except in case of repair testing by a mechanic;
K. not use a District vehicle for personal business.
L. conduct a brief inspection to ensure that all lights and safety equipment are operational and that the tires appear to be properly inflated.
M. have responsibility for the security of District vehicles to which they are assigned. The vehicle engine must be shut off, ignition keys removed, and doors locked whenever the vehicle is unattended.

The fact that a District vehicle is used on District business does not eliminate, reduce or otherwise affect the driver’s responsibility for their failure to comply with the law or to exercise reasonable care in the operation of the vehicle.

Employees must report to the Human Resources Department all traffic citations and any moving traffic infractions received during the operation of a District vehicle, or while driving a personal vehicle on District business, within twenty-four (24) hours. Employees may also be required to attend and successfully complete a certified safe driver class and provide proof of same to the Human Resources Department.

Any employee authorized to use a District vehicle before or after normal working hours may, for convenience, take the vehicle home the night before the District business, and return the vehicle the day after the District business has been concluded.

The District reviews driving records, including accidents and moving violations, to determine if a driving record indicates a pattern of unsafe or irresponsible driving. The General Manager may revoke or suspend a District employee’s driving District vehicles. The employee may also be subject to disciplinary action. See Corrective Action / Disciplinary Policy.

7.9 PERSONAL PROPERTY
The District assumes no liability whatsoever for the damage, loss or theft of/to the personal property of employees caused by third parties. The District reserves the right to conduct video surveillance of any portion of its premises at any time. The District premises includes buildings, offices, grounds, parking lots and vehicles. Video cameras will be positioned in appropriate places within and around District buildings. The only exceptions to this policy include private areas of restrooms, showers and dressing areas.

7.10 CONCEALED WEAPONS
Employees are strictly prohibited from possessing firearms while engaged in District business or on District premises except in compliance with Section 790.251, Florida Statutes.

7.11 ELECTRONIC COMMUNICATIONS AND INTERNET USE
Information technology systems owned and maintained by the District are provided for the purpose of conducting District-related business including, but not limited to, internet access, District-issued cell
phones, email accounts, social networking and other usage. Employees may not use the District information technology systems to conduct personal business. Employees who have reason to believe an unauthorized person has gained access to their password(s) shall immediately notify the District IT Department.

Employees are responsible for maintaining and enhancing the District’s public image and using internet access and email in a responsible, ethical and professional manner as follows:

1. within the context of an employee’s assigned responsibilities, any form of communication, including acquiring or sharing of information with other employees, customers, other entities, suppliers, and people who work on behalf of the District;
2. gathering, storing, transmitting or processing of information in the conduct of District business;
3. participating in educational or professional development activities;
4. user accounts are to be used solely by the assigned user for authorized purposes.

A. Social Media: includes all means of communicating or posting information or content of any sort on the internet, including to an employee’s own or someone else’s web page or blog, as well as any other form of electronic communication (i.e., email, phone and other usage). When posting on social media sites, and the subject pertains to any job-related matter, it must be made clear that the employee is not speaking on behalf of the District and must include a disclaimer such as “postings on this site are my own opinion and do not necessarily reflect the views of the District.”

B. Prohibited Use: employees may not post obscenities, slurs or personal attacks that can damage the reputation of the District, customers, employees, or applicants. Inappropriate use and postings include:
1. any discriminatory remarks, abusive or profane language, harassment, threats of violence or similar inappropriate or unlawful conduct;
2. any statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, other employees, suppliers, people who work on behalf of the District and the District’s legitimate business interests that might include offensive posts meant to intentionally harm someone’s reputation;
3. any posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or District policy;
4. any information or rumors that an employee knows to be false about the District, customers, other employees, suppliers, people who work on behalf of the District and the District’s legitimate business interests;
5. use of District email addresses to register on social networks, blogs or other online tools utilized for personal use;
6. destruction of any data and documentation belonging to the District or another employee or District official without authorized permission; and
7. any disassembling, modifying or tampering of software, hardware, related equipment and components owned by the District.

