



Dear Camano Water Association Employee:

Welcome to Camano Water Association. If you are a new employee, the Camano Water Association welcomes you and hopes that your experience with us will be rewarding. If you are a current employee, the Camano Water Association wishes to express its sincere appreciation for your continued valued service.

The mission of Camano Water Association is to provide members with ample, good quality, domestic water at a reasonable cost.

Camano Water Association is governed by its Board of Trustees. Each board member is elected by member-voters to serve a three-year term. The Board of Trustees sets the general policies for operation.

The day-to-day functioning of Camano Water Association is carried out by the staff as authorized by the Board of Trustees.

This Employee Handbook applies to all Camano Water Association employees. Please read this handbook thoroughly and retain it for future reference.

The policies stated in this handbook are general guidelines only and should not be regarded as a contract of employment, express or implied, or a promise of specific treatment in any specific circumstance or guaranteeing employment for any specific duration.

Camano Water Association may depart from the policies in this handbook, and all other policies, procedures, benefits, and other programs, when it determines such a departure is warranted in its sole discretion.

From time to time, you may receive updated information concerning changes in policy. Camano Water Association, at its option, may add to, change, delete, suspend, or discontinue any of the policies in this Employee Handbook at any time, without prior notice, unless prohibited by applicable law.

If you have questions regarding any of the policies, please ask your supervisor or the Board of Trustees.

This Employee Handbook replaces and supersedes all other previous Camano Water Association Employee Handbooks.

**Revision History:**

Originated: 4/20/2010

Revised: 4/17/2018

## Employee Handbook Receipt and Acknowledgment

I understand that the information in this Employee Handbook represents guidelines only and that Camano Water Association reserves the right to modify this handbook and amend or terminate any policies, procedures, or benefit programs whether or not described in this handbook at any time, or to require and/or increase contributions toward these benefit programs.

I understand that I am responsible for reading this handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of this business, whether set forth in this handbook or elsewhere.

I understand that this handbook is not a contract of employment; expressed or implied, between me and Camano Water Association and that I should not view it as such, or as a guarantee of employment for any specific duration.

I understand my employment is at-will, meaning Camano Water Association or I can terminate my employment relationship, with or without a reason, at any time, with or without notice (see Policy 4120, Hiring, Job Performance, and Termination).

I further understand that no supervisor, manager, or representative of Camano Water Association, other than the Board of Trustees, has the authority to guarantee employment for any specified period of time or to alter the at-will nature of my employment. I also understand that any such agreement, collective or otherwise, if made, shall not be enforceable unless it is a formal written agreement signed by the President of the Board of Trustees.

I understand the CWA rules about the use, possession, and sale of drugs and alcohol by its employees as outlined in Policy 4130, Drug-Free Workplace Program.

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Employee name, printed

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Employee signature

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Date

### Revision History:

Originated: 4/20/2010

Revised: 4/17/2018

## Book 4. Personnel Policies

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**POLICY 4110. EMPLOYEE CLASSIFICATIONS****I. PURPOSE**

The purpose of this policy is to define the working times and benefits of different types of exempt (salaried) and non-exempt (hourly) employees.

**II. EMPLOYEE CLASSIFICATIONS**

It is the policy of Camano Water Association to inform employees of their employment classifications and their status as exempt (salaried) or non-exempt (hourly) at the time of hire and to inform employees of any changes in classification during their employment.

An employee's classification in no way affects the at-will nature of the employment relationship.

**III. FULL-TIME EXEMPT (SALARIED) EMPLOYEE**

An exempt (salaried) employee is one who is not subject to the overtime provisions of federal or state wage and hour laws. Exempt employees are generally paid a set salary for each pay period, without regard to the number of days or hours worked.

Exempt employees may have their salary reduced for absences of one or more full days for personal reasons, sickness, or disability in accordance with Camano Water Association's Policy 4430, Sick Leave.

An exempt employee is:

- A full-time salaried employee.
- Eligible for vacation pay, holiday pay, and jury duty pay.
- Eligible for paid leave for illness, injury, or family emergency.
- Eligible for health benefits.
- Eligible for participation in the retirement plan.
- Exempt from overtime pay for work over 35 hours per week; however, the board may approve flextime.

A full-time employee is one who works at least 35 hours per week.

