

Personnel Policy / Employee Handbook

1.0 Statement of Policy

The Chippewa Luce Mackinac Conservation District (hereafter referred to as the "District") recognizes its responsibility for attracting and employing the most qualified and capable persons for carrying out the work of the District. It will endeavor to attract employees without regard to age, race, sex, handicap, or any standard not related to job performance. It is further recognized that to attract and retain such persons, the District must maintain a competitive posture with regard to compensation of its employees, including fringe benefits, and must maintain operating policies and procedures which treat its employees fairly and equitably.

The maintenance of unusually high standards of honesty, integrity, impartiality, and conduct by Chippewa Luce Mackinac Conservation District (CLMCD) employees is essential to assure the maintenance of confidence by citizens in Chippewa, Luce and Mackinac Counties. The confidence of citizens in Chippewa, Luce, and Mackinac Counties is influenced not only by the manner in which employees serve the public, but also in the way they conduct themselves in the eyes of the public. The avoidance of misconduct and conflicts of interest on the part of the District employees through informed judgment is indispensable to the maintenance of these standards. In accord with these concepts, this personnel policy sets forth the rules and regulations for employees of the Chippewa Luce Mackinac Conservation District, prescribing standards of conduct and responsibilities and governing the reporting of employment and financial interests.

No one other than the Board of Directors has authority to enter into an agreement for employment with the Conservation District for a specified period of time or to make any agreement, which is contrary to this statement. Any such agreement made with the Conservation District Board must be in writing or it shall not be binding. **All CLMCD employees are employees "at will" and may be terminated with or without cause, for any reason or no reason, and with or without notice. "At will" employment status may not be altered by anything in this policy or in an individual employee's work agreement.**

To implement these responsibilities, the Conservation District Board hereby adopts these Personnel Policies effective **August 31st, 2017**. These policies supersede all past policies and apply to all Chippewa Luce Mackinac Conservation District employees, unless a specific provision is identified in a grant that is accepted by the Board for the employee and duration specified in the grant.

2.0 Code of Ethics

The maintenance of unusually high standards of honesty, integrity, impartiality and conduct by District employees is essential to assure the proper performance of the Conservation District business and maintain the confidence of the citizens of the District. This confidence is influenced not only by the manner in which the employees serve the public, but in the way they conduct themselves in the eyes of the public. The avoidance of misconduct and conflicts of interest on the part of District employees through informed judgment is indispensable to the maintenance of these standards. In accordance with these concepts, this personnel policy sets forth the regulations for employees of the CLMCD prescribing standards of conduct and responsibilities and governing the reporting of employment and financial interest.

- 2.1 Employees shall not discriminate unfairly by the dispensing of special favors or privileges to anyone for remuneration or not; and never accept for him/herself or his/her family any benefits or favors under circumstances which might be construed as influencing the performance of his/her duties.
- 2.2 Employees shall not use alcohol or prohibited drugs during working hours.
- 2.3 Employees shall not use information coming to him/her confidentially in the performance of his/her duties as a means for making private profit. No employee is permitted to reveal or discuss anywhere or at any time information which might be confidential. This includes mailing lists for private business.
- 2.4 Employees shall engage in no business, either directly or indirectly, which constitutes a conflict of interest.
- 2.5 Employees shall give a full day's work for a full day's pay.

- 2.6 Employees shall seek to find and employ more efficient and economical ways of getting tasks accomplished.
- 2.7 Employees are responsible for carrying out the services to individuals, groups, land users, and the public without regard to race, color, national origin, sex age, marital status or handicap.
- 2.8 Employees shall limit to official business only the use of NRCS and District owned equipment and supplies.
- 2.9 (Solicitation) Distribution of literature, catalogs, merchandise, etc. by employees is prohibited during scheduled work time and or work areas. Similar activity is completely prohibited by non-employees in the building or on the grounds, as per policies of the USDA-NRCS.
- 2.10 (Gifts) Employees shall not accept gifts, excessive entertainment or other favors (valued greater than \$20.00) from vendors attempting to or providing services or products to District. This does not preclude the acceptance of gifts for group use, or of a nominal amount (valued less than or equal to \$20.00) offered in the spirit of the season or in respect of friendship for group distribution or consumption.
- 2.11 Confidential information. While performing duties at the Conservation District, employees may have access to information which is confidential. No employee is permitted to reveal or discuss anywhere or at any time any information which may be confidential.

