

CYPRESS BLACK BAYOU RECREATION
AND WATER CONSERVATION DISTRICT

EMPLOYEE MANUAL

UPDATED JANUARY 2019

NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of CBB personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with CBB.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the employer is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, CBB reserves the rights to change, revise, or eliminate any portion of the policies and/or benefits described in this handbook at any time without prior notice.

A-111 POLICY AGAINST HARASSMENT

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include racial slurs; ethnic jokes; posting of offensive statements, posters, or cartoons; or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual, or physical conduct of a sexual nature.

- A. You should report any incident of harassment, including work-related harassment by any CBB personnel or any other person, promptly to your supervisor and/or to the Executive Director, who is responsible for investigating the matter. Supervisors who receive complaints or who observe harassing conduct should inform the Executive Director immediately. CBB emphasizes that you are not required to complain first to your supervisor if your supervisor is the individual who is harassing you.
- B. Every complaint of harassment that is reported to the Executive Director will be investigated thoroughly, promptly, and in as confidential a manner as possible. In addition, CBB will not tolerate retaliation against any employee for making a complaint to the Executive Director or to any other Supervisor.
- C. In the case of CBB employees, if harassment is established, CBB will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances. (see CBB disciplinary policy)
- D. CBB will follow R.S. 42:342-0344 requirements for:
 - Agency Responsibilities
 - Annual Employee Training
 - Annual Reporting

A-115 DRUG-FREE WORKPLACE

POLICY:

- A. It is the policy of the Cypress Black Bayou Recreation and Water Conservation District to maintain a safe, healthy and productive work environment for all its employees; to provide services for the citizenry of Bossier Parish and the State of Louisiana in an efficient manner; to maintain the integrity of security of all facilities and property; and to perform all the functions in a fashion consistent with the interest and concerns of its employees, visitors and the general public.
- B. Pursuant to these goals, and in conformance with applicable laws, the Cypress Black Bayou Recreation and Water Conservation District will take all reasonable steps to maintain safety and security for its employees, visitors and the general public, to investigate the cause of accidents in the workplace, and/or on its properties, to implement a policy of drug and alcohol testing, to investigate possible employee impairment and generally to ensure a drug-free workplace.

SECTION 2: GENERAL

- A. The distribution, purchase, transfer, use, possession or unlawful manufacturing of illegal drugs, alcohol or legal drugs obtained illegally by employees of the Cypress Black Bayou Recreation and Water Conservation District on the premises or while on District business is prohibited. This prohibition applies to any and all forms of narcotics, depressants, stimulants, or hallucinogens whose sale, purchase, transfer, use or possession is prohibited or restricted by law. Arriving on District premises or being at work or on District Office business under the influence of or impaired by alcohol, an illegal drug, or an unauthorized legal drug is prohibited. Testing positive for the unauthorized use of a controlled substance is prohibited.
- B. Employees are required to report to their supervisor the use of any prescription drug which may impair work performance and/or behavior. The use of that drug will be evaluated to determine if the employee should continue to work.

SECTION 3: ENFORCEMENT

- A. To enforce the District's substance abuse policy, employees together with applicants for employment, shall be required to provide appropriate urine or blood specimens for testing under the following circumstances:
1. Drug/alcohol testing of employees where reasonable suspicion exists that the employee is using illegal or unauthorized drugs or alcohol or when reasonable suspicion exists that an employee is intoxicated or otherwise impaired on the job.
 2. Post-accident drug/alcohol testing of all employees directly involved or injured in an accident or near-accident during the course and scope of employment.
 3. Drug testing of applicants for employment.
 4. Sweep drug testing of all employees at given location, or department.
 5. Drug testing of employees that are arrested or convicted for violation of any criminal drug statute.
 6. Unannounced, random drug testing of all employees in security or safety sensitive positions. The enforcement of parish and state laws by park employees commissioned by the Bossier Parish Sheriff is safety sensitive for purpose of this policy.
- B. All testing of employees will be conducted by a medical testing laboratory with appropriate chain-of-custody procedures in place to insure continuity in specimen collection, handling, handling, transfer, and storage and which meets certification standards required by the Louisiana Drug Testing Statute (LaR.S. 49:1001, et seq.). The results of urine specimen testing of employees will be considered positive only in the event that both the primary screening test, such as EMIT, and a secondary confirmation test by a more sensitive method, such as GCMS, show the presence of the same substance. Testing of applicants shall be in accord with requirements of law pursuant to LaR.S. 49:1001, et seq.