C. Right to Monitor: all internet use and messages created, sent or retrieved through District email are the property of the District. The District reserves the right to monitor and retrieve information at any time. Employees found in violation of this policy will be subject to disciplinary action. See Corrective Action / Disciplinary Policy.

7.12 SOLICITATION AND ACCESS TO DISTRICT PREMISES
The District prohibits the solicitation, distribution and posting of materials on or at District property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the District and any District-
sponsored programs related to its services. Non-employees may not solicit employees or distribute literature of any kind on District property.

Employees may only admit non-employees to work areas with approval from the General Manager or as part of a District-sponsored program. District employees must accompany non-employees at all times.

Former employees are not permitted on District property except for official District business, unless otherwise approved in advance by General Manager.

7.13 OUTSIDE EMPLOYMENT
Employees are permitted to engage in outside employment subject to certain restrictions and with approval from the General Manager. Outside employment shall not be conducted while the employee is on District work time and shall not interfere with the performance of the employee’s District assigned duties. Employees shall not solicit or conduct any outside business while engaged in District employment. Employees must utilize their own vehicles, clothing and tools for outside employment.

The District reserves the right to revoke the outside work authorization at any time.

Contact Human Resources Department for Outside Employment Written Consent Forms

7.14 HAZARDOUS MATERIALS PROCEDURE
Employees must be familiar with and follow the labeling requirements, proper handling, use, storage and control measures relating to any chemical substance used or stored at the District.

Information about the identities and hazards of chemicals used by the District is available to all employees. Material Safety Data Sheets (MSDS) provide detailed descriptions of each hazardous chemical located at the District and include information regarding potential health risks, symptoms and treatment measures to be taken if exposure occurs.

Employees shall confirm with their Department Manager the location of MSDS in their work area and ensure that MSDS are kept in their respective areas (adjacent to the equipment for which the MSDS pertains).

Employees must report missing information or damage to the MSDS to their Department Manager.

SECTION 8. LEGAL

8.1 GRIEVANCE PROCEDURES
The District encourages all employees to bring to their Department Manager’s attention concerns about work-related issues, including workplace communication, interpersonal conflict and other working conditions. The concern shall be referred to as a “Grievance” and the employee who has filed a Formal Grievance shall be referred to as the “Grievant.”

Step 1a – Discuss the matter with your immediate Supervisor
Employees who feel that they have a Grievance are first encouraged to discuss their concerns with their immediate supervisor. Grievances can be the product of a lack of communication.

Step 1b – Discuss the matter with your Department Manager or the Human Resources Department
Employees who feel uncomfortable discussing the matter with their immediate supervisor for any reason, or who feel that a discussion with their immediate supervisor has not resulted in a satisfactory resolution, may take their Grievance to their supervisor’s manager or to a representative of the Human Resources Department. In such cases, the supervisor’s manager or representative of the Human Resources Department will, as soon as practicable, facilitate an informal meeting with the employee and the employee’s immediate supervisor to discuss the Grievance.

**Step 2 – File a Formal Grievance with the Human Resources Department**

If the matter is not satisfactorily resolved by the informal meeting between the employee and the employee’s immediate supervisor using steps 1a or 1b above or, if the employee feels compelled to skip steps 1a and 1b, the employee may submit a Formal Grievance to the District’s Human Resources Manager. Such Grievance must be in writing and include:

1. The name of the employee filing the grievance (“the Grievant”)
2. The name(s) of any employees against whom the grievance is being filed
3. The name(s) of any witnesses to the incident(s)
4. The date(s) and time(s) of the incident(s) leading to the Grievance
5. As much detail as possible related to the incident(s) that is (are) the subject of the Grievance
6. The steps taken by the Grievant to resolve the Grievance, if applicable
7. The Grievant’s desired resolution of the Grievance
8. The date the Grievance is being filed
9. The signature of the Grievant

**Step 3 – Receipt of Formal Grievance**

After the Formal Grievance has been filed, the Human Resources Manager will meet with the Grievant to discuss the Grievance procedure. The Human Resources Manager shall verify the proper completion of the Formal Grievance and advise the Grievant of the steps to be taken and estimated time frame.