3.0 Office Supervision

The District Board members will be responsible for the general administrative supervision of their personnel. The District Board will designate a Conservation District representative to serve as a day to day supervisor of District personnel and will hold the title of Executive Director. The Executive Director will be under the specific supervision of the Vice Chairperson. The Executive Director will be the immediate contact for District personnel. Tasks delegated to the Executive Director include but are not limited to:

1. Provide oversight to the hiring process and collect all appropriate employment forms and documentation according to state and federal laws.
2. Ensure District employees understand and sign the District Employee Handbook.
3. Develop job descriptions and ensure current duty requirements are the same.
4. Establish a work schedule, priority of work, authorize overtime, and approve timesheets.
5. Determine training needs, see that training is provided and follow up to ensure performance is both safe and satisfactory.
6. Review and evaluate performance.
7. Commend exceptional work.
8. Respond to employee grievances.
9. Establish and maintain safe and satisfactory working arrangements and conditions, including oversight of vehicle and equipment maintenance.
10. Meet with Board members to decide disciplinary actions if necessary.
11. Respond to Freedom of Information Act (FOIA) Requests.
12. Supervisory responsibility for a District employee by NRCS or any other Agency representative is not acceptable or legal.
13. Provide first point of contact for employee accident reporting as specified in work agreements.
14. Perform additional tasks as required by the Board of Directors.

4.0 Employment Policies

Employment shall be advertised in such a manner that the public is assured open and equal opportunity to apply and to be properly considered for District employment, and so that present District employees may be knowledgeable of possible chances for advancement.

- 4.1 **SELECTION.** Employment and promotion of personnel shall be solely on the basis of merit, potential and suitability for the position. The qualifications of potential employees shall be measured against written requirements for the position. The full board of directors will make the final decision, based on the above criteria, for the hiring of all employees.
- 4.2 **AFFIRMATIVE ACTION.** The District recognizes the possibility that formal and informal recruitment and selection procedures may unknowingly create barriers to equal opportunity for employment by all categories of

citizens within the jurisdiction of the District. The District will, on a continuing basis, evaluate its recruitment and evaluation procedures with the goal of eliminating such inequalities and take appropriate action to eliminate them. The Elliott-Larsen Civil Rights Act of the State of Michigan will be used as guideline for establishing affirmative action and protection of employee civil rights.

- 4.3 NEPOTISM. Nepotism within the District shall be discouraged. Hiring immediate family of CLMCD Directors, CLMCD employees, or United States Department of Agriculture Natural Resources Conservation Services (NRCS) personnel assisting the Conservation District will be avoided to the extent possible. "Immediate family" shall mean: children, spouse, siblings, and siblings of spouse, parents, and parents of spouse, grandparents and grandparents of spouse. The Conservation District board may grant exception in the in extenuating circumstances as determined by the board. A director shall abstain from voting on the matters concerning the hiring of immediate family. These recommendations are not for the purpose of depriving any citizen of an equal chance for a Conservation District job. They are solely to eliminate the appearance of preferential treatment.
- 4.4 CRIMINAL OFFENSE. District staff members are sometimes involved in educational programs that include close contact with children and are permitted open access to the schools with certain programs, therefore the District will follow the procedure of security checks as outlined by the public school system.
- 4.5 SEXUAL HARASSMENT. The Chippewa Luce Mackinac Conservation District is committed to providing a work environment where women and men can work together comfortably and productively, free from sexual harassment. Such behavior is illegal under both State and Federal law and will not be tolerated. This policy applies to all phases of employment including: recruiting, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training, travel, or District social events.
 - a. Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones including written contact, verbal contact, physical contact, and visual contact. Offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations for or reclassifications in exchange for sexual favors is forbidden. Complaints shall be handled in compliance with the Grievance Procedure explained in this policy.
 - b. Any employee found to have violated this policy shall be subject to appropriate disciplinary action, including: warnings, reprimand, suspension or discharge, according to the findings of the complaint investigation.
 - c. Any employee bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms of employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and disciplined accordingly.