- C. Consent for testing shall be signed by each applicant/employee when the specimen is required.

SECTION 4: DISCIPLINE

- A. Where there is reasonable suspicion to believe that an employee is abusing alcohol or unauthorized drugs the employee shall be immediately tested.
- B. An employee may be suspended pending receipt of test results.
- C. Upon receipt of a positive test result for alcohol or for drugs other than authorized prescription drugs, the employee may be considered to be in violation of the District's directives and subject to immediate termination.
- D. Employees are expected to cooperate fully in providing specimen and subsequent explanations required by this policy. Failure to provide specimens and attempts to contaminate specimens or otherwise interfere with the District's testing procedures shall be grounds for disciplinary action, including termination.
- E. Violations of this policy, including refusal to provide specimens, may be a basis under the law for disqualification from employment benefits or worker's compensation benefits.
- F. The distribution, use, purchase, transfer, possession or unlawful manufacture of illegal drugs, alcohol, or legal drugs illegally obtained on the District's premises or while on the job or on District's business shall be grounds for disciplinary action, including immediate termination.

SECTION 5: MEDICAL INFORMATION

- A. Specimen test results will be treated as privileged information, and the employees confidentiality shall be guarded to the greatest possible extent. The results shall be disclosed only to the President of the Board of Commissioners and by him to the Board unless the employee has given the President written permission to release such information or except when the President has a duty or is privileged or allowed to release such information, such as to the Louisiana Office of Employment Security. However, in some circumstances, law enforcement authorities may be notified of test results or employee activities, and law enforcement authorities or security personnel may be asked to assist in the investigation of illegal conduct related to drugs. Test information may be used as evidence and may be obtained and disclosed in any public or private administrative or disciplinary proceeding or hearing, or civil litigation where drug or alcohol use by the employee is relevant.
- B. After an employee's written request, test result information shall be provided to an employee who tested positive or as it relates to the District's investigation of the employee's use of prescription drugs or other medication.
- C. In appropriate cases or as required by governmental regulations, the President of the Board may have a Medical Review Officer receive the result of the test who may then allow the employee the opportunity to clarify a positive test resultant of prescribed medication.

SECTION 6: REPORTING POLICY

As a condition of employment, an employee shall disclose to his/her supervisor any criminal drug statute arrest or conviction. Any drug statute arrest or conviction shall subject the employee to disciplinary action, including immediate termination.

SECTION 7: SEARCH POLICY

In order to enforce this substance abuse policy and maintain a safe workplace, it is necessary for the President to have inspections conducted on District facilities and equipment or to inspect employees' persons and property. Searches may include the person, personal effects, lockers, desks, offices, vehicles being used for District purposes, personal baggage or any other items on the District premises. Refusal to permit a personal search or to cooperate fully in a search shall be grounds for disciplinary action, including immediate discharge.

EMPLOYMENT CATAGORIES

A. Full Time Employees

Any person hired to any position that is ongoing/permanent in nature and requires 35 or more hours per week.

B. Temporary/Seasonal

Any person hired to a position (regardless of hours per week) that by its nature is seasonal or non-permanent.

C. Part Time Employee

Any person hired for a position requiring less than 35 hours per week.

D. Salaried Employee

Persons not monetarily compensated for overtime. Persons not paid on an hourly basis.

E. Contractual Employees

Persons hired to provide a specific service to CBB for an agreed fixed compensation.

TERMINATION OF EMPLOYMENT

A. Resignation

An employee's employment may be terminated voluntarily by resignation. Departing employees are expected to give their Supervisor at least two weeks written notice of the intent to resign. Failure to give written notice may result in ineligibility for re-employment.

B. Discharge

An employee's employment may be terminated by CBB at any time, with or without cause.

C. Layoff

CBB may terminate the employment relationship without adverse effect on the employee's eligibility for future reinstatement. A layoff occurs when there is a reduction in the workforce.

CBB recognizes that layoff is a major decision. Layoff decisions will be made in the best interest of the organizational need.

Each employee laid off shall be given a two week notice prior to the effective date of the layoff, whenever practicable. If a two week notice is not practicable, the employee will receive two week's pay in lieu of notice.

PAYMENT OF WAGES

Terminated employees will be paid earned salary through the last day worked, plus any earned vacation or personal time.