**Step 4 – Formal Meeting**

A. Within seven (7) working days of filing the Formal grievance, the Human Resources Manager shall schedule a Formal Meeting with the following individuals in attendance:

1. The Grievant;
2. The Grievant’s immediate supervisor (or the General Manager, at the Human Resources Department’s discretion);
3. The exempt staff member(s) of the applicable department(s) (“Exempt Staff Representative”);
4. The person(s) against whom the grievance is filed;
5. Any other employee the Grievant requests be present;
6. If the grievance includes allegations of sexual harassment, discrimination or other unlawful conduct, the District Counsel;
7. The Human Resources Manager.

B. The Formal Meeting shall give employees an opportunity to have their Grievances heard, to discuss the facts presented in the Formal Grievance and to give the members of the Formal Meeting an opportunity to ask questions of the Grievant regarding the Grievance. The Exempt Staff Representative, upon hearing the Grievance may then:

1. Determine that further investigation should be conducted, either by the Exempt Staff Representative or by the Human Resources Manager under the Exempt Staff Representative’s direction. In such event, the investigation shall be conducted in a timely fashion and the Formal Meeting will be rescheduled upon the completion of that investigation; or
2. Attempt to resolve the Grievance to the satisfaction of the Grievant and, if applicable, the employee against whom the grievance is filed; or
3. Determine that sufficient evidence exists to take corrective action or disciplinary action against the employee against whom the grievance is filed; or
4. Determine that the Grievance should be declined, in which case the Exempt Staff Representative shall:
   a. Explain to the Grievant the reasons for the decision.
   b. Reduce those reasons to writing which shall be signed by the Exempt Staff Representative and Grievant.

**Step 5 – Appeal**
A. Upon completion of the Formal Meeting, if the Grievant is unsatisfied with the final outcome, the Grievant may, within five (5) working days of notification of the step 4 decision, request an Appeal Hearing. In such event, the Human Resources Manager shall facilitate, and document the results of, an Appeal Hearing with the following applicable individuals:
   - The General Manager;
   - A designated representative of the Board of Commissioners;
   - The Exempt Staff Representative;
   - The District’s Counsel;
   - The Human Resources Manager;
   - The Grievant; and
   - Grievant shall have the right to represent him/herself or, upon prior notification to the District, to be represented and/or accompanied by one of the following: an attorney, a co-worker, a friend, or a family member.

B. The purpose of the Appeal Hearing shall be to give Grievant an opportunity to have their Grievance heard by the General Manager and a representative of the Board of Commissioners. Upon conclusion of the Appeal Hearing, the General Manager will either:
   1. Determine that the Grievance was handled improperly and direct that step 4 be repeated; or
   2. Determine that the Grievance was handled properly but adjust the findings to facilitate a resolution agreeable to the Grievant and the District; or
   3. Determine that the Grievance was handled properly and ratify the decision to decline the Grievance. In such event, the General Manager shall explain to the Grievant the reasons for that decision. The decision of the General Manager shall be final and the Grievant shall have no further right of appeal.

**Special Circumstances** -
1. If the Grievant or the party against whom the Grievance has been filed is the Human Resources Manager, the functions and duties of the Human Resources Manager shall be performed by the General Manager or General Manager’s designee.

2. Employees who have a Grievance involving a member of the District’s Board of Commissioners may take their Grievance to the District Counsel.
   a. District Counsel shall advise such aggrieved employees of their rights and options and shall conduct an investigation of the matter.
   b. After conducting an investigation, the District Counsel shall inform the Grievant of the results, and if appropriate:
      1) Bring the matter to the attention of the individual commissioner(s) involved;
      2) Bring the matter to the attention of the entire board;
      3) Refer the matter to the appropriate governmental agency for further action.
   c. District Counsel shall also, to the extent possible and practicable:
      1) Keep the matter and communications with the aggrieved employee confidential;
2) Ensure that the aggrieved employee is not subjected to any retaliation or disciplinary action.