#### IV. NON-EXEMPT (HOURLY) EMPLOYEE

A non-exempt (hourly) employee is one who is subject to the overtime provisions of federal, state, and local wage and hour laws. Non-exempt employees are entitled to overtime for hours worked over 40 hours in a workweek. Overtime is paid at 1.5 times an employee's regular rate of pay. Any overtime must be pre-approved by the employee's supervisor.

A non-exempt employee may be a full-time or part-time employee.

##### A. Full-Time Non-Exempt (Hourly) Employee

A full-time employee is one who works at least 35 hours per week.

A full-time non-exempt employee is:

- Paid on an hourly basis.
- Eligible for vacation pay, holiday pay, and jury duty pay.
- Eligible for paid leave for illness, injury, or family emergency.
- Eligible for health benefits.
- Eligible for participation in the retirement plan.
- Eligible for overtime pay for work over 40 hours per week.

##### B. Part-Time Non-Exempt (Hourly) Employee

A part-time employee is one who works less than 35 hours per week.

A part-time non-exempt employee is:

- Paid on an hourly basis.
- Not eligible for vacation pay, holiday pay, or jury duty pay.
- Eligible for paid leave for illness, injury, or family emergency (see Policy 4430).
- Not eligible for health benefits.
- Not eligible for participation in the retirement plan.
- Eligible for overtime pay for work over 40 hours per week.

#### V. MEALS AND WORK BREAKS

For non-exempt (hourly) employees, the regular (unpaid) meal period is 30 minutes. It is generally scheduled in the middle of the workday, no earlier than two hours and no later than five hours after the shift's starting time. Meal periods must be reflected accurately on a non-exempt employee's time records.

Non-exempt employees may not work through the meal period without their supervisor's prior approval. Employees should be completely relieved from duty during their meal period. If a non-exempt employee is required by a supervisor to perform work duties while on his or her meal period, the employee will be compensated for all time spent working.

Non-exempt employees are also given a 10-minute paid rest break for each four consecutive hours worked, except where the nature of their work allows them to take several mini-breaks for the equivalent of 10 minutes during each four-hour working period. Rest breaks should be taken during the first half of the workday and another during the second half of the workday. No employee shall be required to work more than three hours without a rest break. Rest periods may not be combined, added to a meal period, or taken at the beginning or end of the day.

Non-exempt employees are required to take their meal and rest break periods. If you believe that you are not receiving your required meal or rest breaks, please immediately contact your supervisor, the Business Manager, or a board member.

**Revision History:**

Originated: 4/23/2002

Revised: 4/20/2010

Revised: 6/19/2012

Revised: 4/17/2018

**POLICY 4120. HIRING, JOB PERFORMANCE, AND TERMINATION****I. PURPOSE**

The purpose of this policy is to define the policies regarding the hiring, job performance, and termination of Camano Water Association (CWA) employees.

**II. HIRING****A. Equal Employment Opportunity**

CWA is an equal opportunity employer. Employment decisions are based on merit and business needs. CWA strives to provide a work environment free from discrimination and harassment because of a protected characteristic. CWA does not discriminate against employees or applicants on the basis of race, color, creed, citizenship status, ancestry, religion, gender, national origin, age, marital status, pregnancy or pregnancy-related condition, sexual orientation, gender expression or identity, physical or mental disability, genetic information, veteran status, political affiliation, or any other characteristic protected by law. This policy applies to all aspects of the employment relationship, including recruitment, hiring, training, promotion, and other terms and conditions of employment. All employment decisions shall be consistent with these principles of Equal Employment Opportunity.

If you believe you have been treated differently because of any legally protected characteristic, you should immediately report the matter to your supervisor, the Board of Trustees, or any other member of management with whom you feel comfortable.

**B. At-Will Employment**

The Board of Trustees has the authority to hire CWA personnel.

Your employment with CWA is considered to be “at-will.” This means both you and CWA are free to terminate the employment relationship at any time, with or without reason, and with or without notice. CWA also has the right to manage its work place and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, and lay off employees to the extent permitted by law.

Nothing in this Employee Handbook or Policy Manual, or in any other document provided by CWA, is intended to alter the at-will employment relationship between you and CWA. In addition, your at-will employment relationship cannot be modified except through an enforceable executed written agreement or collective

agreement signed by the President of the Board of Trustees. No other employee, supervisor, or manager is authorized to make any promise of continued employment or other benefits of employment.

This At-Will Employment policy supersedes all prior guidelines, manuals, policies, and procedures issued by CWA.