Paychecks for employees terminated because of discharge or layoff shall be prepared as quickly as possible by no later than three (3) days after the employee's last day of employment. Employees terminated because of resignation or retirement will be processed through the regular payroll channels and their paychecks will be available on the next regular payday or within fifteen (15) days whichever is first.

RETURN OF PROPERTY

Employees are responsible for all CBB property, materials, or written information issued to them or in their possession or control. All CBB property must be returned by employees on or before their last day of work.

CBB may withhold from the employee's check or final paycheck the amount owed to CBB in payment for unreturned equipment, or any other indebtedness to CBB. All action deemed appropriate by CBB shall be taken to recover or protect its property.

EXIT INTERVIEWS

Whenever possible, a CBB Supervisor shall interview the departing employee on or just prior to the employee's last day of work. This interview will serve to ascertain among other things the employee's forwarding address, to discuss further details on the employee's reasons for leaving. The written results of the interview shall be placed in the employee's confidential personnel folder. Pertinent items requiring managerial review and possible change of policy will be brought to the attention of the appropriate direct manager.

ACCESSING PERSONNEL FILES

The contents of each employee's file are considered to be privileged and confidential. It is important that personnel files contain current information regarding each employee. You should inform CBB immediately whenever there are changes in your personal data such as address, telephone number, marital status, number of dependents and persons to notify in case of emergency.

A. Legal Access

Law enforcement agencies pursuing specific investigations will be allowed supervised access to all personnel information which may have bearing on the investigation. Requests for information through a subpoena or court order will also be honored.

B. Employee Access

Employees may review their own personnel file at reasonable times on reasonable notice. A representative will remain present with the file during the employee's review. During this review, no information may be photocopied or removed from the file; notes may be taken of its contents.

Certain documents in the personnel files will not be available to employees for inspection.

These documents are those that reveal:

- Information about other employees.
- Information about the employee's future or anticipated salary increases, promotions or job changes.
- Complaint or grievance documents relating to the employee, until the issue has been resolved.
- Pre-employment references.

PROBATION PERIOD

There is a probationary period for new employees; a 180 day probationary period in which the attendance, punctuality, and overall job performance will be monitored. CBB or the employee may terminate the employment relationship during the orientation with or without cause and with or without prior notice. The successful completion of the 180 day period does not mean that an employee is guaranteed employment for any specific duration, nor does it change the at-will status of the employment.

PERFORMANCE EVALUATION

- A. Employees will receive an evaluation the last quarter of the year. At that time supervisors will discuss appraisals as well as expectations for the coming year.
- B. Discussions of performance will be confidential between the Executive Director, supervisor and employee.
- C. Any employee who does not agree with his/her performance evaluation may appeal it to the Executive Director and the President of CBB.

SALARY ADMINISTRATION

The goals of CBB compensations are to provide internal equity by setting pay ranges for positions based on job responsibility.

Salary increases are merit based and not guaranteed. Consideration for annual increases are based on an employee's performance and are in the sole discretion of CBB Board of Commissioners.

TIME OFF

LEAVE POLICY SUMMARY

A. Holidays

CBB provides full time employees the following holidays each year: New Year's Day, Thanksgiving Day, and Christmas Day. For each recognized holiday, eligible employees will receive a day off with pay.

B. Jury Duty

CBB will grant jury duty leaves to employees to serve on any grand or petit jury. Employees will be paid the amount they would have received had they continued with their regular work. Proper documentation from the court is required.

Court leave will be granted with pay for days absent because of jury duty or court ordered appearances as a witness. This provision does not apply to employees ordered to appear in court because of any violation they are accused of having committed. All court leave must be documented in writing.

C. Military Leave

Military leave will be provided as required by federal law.

D. Personal Time

Full time employees who have completed the 180 day probationary period are eligible for 40 hours of personal time per calendar year. Unused days will be carried over to the next year.

E. Vacation

Full time employees are entitled to the following yearly vacation:

SERVICE	VACATION GRANTED
1 year	1 week
4 years	2 weeks
5 years	3 weeks

Three weeks paid vacation being the maximum in any one fiscal year. Unused days will not be carried over to the next year. If an employee has earned two or more weeks of paid vacation in one year, the employee may not use all earned vacation time at once (except for medical reasons). Vacation time must be split between the first six months of the year and the last six months of the year.

HOLIDAYS

Holiday Pay

Holidays shall be paid at the rate of time and a half only. Holidays do not count as time worked for purpose of overtime calculations.