Grievance General Provisions
All employees of the District are "at-will" employees and as such, may be terminated at any time, for any reason or for no reason.

Time periods have been fixed to ensure that grievances are treated with the highest level of urgency and are dealt with expeditiously. These time periods may be extended if both the aggrieved party and District consent in writing. If key members of the grievance process are unavailable, such consent shall not be unreasonably withheld.

Unless both parties have agreed in writing to an extension of time, the failure of Grievant to follow the time limits contained herein will result in an automatic, final, and binding denial of their Grievance.

The Formal Grievance, any documentation submitted, and all findings will become public record and may be subject to inspection by third parties in accordance with Florida public records laws.

Once reduced to writing, the text of a grievance shall remain unaltered as the Grievance progresses through any additional stages.

Any discussions or communications with the Human Resources Manager regarding a Grievance, whether made on District property or not, and whether made while the Human Resources Manager or the Grievant is on working time or not, may be summarized and reduced to a writing that will become a public record and may be subject to inspection by third parties in accordance with Florida public records laws.

Notwithstanding any other directives within this policy, certain types of information that are confidential and/or exempt from the public records law shall be protected accordingly and shall not be released or be subject to inspection by third persons.

At any time, if any involved party becomes aware of an accusation of unlawful behavior, sexual harassment, discrimination or behavior thought to threaten the safety of any person or persons whomsoever, such party shall immediately report such information to the General Manager, District Counsel and, if appropriate, local law enforcement. Failure to do so may result in disciplinary action, up to and including termination. See Corrective Action / Disciplinary Policy.

Complaints involving alleged discriminatory practices shall be processed in accordance with the District's Sexual and other Unlawful Harassment Policy.

The District assures that all employees filing a Grievance or complaint can do so without fear of retaliation or reprisal.

Duties, Functions and Roles
1. Grievant: It is the responsibility of the employee who feels aggrieved to:
   a) communicate such Grievance in a timely manner;
   b) comply with the time limits contained within this procedure;
   c) provide all facts, information and evidence pertaining to the Grievance in their entirety without embellishment, superfluous commentary or assumptions.

2. Immediate Supervisor: It is the responsibility of ALL supervisors to maintain a harmonious and hostility-free workplace environment. Immediate supervisors involved in an employee Grievance shall:
   a) handle grievances in a professional manner;
b) maintain an “open-door” policy related to Grievances;
c) protect the employee(s) voicing or filing a Grievance from retaliatory action;
d) promptly address employee(s) Grievances and attempt to avoid the unnecessary escalation of the issue;

3. Exempt Staff Representative, including the General Manager: It is the responsibility of Exempt Staff to:
   a) handle grievances in a professional manner;
   b) maintain and encourage immediate supervisors to maintain an “open-door” policy related to Grievances;
   c) protect the employee voicing or filing a Grievance from retaliatory action;
   d) promptly address employee(s) grievances and attempt to avoid the unnecessary escalation of the issue;
   e) conduct independent investigation where applicable to determine the validity of employee grievances;
   f) prepare written findings of any Formal Meeting conducted pursuant to this policy

4. The Human Resources Manager:
   a) is not authorized to make any decision with respect to the Grievance or to make any policy decisions;
   b) shall document all steps and maintain accurate and thorough records throughout the entire grievance process;
   c) shall facilitate all meetings and hearings between the employee and the management of the District;
   d) shall help guide the employee through the grievance process;
   e) in the event that the position of the Human Resources Manager is vacant, the General Manager shall reassign Human Resources Manager’s duties.

8.2 PUBLIC RECORDS REQUESTS
The District Clerk or District Counsel will respond to all requests for District records.

8.3 NEPOTISM & PERSONAL RELATIONSHIPS IN THE WORKPLACE
The District prohibits nepotism in employment or promotion or favoritism based on kinship or close personal relationships.
All District employees must possess all the requisite qualifications for employment and promotion.
Family members include the employee’s spouse, partner, brother, sister, father, stepfather, mother, stepmother, children, stepchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, those in a dating relationship and any other member of the employee’s household or extended relationship.
Family members may not work under the supervision of another family member.
If employees marry, or become members of the same household, and one is in a supervisory position over the other, the Department Manager and the Human Resources Department subject to the General Manager’s approval will determine the most appropriate action for the specific situation.