5.0 Classification and Compensation

All District employees are to be classified and paid in accordance with the work agreements adopted by the Board of Directors unless said board designates otherwise. These agreements establish the various classes of position, define the responsibilities and qualifications of the position and set the wage schedule which will be paid to individuals in various positions. Placement of employees within the system is subject to approval of the Board.

- 5.1 CLASSIFICATION ADJUSTMENT. The work agreements adopted by the Board may be adjusted to reflect cost of living conditions. Such an adjustment affects all employees under the system and is separate from changes in steps of classification.

5.2 CLASSIFICATION

- a. **Full-Time Employee (Exempt):** An employee who has been hired to fill a continuing position requiring a minimum of 40 hours per week of work classified as "Exempt" under the Fair Labor Standards Act (FLSA) based on the conditions set forth in their work agreement. Fringe benefits may be provided depending on the employee's funding source, and will be described in their work agreement.

- b. **Full-Time Employee (Non-exempt):** An employee who has been hired to fill a continuing position requiring a minimum of 40 hours per week of work classified as "Non-exempt" under the Fair Labor Standards Act (FLSA) based on the conditions set forth in their work agreement. Fringe benefits may be provided depending on the employee's funding source, and will be described in their work agreement.
- c. **Part-Time Employee:** An employee who has been hired to fill a continuing position requiring less than 40 hours per week on a regular and recurring schedule. The employee is considered a "Non-exempt" employee and not typically eligible for fringe benefits. Benefits may be negotiated under certain conditions of grant funding.
- d. **Temporary Employee:** An employee who has been hired to fill a position of limited duration, either full or part time, and whose term of employment is defined in their work agreement. A temporary employee serves no probationary period, is paid an hourly wage for the hours actually worked, is a "Non-exempt" employee, and receives no fringe benefits unless defined by a grant funding their position. The limitation of employment will be specifically described in the employee work agreement.
- e. **Seasonal Employee:** Chippewa Luce Mackinac Conservation District has received "Seasonal Employer Status" designation by the Michigan office of Licensing and Regulatory Affairs. A seasonally hired employee will receive notice in writing at time of hire, will not be eligible for unemployment benefits between seasons, have a reasonable expectation of future employment, and will work within the District's designated 26 week season as specified in the seasonal notification. Seasonal employees are "exempt" from FLSA and may be allowed to work more than 40 hours per week at their regular rate of pay.

5.3 COMPENSATION. All new employees shall be placed at the beginning steps of the appropriate compensation schedule corresponding with established position, unless the credentials of the new employees are clearly in excess of the minimum requirements of the position classification.

5.4 SALARY INCREASE. Employees are eligible to receive an increase in salary upon written, positive evaluation and recommendation of their supervisor and the Board. An employee evaluation form will be used. An exceptional employee may be considered for a cash reward at the discretion of the Board.

5.5 EVALUATIONS. Formal evaluations provide a means by which the Directors, supervisors, and other employees can assess the degree to which expectations of job performance are being achieved and by which the employee can be informed of the need for improvement. All employees are to be assessed annually. Evaluation will be made by the supervisor. A poor evaluation may be the basis for not recommending a pay increase or for taking other disciplinary action.

6.0 Conditions of Employment

6.1 WORK HOURS. Normal working hours will be between 8:00 a.m. and 4:30 p.m., however, hours of work and degree of flexibility will be specifically identified in an individual's work agreement. Lunch break consists of one-half hour (unpaid) per day.