When an employee is regularly scheduled to work on a holiday and does work, he/she shall be paid at the rate of time and a half.

When an employee is scheduled to work and chooses to take the day as a holiday he/she will be paid normal hours and rates of pay.

When an employee is off for any other reason, he/she shall not be eligible for regular or holiday pay.

When a holiday falls during an employee's vacation he/she will not be charged a day of vacation for that holiday.

PERSONAL TIME

A. Purpose

In order to help prevent loss of earnings for personal issues that might arise and to provide more flexibility for employees, CBB has established paid personal time.

B. Eligibility

All regular full time employees who have completed the 180 day probationary period are eligible for 40 hours of personal time per calendar year. Temporary employees are ineligible to earn or receive personal time.

C. Use

Eligible employees may use personal time for any purpose. Eligible employees will receive 40 hours of personal time per calendar year. Unused days will be carried over to the next year so employees can accrue any unused personal time. However, personal time caps at 160 hours.

If an employee misses work due to illness for more than five (5) consecutive days, the employee will be required to produce a doctor's note.

D. Procedures

Any full-time employee who wants to use personal time to take off work must notify the employee's Supervisor as soon as the employee is aware of such absence, but no later than the first day of such absence and, if possible, prior to start of scheduled work day. Failure to do so may result in the employee being placed on leave without pay.

E. Miscellaneous

Vacation leave must be used after personal time is exhausted.

Holidays and other authorized or scheduled paid absences occurring during a personal time absence shall not reduce an employee's personal leave credit under this policy.

When an employee changes from permanent to temporary or part time status, transfers to hourly status or terminates, voluntarily or otherwise, all accumulated personal leave is canceled.

VACATION

Full time employees are entitled to the following yearly vacation:

SERVICE	VACATION GRANTED
1 year	1 week
4 years	2 weeks
5 years	3 weeks

A. Purpose

CBB recognizes that vacations contribute to the health and effectiveness of employees. This policy provides vacation with pay for all eligible employees for rest and relaxation.

B. Policy Statement

CBB provides vacation with pay for eligible employees. This policy presents guidelines and procedures regarding vacation time.

C. Eligibility

General information – Employees are eligible to take vacation after one year of full time service, and vacation time will be received on the one year anniversary date of the employee's employment. After the first year, all vacation time will restart on July 1st of each year. Vacation pay shall not be extended to temporary workers in positions of limited duration, or employees in positions on a part-time basis or under a cooperative student agreement. Unused days will not be carried over to the next year.

D. Scheduling of Vacation

If an employee has earned two or more weeks of paid vacation in one year, the employee may not use all of the earned vacation time at once (except for medical reasons).

Vacation time must be split between the first six months of the year and the last six months of the year.

Reasonable attempts shall be made to arrange vacation schedules to suit the employee without interrupting the normal operating efficiency of each department.

After vacation dates are selected and approved by management, they may be traded or changed by mutual consent of the employees and their managers.

An employee cannot be paid for vacation and personal time simultaneously. Vacation leave may be used as personal time when the personal time has been expended.

E. Payment

Vacation days do not count as time worked for purposes of overtime calculations.

PAYROLL

PAY DEDUCTIONS

A. Payroll Dates

Payday for all employees will fall on each Thursday.

B. Payroll Cutoff Dates

The payroll included in each check will include compensation due through the previous Sunday 11:59 p.m.

C. Time Sheets

All time sheets are due weekly. Your signature must be on your time sheet. They are to be handed to your direct Supervisor. If you are working the subsequent

weekend, please turn in your time sheet Monday. Any documents received after the Monday deadline may cause a delay in your paycheck.

D. Hourly Compensation Pay Date

Pay roll associated with hourly compensation will be directly affected by the "Cutoff Date".

OVERTIME AND COMPENSORY TIME

When operating requirements or other needs cannot be met during regular working hours, employees may be asked to work overtime. All overtime work must receive the Executive Director's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Direct Supervisor must constantly review staffing levels, workloads and vacation schedules so as to minimize the need for overtime work.

Overtime compensation is paid to all nonexempt employees who work longer than a standard forty (40) hour week. They shall be paid at an overtime rate of one and one half times the regular rate for each employee. Overtime pay is based on actual hours worked in excess of forty (40) hours worked in CBB's standard work week. Monday through Sunday. paid time off, holiday pay or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the Executive Director may result in disciplinary action, up to and including possible termination of employment.