8.4 USE OF PERSONAL VEHICLES ON DISTRICT BUSINESS
The District provides vehicles for business use. The District may also authorize employees to use their personal vehicles for District business and will reimburse employees for business use of personal vehicles according to the guidelines below:

- Employees and District officials who use their personal vehicles for approved District business purposes will receive mileage reimbursement for fuel, tolls, parking fees and other expenses directly incurred for business purposes, equal to the rate as adopted by the District.
- At all times when a driver is using a personal vehicle to conduct District business, the driver must observe all policies applicable to District vehicles.

Mileage submitted for reimbursement must exclude any deviations for personal business. Completed mileage reimbursement forms shall be submitted to the Finance Department.

8.5 IMMIGRATION REFORM & CONTROL ACT OF 1986 (IRCA)
In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements if applicable, the District is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification (Form I-9) and present unexpired documentation to establish identity and employment eligibility.

Employees authorized to work in this country for a limited time period who wish to continue employment with the District must submit proof of renewed employment eligibility prior to the expiration of that period.

8.6 WHISTLEBLOWER
A whistleblower as defined by this policy is an employee of the District who reports an activity that he/she believes to be: (1) a violation of any federal, state, or local law, rule or regulation committed by an employee, agent or independent contractor of the District which creates and presents a substantial and specific danger to the public’s health, safety, or welfare; or (2) an act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty committed by an employee, agent or independent contractor of the District. The whistleblower is protected when he or she reports this activity to one or more of the parties specified below. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate members of management are charged with these responsibilities. However, the whistleblower is responsible for providing all information, including written information, reports, emails, telephone information, etc. that led to the belief that a violation may have occurred.

The District protects whistleblowers from retaliation when their allegations could legitimately support claims of violations including, but not limited to, False Claims Act violations. The District will comply with all applicable Federal and State laws including, but not limited to, the False Claims Act.

Employees are also protected from retaliation when the employee reports activities that violate the False Claims Act including, but not limited to, billing for services not performed or for goods not delivered. If an employee has knowledge of or suspects violations of laws, rules, gross mismanagement, or fraudulent activity, the employee shall contact his/her Department Manager, the Human Resources Department, or the General Manager. If an accusation involves the General Manager, the employee shall contact the District’s legal counsel. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The District may disclose a whistleblower’s identity in order to conduct a thorough investigation and to comply with the law. The District will not retaliate against a whistleblower. This includes, but is not
limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments, and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Department or the General Manager immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

The Director of the Human Resources Department in conjunction with the General Manager, will determine the required participants to investigate on a case by case basis.

Responsibilities:
A. Whistleblower Responsibilities -
   1. Notify his/her Department Manager, the Director of the Human Resources Department or General Manager (or District’s legal counsel if the accusation involves the General Manager) of any actual or suspected violations.
   2. Provide all information relating to the actual or suspected violation including, but not limited to, documents, reports, and emails, within five (5) business days of the initial notification.

B. Department Manager Responsibilities -
   1. Notify the Human Resources Department of any actual or suspected violations.
   2. Create a work environment in which ethical concerns can be raised and openly discussed without fear of retaliation.

C. Human Resources Department Responsibilities
   1. Review and determine appropriateness of those involved in investigation.
   2. Resolve the claim by notifying those involved and/or proper authorities.
   3. Assist employees and Supervisors in education on this policy.