- a. All full-time employees are expected to work the equivalent of a 40-hour work week, except for authorized absences. Overtime in excess of 40 hrs in a single work week will be subject to provisions in the FLSA and Michigan law.
- b. All part-time, non-exempt employees and temporary/seasonal/limited term employees shall be expected to work the hours set by the Board, Executive Director, or as prescribed by current grants, up to 40 hours per week. Overtime in excess of 40 hrs in a single work week will be subject to provisions in the FLSA, Michigan law, and this policy.
- c. If for an unavoidable reason, the employee cannot report to work on time or finds it necessary to be absent on a particular day, the employee must immediately notify his/her office supervisor/manager by e-mail or telephone prior to the beginning of the assigned shift or as soon as possible thereafter. Periods of tardiness and days of absence will be deducted from the time earned during a pay period, unless the employee requests and obtains approval to treat any absence as a day off with pay for annual, sick, or compensatory leave under the provisions of this policy.

6.2 OVERTIME PAY. Overtime pay will be provided for non-exempt employees as required by the Federal Fair Labor Standards Act and Michigan law. Overtime will be paid at time and a half. Overtime is not considered a fringe benefit to personnel. CLMCD allows flexibility within the workweek to allow personnel the opportunity to avoid overtime accumulation. Flexing of work hours within the workweek to avoid overtime should be used whenever possible.

- a. Non-exempt employees who receive a minimum of ten days of paid time off pursuant to his or her work agreement are eligible to receive compensatory time in lieu of overtime. Prior to accepting compensatory time in lieu of overtime, the employee must sign a written agreement. Each employee will be presented with a compensatory time agreement. If such an agreement is signed by both the employee and CLMCD, one and one half (1.5) hours of compensatory time off is provided for each hour of overtime worked. Grant-funded employees must use all compensatory time accrued under any particular grant within the active period of the grant. If an employee has accrued compensatory time under a grant and the grant will soon end, The CLMCD, at its sole discretion, may pay accrued compensatory time prior to the end of the grant. No employee may accrue more than 15 hours of compensatory time. Once this limit is reached, the CLMCD may refuse to allow further compensatory time.
- b. No overtime or compensatory time shall be worked without the written authorization of the Executive Director. Failure to seek written authorization from the Executive Director to work more than 40 hours in a given work week will result in the following disciplinary actions:
 - i. On the first infraction, a disciplinary letter will be placed in the employee's personnel file.
 - ii. On the second infraction, the employee will be suspended for one week without pay.
 - iii. The third infraction will result in immediate employee termination.

6.3 WAGE/SALARY ADMINISTRATION. The District will pay all employees on a bi-weekly basis. Payroll is conducted on Monday following the end of the pay period. Employees will be provided with pay period dates. The preferred method of payment is by Direct Deposit to an employee's bank account. Time sheets will be submitted to the Executive Director electronically and in hard copy by 12:00 PM on the Monday following a pay period. The supervisor will review timesheets prior to payment. The employee is responsible for correctly itemizing hours worked for particular projects/fund sources on their timesheet. Intentional failure to report accurate hourly time information on time sheets is grounds for disciplinary action.

6.4 DRESS CODE. Office attire will consist of neat, casual wear with the goal of providing a professional appearance of Conservation District personnel. Personnel are not permitted to wear open toed shoes, shorts, or skirts at any time unless the Executive Director provides written authorization. Field attire will consist of long pants, shirts and hard soled shoes that are consistent with carrying out field work, yet neat in appearance. All personnel are considered field employees and should be dressed and ready to enter the field at any given moment. Non field employees will be noted in their work agreements.

6.5 PERSONAL GROOMING. Personal grooming, ornamentation, hygiene, and clothing reflect your attitude toward yourself and indicate to the public the expectation of level of service of the Conservation District. It is imperative all clothing be neat, clean, and appropriate for the duties of the individual.

6.6 TELEWORKING. Tele-working is not permitted. Subject to the discretion of the Executive Director/District Board, tele-working may be permitted under extenuating circumstances to perform essential job duties.