C. Hiring of Family Members

Family members of any active member of the Board of Trustees and/or management personnel will not be considered for employment within CWA. Family members are defined as a child, parent, spouse, sibling, grandparent, grandchild, in-law, stepparent, stepchild, or stepsiblings.

D. Physical Examinations

CWA reserves the right to require a medical examination at the expense of CWA if CWA needs medical documentation to support an employee's request for an accommodation or if CWA believes that an employee is not able to perform a job successfully or safely because of a medical condition.

E. Background Checks

CWA reserves the right to require prospective employees to undergo a criminal background and credit check (when significantly job-related) paid for by CWA.

F. Pre-Employment Drug Screening

See Policy 4130, section IV, Pre-Employment Drug Screening.

G. Driving Record

All prospective employees are asked to submit an original of a current DMV-issued driving record before they're interviewed. The prospective employee can order and pay for the driving record by going to <http://www.dol.wa.gov/driverslicense/drivingrecord.html>.

For more information, see Policy 4530, Use of Company Vehicle and Equipment.

### III. EMPLOYMENT PAPERWORK

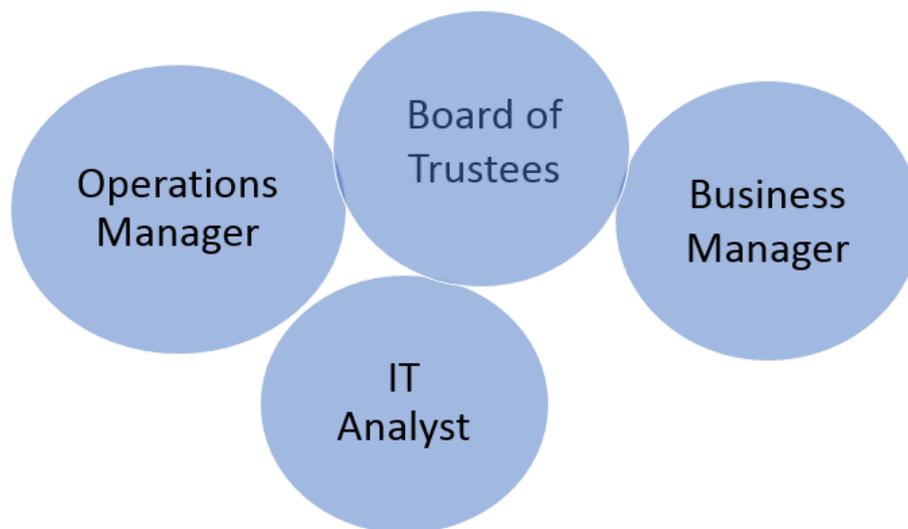
It is CWA policy to only employ individuals who are lawfully authorized for employment in the United States. Employees must complete and sign a U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, and provide appropriate identification before the first day of work. Any changes in work authorization status must be reported to the employee's supervisor immediately.

Before a new employee begins work, the following must be submitted to the Business Manager:

- IRS Form W-4, completed and signed
- Application for Employment, completed and signed
- U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, completed and signed
- Copy of Social Security Card
- Copy of current State of Washington driver's license

#### **IV. SUPERVISION**

The immediate supervisor for staff members is shown in the following organization chart.



On an annual rotating basis, two trustees share supervisory responsibilities for the staff members. One trustee serves as the lead and the other assists, especially with writing performance reviews. In the first year of service, a trustee serves as the assistant review writer for the lead supervisor. In the second year of service, the trustee becomes the lead and serves as the staff supervisor for the year.

#### **V. CONFIDENTIAL INFORMATION**

Careful custody and handling of customer information and documents or materials containing CWA's confidential proprietary information are of great importance. This information includes such things as business plans, and internal databases containing information regarding customers.

Each employee is responsible for safeguarding confidential information against theft, loss, and unauthorized use or disclosure. Employees with access to confidential information are responsible for ensuring the appropriate handling, storage, transmission, or destruction of this information in a manner that will eliminate loss or misuse.

## **VI. JOB PERFORMANCE**

Supervisors, with the assistance of a trustee on annual rotation, will meet with all exempt (salaried) and non-exempt (hourly) employees for an annual job performance review. The annual review process begins each year on September 1 and finishes by October 31.

CWA management will meet with all new employees for a job performance review after 90 days, and again at six months after date of hire. After that, the employee is reviewed yearly as part of the annual review process.