SECTION 9 GENERAL MANAGER PREROGATIVE
The procedures, practices, policies and benefits described herein may be modified at the discretion of the General Manager.
SECTION 10 EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT FORM
This employee handbook acquaints employees with the District’s policies and practices.
The provisions of this handbook are not intended to create contractual obligations with respect to any matters it covers. This handbook is not intended to create a contract guaranteeing that employees will be employed for any specific time period.
Except for the policy of at-will employment, the District reserves the right to revise, delete and add to the provisions of this handbook at any time without notice. Employees will be notified when this handbook is revised.
Please notify the Human Resources Department if a replacement employee handbook is required. This handbook supersedes and replaces any and all prior District handbooks and written policy statements.

Acknowledgment of policy overview & receipt:

Employee’s Signature: ______________________________________________________

Employee’s Printed Name: _____________________________ Date: __________

Policy overview conducted by:

Human Resources: _____________________________ Date: __________
Meeting Date: October 15, 2019

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action: Approval

Department: Finance
Sponsor: Peter Rosasco

Subject: Health Insurance Renewal for 2020

Summary of Discussion:
Health insurance renewal rates will be presented to the Board.

Reviewed / Approved

<table>
<thead>
<tr>
<th></th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$</td>
<td>1. Memo</td>
</tr>
<tr>
<td>Administration:</td>
<td></td>
<td>2. Rate Quote for Medical and Prescription Drug Benefit Coverage</td>
</tr>
<tr>
<td>Finance:</td>
<td>Funding Source:</td>
<td>3. 2020 Group Health Details</td>
</tr>
<tr>
<td>District Counsel:</td>
<td></td>
<td></td>
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<tr>
<td>District Clerk:</td>
<td>Budgeted: Yes</td>
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<tr>
<td>Engineering:</td>
<td></td>
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Approved By: [Signature]
Date: 10/10/2019
October 08, 2019

TO:          KLWTD Board  
FROM:        Connie Fazio  
CC:           Peter Rosasco  

SUBJECT:     Health Insurance Renewal for 2020

Florida League of Cities has notified the District of the health insurance renewal rates, effective January 1, 2020. The rates from 2019 to 2020 have increased by 5% from $838 per employee to $880 per employee per month.

For comparison, the monthly rates for providing health coverage per employee for the past 5 years from Florida League of Cities is listed below:

2015 = $825  
2016 = $801  (3% decrease)  
2017 = $864  (8% increase)  
2018 = $815  (6% decrease)  
2019 = $838  (2.9% increase)  
2020 = $880  (5% increase)  

Staff recommends continuation of the current coverage with Florida League of Cities. The renewal deadline for 2020 health insurance coverage is Thursday, November 14, 2019.

Respectfully submitted,

Connie Fazio  
Finance Manager
Florida Municipal Insurance Trust
Key Largo Waterwater Treatment District
Rate Quote for Medical and Prescription Drug Benefit Coverage

<table>
<thead>
<tr>
<th>Current Rates - UnitedHealthcare Choice Plus Plan 4</th>
<th>01/01/2019-12/31/2019</th>
<th>Monthly Premium</th>
<th>Annual Premium</th>
</tr>
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<tbody>
<tr>
<td>Contract Type</td>
<td>Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>29</td>
<td>$838.29</td>
<td>$24,310.41</td>
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<tr>
<td>EE + Spouse</td>
<td>1</td>
<td>$1,802.32</td>
<td>$1,802.32</td>
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<tr>
<td>EE + Children</td>
<td>0</td>
<td>$1,550.83</td>
<td>$0.00</td>
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<tr>
<td>Family</td>
<td>0</td>
<td>$2,514.86</td>
<td>$0.00</td>
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<tr>
<td>Total</td>
<td>30</td>
<td>$26,112.73</td>
<td>$313,352.76</td>
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</table>

<table>
<thead>
<tr>
<th>Renewal Rates - UnitedHealthcare Choice Plus Plan 4</th>
<th>01/01/2020-12/31/2020</th>
<th>Monthly Premium</th>
<th>Annual Premium</th>
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<tbody>
<tr>
<td>Contract Type</td>
<td>Enrollment</td>
<td></td>
<td></td>
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<tr>
<td>Single</td>
<td>29</td>
<td>$880.21</td>
<td>$25,526.09</td>
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<tr>
<td>EE + Spouse</td>
<td>1</td>
<td>$1,892.44</td>
<td>$1,892.44</td>
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<tr>
<td>EE + Children</td>
<td>0</td>
<td>$1,628.38</td>
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<tr>
<td>Family</td>
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<td>$2,640.61</td>
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<td>Total</td>
<td>30</td>
<td>$27,418.53</td>
<td>$329,022.36</td>
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</table>