6.7 VEHICLE OPERATION. Use of Conservation District vehicles and provisions for fuel and maintenance will be coordinated by the Executive Director. Employees driving District/NRCS vehicles must have a valid driver's license in the state of their residence. Employees shall observe all state motor vehicle laws while operating District or personal vehicles in the course of their job duties, including basic speed laws and prohibition of texting while operating a motor vehicle. Conservation District employees shall not read, manually type, or send a text message on a wireless 2-way communication device that is located in the person's hand or in the person's lap, including a wireless telephone used in cellular telephone service or personal communication service, while operating a motor vehicle that is moving on a highway or street during the course of job duties.

- 6.8 SAFETY. Safety precautions will be observed at all times on the job. District employees are required to wear appropriate protective clothing or equipment for the type of work being performed. Hard hats and "specialized" protective equipment will be provided by the District if required. The District shall be guided by the Michigan Occupational Safety and Health Administration.
- a. All accidents (human and vehicle) shall be reported to the administrator within 24 hours. The report shall include date, time, nature, response needed, doctor's and/or police report if available. Employees will be supplied with an accident reporting form.
- 6.9 GRIEVANCE PROCEDURE. It is the intention of the District that open communication between the District and employees can be fostered. It is further the intention of the District that all employees be treated with fairness and respect in the performance of their duties. Every attempt should be made to resolve complaints and grievances at the lowest possible level on an informal basis. In encouraging this the following procedure is established to provide an opportunity for resolving personnel problems that may arise. Any grievance, dispute, or complaint shall receive prompt attention and an earnest effort on the part of both parties to settle as follows:
- a. By conference between the employee, supervisor/manager. If not settled in this manner, proceed to step 2.
 - b. The aggrieved shall reduce the grievance to writing within 5 working days of the grievance and deliver it to the District personnel liaison, which is the vice-chair of the Board of Directors.
 - c. A conference will be held between the aggrieved and the District Board within 15 working days of the receipt of the written grievance.
 - d. Grievances must be taken up promptly and no grievance will be considered or discussed which is presented 15 days after such has happened.
 - e. The employee shall be advised as to his or her rights to an open meeting as provided by State law. If the meeting is to be closed, only those directly involved with the conference and others so designated shall be present.
 - f. After discussing the issue with the Conservation District Board, the supervisor/manager, and the employee, the Conservation District Board shall make its written recommendation for resolving the issue to the supervisor/manager and employee. The Conservation District Board's recommendation will be considered final.
- 6.10 DISCIPLINE. Disciplinary action may be taken against an employee dealing with (but not limited to) such types of behavior as follows: habitual tardiness, absenteeism without sufficient reason or proper notification, use of vulgar or abusive language, refusal to carry out directions of the supervisor, lack of cooperation on the job, unacceptable work performance or personal behavior on the job, theft of any kind, abuse of equipment, unsafe work practices, falsification of records or time sheets, use of alcohol or drugs at the work place, release of privileged information. Note that this is not a comprehensive list and other behaviors may be subject to disciplinary action as deemed appropriate by the District Board.
- a. Discipline is intended to be of positive or developmental nature rather than negative or punishing procedure. Directors may withhold a recommendation for an increase in pay only on the basis of an unsatisfactory rating of the employee's evaluation, work habits, or unwillingness to perform work duties. The Directors shall advise the employee in writing that the recommendation for an increase in pay is being withheld and the reason why.
- 6.11 SEARCHES. The Conservation Executive Director reserves the right to search all areas of the District office, including desks, files, containers, storage rooms and items, outside grounds, lockers, District vehicles, and computers and their contents. All information on the Conservation District computers is considered Conservation District property. The District personnel supervisor/manager may not search an employee's body, clothes, purse, wallet, or private file.
- 6.12 CONTROLLED SUBSTANCES. It is the policy of the Conservation District that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on District premises, engaged in District business, while operating District equipment, or while under the authority of the District is strictly prohibited and grounds for termination of employment.

7.0 Termination of Employment

The termination of positions and release of employees shall be determined by the District Board after consultation with the supervisor. Except for termination due to unsatisfactory performance or misconduct, all accrued leave will be paid to the individual. Payment for accumulated leave will not be paid to an employee if the probationary period is not fulfilled satisfactorily.