The supervisor and assigned trustee use the employee performance review form to complete the following sections:

- Professional traits (job knowledge, dependability, and so on)
- Reviewer summary, including work done well and suggestions

The employee completes the Employee Input sections:

- Listing of measurable 12-month goals
- How CWA management can help the employee succeed and achieve goals

The employee, supervisor/lead reviewer, and assistant reviewer all sign and date the performance review.

## **VII. TERMINATION**

### **A. Dismissals**

The Board of Trustees has the authority to dismiss CWA personnel. However, each designated supervisor may provide input to the Board of Trustees on employee performance and dismissal recommendations.

Employment with CWA is considered to be “at-will.” This means both the employee and CWA are free to terminate the employment relationship at any time, with or without reason, and with or without notice.

CWA also has the right to manage its work place and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, and lay off employees to the extent permitted by law.

**B. Resignations**

CWA asks that employees provide at least 10 business days' notice when resigning. Employees should give such notice to their immediate supervisor and the Business Manager.

**C. Accrued Vacation and Sick Leave**

Vacation is earned pay, so CWA will pay out accrued vacation upon termination, regardless of the circumstance.

For the payout rules for sick and safe leave, see Policy 4430, Sick and Safe Leave, Section II, paragraph H, Effect of Termination.

**Revision History:**

Originated: 4/23/2002

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## Employee Performance Review

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Review Date: \_\_\_\_\_ Review Period, From \_\_\_\_\_ to \_\_\_\_\_  
 Lead Reviewer: \_\_\_\_\_ Assistant Reviewer \_\_\_\_\_

### A. Professional traits

#### 1. Job Knowledge:

- 4 – Knowledge is broad-based and incorporates own job as a whole; employee continues to improve knowledge base and willingly shares knowledge with others.
- 3 – Knowledge is that which is needed to competently perform the job; employee keeps current.
- 2 – Knowledge is insufficient in some areas; employee makes some efforts to increase knowledge base
- 1 – Knowledge is inadequate to competently perform the job. Makes little effort to upgrade knowledge.

Comments/Examples:

#### 2. Dependability:

- 4 – Little or no absenteeism, schedules personal appointments at times so as to minimize time away from work, and can be relied upon to meet or exceed obligations and commitments.
- 3 – Attendance is at an acceptable level and meets all work obligations.
- 2 – Attendance is sometimes below an acceptable level and/or work output is inconsistent.
- 1 – Demonstrates little regard for how absenteeism and/or failure to carry out work assignments affect job performance, service to others, and the overall performance of the organization.

Comments/Examples:

#### 3. Service Orientation (external and internal):

- 4 – Shows an overwhelming service to others. Demonstrates a willingness to reprioritize own work to provide service to others. Goes the extra mile. Often delivers more than is expected.
- 3 – Consistently demonstrates the willingness and ability to provide customer service and to build positive relationships around customer service.
- 2 – Recognizes the importance of customer service but is inconsistent in practicing customer service.
- 1 – Demonstrates self-interest and makes only a superficial effort to satisfy the needs of customers.

Comments/Examples:

#### 4. Communication:

- 4 – Communication skills are outstanding and the individual goes out of the way to assure that both clarity and understanding are involved in the transmission and receipt of information.
- 3 – Communication skills are good and generally result in clarity and understanding in both the transmission and receipt of information.
- 2 – Attention to communication processes is inconsistent, resulting in some communication issues.
- 1 – Communication skills are inadequate, resulting in frequent errors/omissions, misinformation.

Comments/Examples:

**5. Enthusiasm and Cooperation:**

- 4 – Displays unwavering enthusiasm for work; demonstrates high level of regard for expectations and guidelines; actively contributes to the development of a positive workplace.
- 3 – Work importance is regularly demonstrated; respect for expectations and organizational values is evident; understands and promotes a positive workplace.
- 2 – Occasional enthusiasm displayed for organizational values and mission; inconsistently works within established guidelines and expectations; actions and words focus more on the negative rather than the positive aspects of work; support of organizational values is not consistently evident.
- 1 – No work enjoyment displayed; often critical of internal processes without seeking or offering improvement; little respect for guidelines demonstrated.

Comments/Examples:

**6. Initiative:**

- 4 – Volunteers or takes a leadership role in accepting assignments beyond the scope of regular job responsibilities.
- 3 – Works independently without specific work direction, recognizes needs of the job or the organization and actively works to fulfill these needs.
- 2 – Occasionally needs to be told what to do.
- 1 – Needs to be provided with specific work assignments and requires ongoing follow-up to assure that assignments are completed.