**Percent Change** 5.00%

Medicare Exchange Available

Prescription Drug Copays

- Retail: $10/$35/$60
- Mail Order: $25/$87.50/$150
### IN NETWORK BENEFITS:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Calendar Year Deductible</td>
<td>$500.00</td>
</tr>
<tr>
<td>Per Family</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Co-insurance Percentage</td>
<td>20%</td>
</tr>
<tr>
<td>Out-of-Pocket Maximum</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Per Family</td>
<td>$6,000.00</td>
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<tr>
<td>Lifetime Maximum Benefits</td>
<td>Unlimited</td>
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<tr>
<td>Primary Office Visit</td>
<td>$25.00 Copay per visit</td>
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<tr>
<td>Preventative Care</td>
<td>100%</td>
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<tr>
<td>Specialist Office Visit</td>
<td>$50.00 Copay per visit</td>
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<tr>
<td>Inpatient Hospital</td>
<td>Calendar Year Deductible/Coinsurance 20%</td>
</tr>
<tr>
<td>Outpatient Surgical</td>
<td>Calendar Year Deductible/Coinsurance 20%</td>
</tr>
<tr>
<td>Emergency Medical Services:</td>
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<tr>
<td>Emergency Room Facilities</td>
<td>150.00 Copay per visit</td>
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<tr>
<td>Urgent Care Centers</td>
<td>$50.00 Copay per visit</td>
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<tr>
<td>Prescription Drug Program:</td>
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</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>N/A</td>
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<tr>
<td>Tier 1</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$35.00</td>
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<tr>
<td>Tier 3</td>
<td>$60.00</td>
</tr>
<tr>
<td>Tier 4 (Mail Order)</td>
<td>$25/$87.50/$150</td>
</tr>
</tbody>
</table>

### OUT OF NETWORK BENEFITS:

(out of network benefits/limitations)

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year Deductible</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Per Family</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Co-insurance Percentage</td>
<td>30%</td>
</tr>
<tr>
<td>Out-of-Pocket Maximum</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Per Family</td>
<td>$12,000.00</td>
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<tr>
<td>Lifetime Maximum Benefits</td>
<td>N/A</td>
</tr>
<tr>
<td>Health Insurance Monthly Premium:</td>
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<tr>
<td>Employee Only</td>
<td>$880.21</td>
</tr>
<tr>
<td>(premium paid by K LWTD)</td>
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</tr>
<tr>
<td>Spouse</td>
<td>$1,012.23</td>
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<tr>
<td>(premium paid by employee)</td>
<td></td>
</tr>
<tr>
<td>Children</td>
<td>$748.17</td>
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<tr>
<td>(premium paid by employee)</td>
<td></td>
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<tr>
<td>Family (spouse and children)</td>
<td>$1,760.40</td>
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<tr>
<td>(premium paid by employee)</td>
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### OTHER OPTIONAL INSURANCE COVERAGE:

(dental & vision monthly premiums paid by employee)

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental: Employee</td>
<td>$31.87 (PPO) $14.82 (DMO)</td>
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<tr>
<td>Dental: Employee + Spouse</td>
<td>$63.68 (PPO) $25.78 (DMO)</td>
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<tr>
<td>Dental: Employee + Children</td>
<td>$67.52 (PPO) $31.70 (DMO)</td>
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<tr>
<td>Dental: Employee + Family</td>
<td>$104.15 (PPO) $40.59 (DMO)</td>
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<tr>
<td>Vision: Employee</td>
<td>$5.94</td>
</tr>
<tr>
<td>Vision: Employee + Family</td>
<td>$19.98</td>
</tr>
</tbody>
</table>