- 7.1 **RESIGNATION.** A voluntary termination freely made by the employee for any reason. The Conservation District must be given a two-week notice or any accrued benefits/reimbursements will be forfeited. A written letter of resignation shall be supplied to both the Executive Director and the Board of Directors personnel liaison.
- 7.2 **MUTUAL AGREEMENT.** Whereby both parties think it would be mutually beneficial to end the employment relationship. Under these circumstances, no termination notice period is set by the District, and a departure date is informally agreed upon within a reasonable time period. Annual leave and flex time may be taken in full.
- 7.3 **REDUCTION IN FORCE.** Resulting from job elimination due to financial considerations determined by the District or grantor in the event an employee's wages are grant funded. Any employee so affected will be given 24 hours notice. Annual leave and flex time may be taken in full.
- 7.4 **UNSATISFACTORY PERFORMANCE.** Failure of an employee to meet performance standards, failure to complete tasks in a timely competent way, or failure to maintain an adequate work record will result in immediate dismissal. Flex time and annual leave will be considered by the Board.
- 7.5 **MISCONDUCT.** Misconduct includes but is not limited to: theft of any kind; abuse of equipment; dishonest, disorderly, or immoral conduct; insubordination; loss of driver's license if a condition of employment defined in the employee's Work Agreement; sexual/illegal harassment; abuse of internet/email privileges; use or being under the influence of alcohol or drugs not medically prescribed while on the job; inappropriate disclosure of customer personal information; three offenses of the overtime policy; or conviction of a felony.
- 7.6 **TERMINATION INTERVIEW.** Before an employee leaves the District, a termination interview will be scheduled with the supervisor and employee. Its purpose will be as follows: review employment record and reason for leaving; review employee benefits on termination, return of District property, keys, name tags, etc.; file final time sheet and specify conditions of final paycheck.
- 7.7 **CONFLICT OF INTEREST.** An employee shall not engage in outside employment or other activities that would conflict his or her duties and responsibilities as a CLMCD employee or conflicts with the mission of CLMCD or a specific grant project for which they or other District staff were hired. Prior to employee engaging in outside employment, the Executive Director must be informed by the employee and agree to the above standards and standards set forth in the Chippewa Luce Mackinac Conflict of Interest Policy.

8.0 Compensation and Fringe Benefits

- 8.1 **SALARY AND BENEFITS.** Upon employment, the District Board shall classify the employee. All full-time employees shall be eligible for fringe benefits as detailed in work agreements. Temporary employees shall not be eligible for any fringe benefits except on a case by case basis. Grant employees on the District payroll shall be eligible for the same benefits as full-time employees, provided the grant funding their position provides for reimbursement of these fringe benefits, unless approved otherwise in advance by the District Board.
- 8.2 **PAYROLL.** State and federal taxes will be withheld from each pay check, as well as employee's share of Social Security and Medicare taxes.
- 8.3 **TRAVEL.** All travel must be preapproved by the supervisor.
 - a. **MILEAGE.** Employees shall receive reimbursement at the rate of \$0.50 per mile for pre-approved use of a personal vehicle while on District business when pre-approved by the supervisor, if no District or NRCS vehicle is available to use. In order to receive reimbursement, the employee must submit a travel voucher with their timesheet stating the date, location, and reason for travel. When the employee is travelling to and from work, no mileage will be paid.
 - b. **OFFICIAL TRAVEL.** When notice of tours, meetings, training sessions, etc., requiring out of District travel occurs, prior approval for such trips is required. Notice shall be given to the supervisor in a reasonable time. Approval will be obtained from the supervisor in a timely manner.