Comments/Examples:

**B. Reviewer Summary**

**C. Employee input**

What goals do you have for your work at CWA over the next 12 months?

How can CWA management/board help you succeed at your work and achieve your goals?

**D. Signatures**

We have participated in this performance review, reviewed the current job description, read the contents of this evaluation, and we commit ourselves to the listed goal(s).

_____	_____	_____
Employee Signature	Title	Date
_____	_____	_____
Supervisor/Lead Reviewer	Title	Date
_____	_____	_____
Assistant Reviewer	Title	Date

**POLICY 4130. DRUG-FREE WORKPLACE PROGRAM****I. PURPOSE**

The purpose of this policy is to outline the details of the Camano Water Association (CWA) drug-free workplace program.

**II. DRUG-FREE WORKPLACE**

CWA is required by law to provide a safe and healthy work environment for employees. In addition, it is the goal of CWA to provide the best service possible to its customers. To achieve these goals, CWA has the following rules about the use, possession, and sale of drugs and alcohol by its employees.

The illegal or unauthorized use, being under the influence of, sale, distribution, or possession of narcotics, drugs, or controlled substances while on the job (on or off CWA property) or on CWA property will result in immediate disciplinary action, up to and including termination. In addition, alcohol or marijuana cannot be consumed on CWA property unless at an authorized social function sponsored by the CWA, in which case consumption must be reasonable and responsible, and the use of alcohol or marijuana during working hours or reporting to work under the influence of alcohol or marijuana is strictly prohibited.

The use of controlled substances prescribed to employees by a licensed physician or available over the counter is not prohibited by this policy. However, if a physician has prescribed medication that requires any accommodation or poses safety concerns, employees should notify their supervisor to discuss what accommodations are necessary.

CWA maintains a policy of nondiscrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

**III. PRE-EMPLOYMENT SCREENING FOR ILLEGAL DRUGS**

After accepting a conditional offer of employment, the candidate will be required to submit to a screening test for illegal drugs. Notification that all candidates are subject to testing for illegal drugs will be included in the interview process. A negative test result is a condition for employment. An applicant or candidate who tests positive will be ineligible to work at CWA.

For the specific procedure for pre-employment testing for illegal drugs, see the Business Manager.

**IV. DRUG AND ALCOHOL TESTING**

CWA maintains the right to conduct random drug or alcohol tests upon reasonable suspicion or use or impairment at work or after an accident.

**V. DISCIPLINE**

Violation of this policy will result in disciplinary action, up to and including discharge.

**Revision History:**  
Originated: 4/20/2010  
Revised: 4/17/2018

I have read and understand this policy about the CWA Drug-Free Workplace Program.

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Employee Signature

Date

**POLICY 4220. BUSINESS MANAGER JOB SUMMARY**

**I. PURPOSE**

The purpose of this policy is to summarize the job responsibilities for the Camano Water Association (CWA) Business Manager.

**II. JOB SUMMARY**

With minimal supervision, the CWA Business Manager performs accounting, payroll, customer service, customer billing, board meeting, office management, and other duties as assigned to ensure that the CWA business office supports its members and trustees in an organized and cost-effective manner.

The Business Manager is a full-time exempt (salaried) employee who reports to the Board of Trustees.

To see the complete Business Manager job description, contact the CWA Business Manager.

**Revision History:**

Revised: 4/20/2010

Revised: 4/17/2018

**POLICY 4230. OPERATIONS MANAGER JOB SUMMARY**

**I. PURPOSE**

The purpose of this policy is to summarize the job responsibilities for the Camano Water Association (CWA) Operations Manager.

**II. JOB SUMMARY**

The Operations Manager is responsible for routine operations, systems operations and maintenance, system and support equipment maintenance, sampling, testing, customer service, and regulatory compliance as assigned.

The Operations Manager is a full-time exempt (salaried) employee who reports to the Board of Trustees.

To see the complete Operations Manager job description, contact the CWA Business Manager.

**Revision History:**

Originated 4/17/2018

**POLICY 4240. IT ANALYST JOB SUMMARY**

**I. PURPOSE**

The purpose of this policy is to summarize the major responsibilities for the Camano Water Association (CWA) IT Analyst.

**II. JOB SUMMARY**

With minimal supervision, the CWA IT Analyst is responsible for data collection, analysis, and reporting of water system data, tracking and recordkeeping of tests, meter replacement, water quality, system flushing, inventory, special projects, and computer operations.