TIMEKEEPING

Accurate recording of time worked is the responsibility of every nonexempt employee. Federal and state laws require all employees to keep an accurate record of time worked in order to calculate employee pay. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Overtime work must

always be approved by the Executive Director of immediate supervisor before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

Nonexempt employees should not begin work prior to their scheduled starting time or leave earlier than their scheduled quitting time without expressed, prior authorization from the Executive Director.

Nonexempt employees are required to sign their time cards to certify the accuracy of all time recorded. The employee's direct supervisor will review and then sign the time card before submitting it for payroll processing.

ADMINISTRATIVE PAY CORRECTIONS

CBB takes all reasonable steps to insure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll representative so that corrections can be made as quickly as possible.

INCLEMENT WEATHER CONDITIONS

CBB's responsibility to its customers requires that they will be open for business if at all possible. As a result of these expectations, employees are expected to work during ice and/or snow storms.

If a staff employee does not feel safe driving in inclement conditions and cannot get to work, the employee's direct supervisor must be notified immediately. The employee's direct supervisor will then determine what type of leave, if any, may be available to cover the employee's absence. As the weather clears, it may be possible for the employee to arrive later in the date.

However there are some jobs that are critical to CBB in meeting customer expectations during bad weather. Employees holding one of these positions will be expected to work during inclement weather. The employee's supervisor will help the employee determine if the employee's job falls into this category.

MEAL PERIODS

All full time regular employees are provided with a one hour meal period each workday. Direct Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

WORK SCHEDULE

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Therefore, work schedules will be posted by supervisors.

ATTENDANCE

Every employee is expected to arrive for the employee's scheduled work day, unless an absence has been authorized in advance, or an absence is either unavoidable or justifiable.

All CBB employees have the following responsibilities concerning absence, regardless of full time, part time or temporary status; position or work assignment; and regardless of eligibility or non-eligibility of absence pay allowance or of whether it is a regularly scheduled work day or non-scheduled work day.

A. Advance Notice

When the need for being absent from work is known in advance, the employee shall obtain prior approval from the Supervisor as well as a written request as far in advance as possible. At least one day's notice shall be given or the employee may be charged with an unexcused absence.

B. Notice of Unexpected Absence

When an employee has not given notice and is unable to report for work, the Supervisor must be notified before starting time, if possible.

C. Failure to Give Notice

Failure of an employee to give the notice required, unless beyond the control of the employee, shall constitute cause for reasonable disciplinary measure, including cause for denial of absence pay allowance, if applicable.

D. CBB reserves the following rights:

1. To authorize, or refuse to authorize, the advance request of an employee for permission to be absent.
2. To investigate absences.
3. To require a doctor's statement when an employee has been off sick.
4. To determine whether or not an absence is necessary or justified.
5. To impose reasonable disciplinary penalties upon employees who violate the policies with regard to absenteeism.

Excessive absenteeism may be cause for discharge. Excessive absenteeism is defined as 10 days or more in one calendar year.

Holidays, paid time off leave, and jury duty are not to be counted in the ten (10) days mentioned above for the purpose of defining excessive absenteeism.

Failure to report to work shall result in job abandonment and may subject an employee to discharge.

BUSINESS ETHICS

CBB is dedicated to the highest standards of integrity and ethics. The standards of conduct are applicable to employees at all levels.

Any employee who uses or has access to CBB physical assets or funds is accountable for his/her conduct in a fiduciary capacity in relation to the use or protections of those assets. Supervisory employees are also expected to monitor employees in their areas to assure that they handle CBB assets or funds in a fiduciary manner.

Accounts and records will be maintained and financial reports will be prepared in a manner which conforms with CBB policies and procedures.

Employees are not to engage in any activity, practice, or act which conflicts with, or appears to conflict with, the interest of CBB.

Reasonable measures must be taken to ensure the accuracy of information that is authorized for release to outside parties.

Employees are not to be engaged directly or indirectly, either on or off the job, in any conduct which is disloyal, disruptive, competitive or damaging to CBB.

Employees are not to give, offer, or promise directly or indirectly, anything of value to any representative of a customer, potential customer, or financial institution in connection with any transaction business they may have with such customer, potential customer, or financial institution. These provisions are not intended to apply to routine, reasonable business entertainment or gifts of minor value, customary in local business relations, provided that no law and/or company policy are violated and full disclosure is made to the Executive Director.