- c. PER DIEM. For official travel requiring an overnight stay, the employee will be reimbursed at a rate of \$35.00 per day (or prorated portion thereof) for meals not provided during the course of the required travel activity.
- 8.4 SOCIAL SECURITY/MEDICARE. By law the Conservation District is responsible to pay 50% of the Social Security and Medicare for each employee.
- 8.5 WITHHOLDING TAXES. By law the Conservation District is responsible for the payment of any and all withholding taxes to the appropriate governmental agency on behalf of the employee.
- 8.6 INSURANCE. The Conservation District will maintain adequate insurance on all District owned vehicles; general liability insurance; and insurances required to operate specific District Programs such as the Pesticide Applicator Business. Insurance coverage will be reviewed annually.
- 8.7 WORKERS COMPENSATION INSURANCE. By law the Conservation District is responsible to carry workers compensation insurance on each employee. Workers compensation insurance covers the employee in the event of an injury to the employee while carrying out his or her duties for the District.
- 8.8 UNEMPLOYMENT INSURANCE. By law the Conservation District is responsible to pay the appropriate governmental agency the taxable rate of the gross wages for all employees. Board members are not eligible for Unemployment Insurance and therefore are not subject to deductions for Unemployment Insurance for any compensation they may receive from the District in the performance of their duties.
- 8.9 HEALTH INSURANCE. No health insurance is provided (exceptions noted in work agreements).
- 8.10 RETIREMENT. The employee shall be entitled to 100% of accrued annual leave up to a maximum of 160 hours. 100% of accrued flex time must be used before retirement. Payment shall be made in cash at a rate equal to the employee's current hourly rate of pay upon retirement. The employee is not entitled to payment of accrued sick leave (exceptions noted in work agreements).
- 8.11 EMPLOYEE PENSION PLAN. No employee pension plan is provided (exceptions noted in work agreements).
- 8.12 BONDING. Bonding insurance will be provided by the District for those employees handling District funds. Credit checks will be conducted on any employee handling the funds of the District.

9.0 Leave

- 9.1 HOLIDAYS. Holidays shall be paid corresponding to the legal Federal holidays recognized by NRCS for full-time employees when stated in employee's work agreement. Part-time and temporary/seasonal employees are entitled to take holidays, but they shall not be paid. Holiday pay for full time employees will adhere to any requirements set forth in the grant that pays their wages or be negotiated based on applicable funding
- 9.2 AUTHORIZED EARLY LEAVE OR OFFICE CLOSURE: In the event of a Federal government shutdown, employees utilizing federal computers and office space must observe closure directives as described by the NRCS State Office and relayed through the NRCS District Conservationist. Early closures due to the holiday season, inclement weather, or other reason will be at the discretion of the Executive Director. Employee opportunities for compensation for missed work due to closures will be determined by agreement between employee and supervisor, depending on their work agreement and funding source.
- 9.3 PAID ANNUAL LEAVE. The District is not required to provide annual leave for employees. Annual leave, if offered, will be accrued during the employment period at a rate dependent on the hours worked per week and as outlined in the employee work agreement.
 - a. If annual leave is granted, it will only be granted to full time employees and shall meet the schedule below:
 - i. The employees start date until the end of their fourth (4) year, four (4) hours of vacation will be earned for each 80 hour pay period.
 - ii. The start of the employees fifth (5) year until the end of the employees eighth (8) year, six (6) hours of vacation will be earned for each 80 hour pay period.
 - iii. The start of the employees ninth (9) year and up, eight (8) hours of vacation will be earned for each 80 hour pay period.

- 9.4 PAID SICK LEAVE. The District is not required to provide sick leave for employees. Sick leave, if offered, will be described in the employee work agreement. Sick leave may be utilized by an employee in the event of illness, injury, temporary disability, or exposure to contagious disease endangering others, or for illness, or injury in the immediate family which necessitates absence from work. "Immediate family" means the employees spouse, children, parents, grandparents or foster parents, parents-in-law, brothers, sisters, and any persons for whose financial or physical care the employee is principally responsible. Sick leave may be used for absence caused by the attendance at the funeral of a relative, or person whose financial or physical care the employee has been principally responsible. Sick leave may be utilized by an employee for appointments with a doctor, dentist, or other recognized practitioner to the extent of time required to complete such appointments. Any accumulated sick leave will not be paid upon retirement or termination, it is intended as an employee benefit only during active employment.
- a. NOTIFICATION. Employees shall notify their designated immediate supervisor as soon as possible when the need arises to take sick leave. Appointments for sick leave should be scheduled at the beginning or end of the employees work day whenever possible.
 - b. SICK LEAVE LIMITS. After three days off, a physician's statement shall be required stating the condition of the employee relative to the ability to perform duties of the position, diagnosis, and other relative information pertaining to the employee's condition.
- 9.5 PAID PERSONNEL DAYS. The District is not required to provide Personnel days. Personnel days are only permitted to full time employees and can be used for any reason other than sick or vacation leave. Full time employees are permitted to use (3) personnel days in a Fiscal year (Oct. 1 – Sept. 30). Personnel day hours are subtracted out of the employees paid sick time. Personnel days can't be used the work day before or the work day after paid holidays and cannot be used to lengthen approved vacation leave. If an employee chooses to take a personnel day they must take the entire day as a personnel day. Each day taken as a personnel day is considered (1) personnel day and 8 hours will be subtracted from the employees paid sick leave hours regardless if the work day was 8 hours or not. Personnel days will not be paid upon retirement or termination, it is intended as an employee benefit only during active employment.
- a. NOTIFICATION. Employees shall notify their designated immediate supervisor at least 24 hours in advance when the need arises to take a personnel day.
 - b. LIMITS. Once an employee takes their (3) personnel days, they will not be permitted additional personnel days within the fiscal year. If an employee uses all sick time allotted to them (indicated in individual employee work agreement) and have not used all three (3) personnel days, the employee is not permitted to take allotted amount of personnel days until the new fiscal year starts.
- 9.6 BEREAVEMENT LEAVE. There are currently no bereavement leave benefits. An employee is permitted to take unpaid time off when a death occurs in his or her immediate family but should consult with their supervisor for specific concessions and arrangements.
- 9.7 FAMILY MEDICAL LEAVE ACT (FMLA). The Conservation District shall adhere to all rules and regulations of the Family Medical Leave Act if they so apply. Conservation Districts with 50 or more employees must adhere to the FMLA.
- 9.8 MATERNITY LEAVE. When the pregnancy of an employee reaches six months, notice must be given to the supervisor of impending request for a leave of absence. In addition, to continue working in a safe manner, the female employee at this time must furnish a note from her physician to ensure that continued working conditions will not harm the health of the unborn child or the mother to be. As full term approaches, further assurance from the physician may be required, but the employee may continue to work as long as above conditions and adequate job performance prevail. Maternity leave shall commence in the event of childbirth, or when the employee, acting upon advice of the physician, indicates that she is no longer able to work.
- a. Female and Male employees sick time and vacation time may be used for maternity leave. Additional unpaid time off can be requested by the employee to the District Board. Conditions and length of leave will be determined by the Board based on employee's request.

- 9.9 EMERGENCY SITUATIONS. When it is deemed to be in the best interest of the employees to close the office or curtail services as a result of inclement weather or other emergency situations, the employee will be paid and should take work home.
- 9.10 LEAVE WITHOUT PAY. Leave of absence without pay will be granted at the discretion of the District Board. Conditions and length of leave will be determined by the Board based on employee's request.
- 9.11 JURY DUTY. An employee who is assigned jury duty or is subpoenaed as a witness shall be granted a leave of absence to serve as required. Leave of absence for witness or jury duty shall be with full pay less the amount received by the employee for such duty, which shall be reported with supporting documentation on the timesheet.

10.0 Statement

The responsibility for implementation and subsequent amendment of this policy.

- 10.1 The District Board shall approve all policies, procedures, classifications, compensation plans, schedules and any amendments thereto.
- 10.2 The District Board shall annually review this policy. Any recommendations regarding adjustments in salary ranges, employment classifications and levels, and job descriptions shall be based on the District's financial condition, work level needs, and the current employment conditions in the county's labor market.
- 10.3 The District Board will communicate with the District employees to ensure knowledge and understanding of these personnel policies.

This Personnel Policy/Employee Handbook was adopted by the Chippewa Luce Mackinac Conservation District Board of Directors on **August 31st, 2017**. This document supersedes any previous versions.