Employees or their immediate family members are not to solicit or accept gifts or hospitality, or any special discounts or leans from any person or company doing, or seeking to do, business with CBB. An employee should not allow him/her self to reach a position whereby he or she might be perceived by others to have been influenced in making a business decision as a consequence of accepting such gifts or hospitality.

Employees involved in any situation or transaction which conflicts or may appear to conflict with the intent of business ethics, must report it immediately to the Executive Director activity may result in disciplinary action, up to and including termination of employment.

When it is not easy to decide between what is and what is not acceptable in terms of gifts or hospitality, the offer should be declined or advice sought from the Executive Director.

CONFLICTS OF INTEREST

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

No CBB employee shall engage in any activity which constitutes a conflict of interest of which a reasonable person would interpret as creating the appearance of a conflict of interest.

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

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

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the moral of all employees and affect the business image that CBB presents to the public.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Employees will dress in a manner consistent with good hygiene, safety and business needs.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Repeated violations of this policy will be cause for disciplinary action.

PUNCTUALITY

CBB requires its employees to report to work at the employee's previously agreed upon time. Employees will be granted three (3) hours of excused tardiness per year, if they have just cause for the absences. "Just cause" means circumstances totally beyond the employee's control that prevented prompt arrival at work. Tardiness is defined as reporting to an employee's assigned work station up to one hour after the beginning of the scheduled work period. Frequent unexcused tardiness is subject to disciplinary action, up to and including termination.

USE OF PHONE SYSTEM

Employees should practice discretion in using business telephones when making local personal calls and should limit these necessary personal calls within reason to a limit of three (3) minutes. Personal use of company telephones (including cellular phones charged to the company), for long distance and toll calls is not permitted.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. An employee's manager can advise the employee of their department's approved greeting.

USE OF CBB VEHICLES AND EQUIPMENT

Equipment and vehicles are essential in accomplishing job duties and are expensive and may be difficult to replace. When using CBB equipment or vehicles employees are expected to exercise care and follow all operating instructions, safety standards and guidelines. Employees who are officially assigned responsibility for specific assets of the District will be expected to be fully accountable for such assets.

CBB will ensure the proper care, custody and control of all district owned vehicles.

PROCEDURE

A. Responsibilities of the employee driver

1. CBB Employees must wear their seat belt at all times when in a CBB vehicle.
2. Shall be licensed to operate a motor vehicle in this state.
3. No unauthorized persons shall ride in a CBB vehicle at any time.
4. CBB Employees may not operate CBB vehicles while under the influence of any drugs or alcohol.
5. No CBB employee shall transport alcohol or illegal drugs of any kind in official CBB vehicle.
6. No smoking in CBB vehicles.

B. Fuel fill-up of CBB vehicle

1. All CBB vehicles will be filled with fuel at the CBB pumps behind maintenance.
2. Employees will complete the gas log form located at the pumps, recording the number, name of operator, mileage and date of fill up.
3. No fuel will be pumped for any vehicle other than vehicles used for official CBB purposes.

C. Off-Duty use of CBB vehicles

1. All off-duty use of CBB vehicles must be approved by the Executive Director or his designee.
2. CBB vehicles are to be utilized for business purposes only. Employees are directed to refrain from transporting friends, family members, etc. unless an emergency situation dictates otherwise.
3. All CBB employees are directed to obey speed limits and other traffic laws at all times unless involved in an emergency response on or off duty.

D. Traffic Citations

An employee who receives a traffic citation while driving a District vehicle shall be personally responsible for paying any fines involved, and is expected to resolve the matter promptly either through payment of the fine or arranging for a court hearing. Normally, the matter should be settled within not more than 48 hours of the citation, with a reasonable allowance made for the business hours of the traffic court and the employees work schedule. Employees should report receipt of traffic citations to their direct manager the day after it is issued.

E. Parking Citations

An employee who receives a parking citation while driving a District vehicle shall be personally responsible for paying any fines involved, and is expected to resolve the matter properly either through payment of the fine or arranging for a court hearing.

EMPLOYEE RELATIONS

CONDUCT AND DISCIPLINE

- A. To ensure orderly operations and provide the best possible work environment, CBB expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is each employee's responsibility to become familiar with and strictly adhere to all rules, regulations, and special instructions of CBB. Ignorance of or misinterpretation of rules is not an excuse for failure to comply. Employees must seek clarification from their Supervisor or the Executive Director.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Treating discourteously or being offensive toward the public, fellow employees, or customers on duty.
2. Sleeping at work during one's scheduled work hours.
3. Violating standards of excessive absenteeism. Having an unauthorized absence, failing to give notice of absence, habitual tardiness, and failing to report to work as assigned.
4. Accumulating minor infractions, after previous counseling and formal warning.
5. Carrying, indulging in, or being under the influence of alcohol or drugs while on duty, while on property.
6. Testing positive on an alcohol or drug test administered in accordance with the Substance Abuse policy.
7. Fraudulently reporting sickness for self or family member or dishonestly reporting a death.
8. Falsifying or altering any company record or report, such as time or revenue records, applications for employment, medical reports, or expense reports.
9. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety of, its employees, customers or property.
10. Refusing to perform work assigned on a scheduled day off.
11. Misusing company equipment or property.

12. Disclosing business “secrets” or confidential information without authorization.
13. Insubordination
14. Theft
15. Dishonesty
16. Interfering with the work of others.
17. Altercations
18. Possessing a firearm or other dangerous weapon on District property or while conducting company business. Except for Rangers.
19. Instigating or participating in “practical jokes” – a prank intended to trick or embarrass someone or cause physical discomfort.
20. Refusing to submit to testing for drugs and/or alcohol.
21. Using park credit card for personal usage.

CORRECTIVE ACTION

Performance is defined as an employee’s accomplishment of assigned duties and responsibilities. It is reflected by work products and services, and adherence to work standards and procedures. Many performance problems can be corrected by day-to-day coaching and counseling.

However, when an employee’s work performance is unacceptable, the District will endeavor when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. Supervisor should consult with the Executive Director to determine the action best suited for the circumstances.

Nothing in this guideline is intended to alter the at-will status of employment with the District. Either you or CBB may terminate the employment relationship at any time with or without prior notice. CBB reserves the right to terminate any employment relationship without resort to the above disciplinary procedures.

A. TYPES OF DISCIPLINE

1. COACHING/COUNSELING

This form of discipline will be used when the Executive Director or Supervisor feels that a counseling session to clarify expectations and performance modifications will resolve the situation. The objectives of coaching/counseling are: problem recognition, develop effective solutions and documentation for future reference.

2. WRITTEN REPRIMAND

Written reprimands will be used when the misconduct warrants a more severe response than Coaching/Counseling. The Executive Director and Supervisor will meet with the employee to discuss: the need for immediate improvement on the part of the employee and possible consequences if the employee fails to correct the problem. All written reprimands will be documented on the written reprimand form.

PROBLEM RESOLUTION

CBB seeks to provide a work environment that is personally satisfying and professionally rewarding to all employees. Open and honest communication helps foster positive and productive relationships.

CBB wants to know if an employee feels mistreated or is aware of any unethical business practices. The problem resolution process provides an effective and acceptable means through which employees can bring their concerns and ideas to management. The process is designed to resolve problems as quickly as possible. CBB will attempt to treat all internal complaints and their investigation confidential, recognizing however that in the course of investigating and resolving internal complaints some dissemination of information to others may be appropriate. This process is designed to proceed through each level of supervision in the employee's work unit. The exact number of steps in the process may vary (increase or decrease), depending on the number of levels of supervision in the employee's work unit. Issues will be considered resolved if not presented at the next step within the established time limits.

A problem shall be submitted in the following sequence:

(First Step) Direct Supervisor

(Second Step) Executive Director

(Third Step) Board of Commissioners

NOTE: Employees may skip step one and proceed to step two if they are not comfortable discussing their concerns with their Supervisor. The Executive Director reserves the right to refer the concern back to the employee's Supervisor for resolution. However, employees may not skip step two and proceed to the Board of Commissioners.

POLICY REVIEW

POLICY:

CBB will provide a system that will review policy and procedures on an annual basis. The Executive Director will ensure that all policy and procedures are reviewed.

A policy review committee will meet annually to determine what changes if any should be recommended to the Board of Commissioners. The policy changes will then be forwarded to the Board of Commissioners for review and approval.

All policy changes will be distributed to all employees.

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information regarding CBB. I have entered into my employment relationship with CBB voluntarily and acknowledge that there is no specified length of employment. Accordingly, either CBB or I may terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described in this handbook are necessarily subject to change, I acknowledge that revision to the handbook may occur at any time without prior notice to me. I understand that revised information may supersede, modify, or eliminate existing policies.

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

I have read and understand the contents of the employee handbook.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME PRINTED