The IT Analyst also assists the Business Manager and the Operations Manager as necessary.

The IT Analyst is a full-time exempt (salaried) employee who reports to the Board of Trustees.

To see the complete IT Analyst job description, contact the CWA Business Manager.

**Revision History:**

Originated: 4/17/2018

**POLICY 4310. WAGES AND SALARIES****I. PURPOSE**

The purpose of this policy is to specify how wages and salaries are paid to Camano Water Association (CWA) employees. This includes issues regarding overtime, holiday pay, and board compensation.

**II. WORKWEEK**

The following list describes the CWA workday and workweek:

- The normal CWA workday is seven hours.
- The normal workweek is seven consecutive days starting on Monday. The typical schedule is Monday through Friday.
- All full-time employees are entitled to use flextime to match hours worked to the irregular work load when approved by the employee's supervisor. Flextime is a schedule adjustment made during the same workweek.
- Employees are to post planned vacation, training, conferences, etc. on the monthly calendar located in the office area.
- Board members are to email their monthly availability to the Business Manager.
- For each employee, the Business Manager maintains QuickBooks records for vacation, sick time, and flextime.

**III. PAY PERIOD AND PAYROLL**

Payroll shall be processed on a monthly basis.

Employees shall submit their accurate and legible timesheets and daily logs — approved by their supervisor if applicable — to the Business Manager by 10 am on the date of payroll processing, which is the second-to-last working day of each month.

In the event of an exception to the 10 am cutoff time, employees will receive a written notice.

The pay period shall close at midnight of the last day of each month. Payroll checks shall be issued on the first day of the next month. If the first day of the next month falls on a weekend, payroll checks are issued on the preceding Friday. Pay advances are not allowed.

#### IV. WAGES AND SALARIES

Wages, salaries, and benefits of all employees shall be those established by the Board of Trustees, subject to periodic revision as the board may deem advisable.

#### V. TIME, ATTENDANCE, AND PAYROLL COMPLIANCE

##### A. Non-Exempt (Hourly) Employees

**Accurately Record Time.** Federal and state laws require an accurate record be kept of time worked by each non-exempt (hourly) employee. Time worked must be recorded daily on timesheets. “Work hours” are to reflect the exact time an employee starts and stops working, including the starting and ending times of meal periods, and not simply scheduled arrival and departure times. If overtime is recorded, the reason for it should be noted in the “comments” section of the timesheet. No employee or manager may instruct another employee to incorrectly or falsely report the hours actually worked, or alter another employee's timesheet so as to under- or over-report the hours actually worked.

**Only Work Authorized Hours.** Non-exempt employees may not start work early, finish work late, work during an unpaid meal period or paid rest break, or perform any other extra or overtime work unless (1) their supervisor has authorized them to do so, and (2) they have accurately reported all of this work time to CWA on their timesheet.

**No “Off the Clock Work.”** Non-exempt employees are prohibited from performing any “off the clock” work. “Off the clock” work means work that was performed but not reported on the employee’s timesheet.

**Certifying Timesheets.** When an employee signs or submits a timesheet, the employee is verifying that he or she has completely and accurately reported all hours worked.

**Report Time Recording Violations.** Any employees who become aware of any violations of this policy should report the violation immediately to the Business Manager, their supervisor, or any other member of management.

Failure to comply with any part of this policy may lead to discipline up to and including termination.

##### B. Exempt (Salaried) Employees

It is an employee’s responsibility to provide CWA with the information necessary to ensure accurate attendance and time off records. In order to track time off, exempt (salaried) employees are required to:

1. Secure advance approval by their supervisors of any requested time off.

2. Secure advance approval by their supervisors of any flextime, and note it on the timesheet.
3. Submit timesheets by 10 am on the date of payroll processing, which is the second-to-last working day of each month.

If an employee has failed to provide such records on a regular basis to CWA, the employee's use of such vacation time or other paid time off may be delayed while the accrual and use records are reconciled by CWA.

Exempt employees receive a salary which is intended to compensate them for all hours they work for CWA. This salary is a predetermined amount that is not subject to deductions for variations in the quantity or quality of the employee's work.

CWA complies with the salary basis requirements of both federal and Washington State law. Therefore, CWA prohibits any improper deductions from the salaries of exempt employees.

An exempt employee's salary can be reduced for any of the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for violating written safety rules of major significance.
- To offset amounts the employee received as payment for jury or witness service, or as military pay.
- To pay the employee in proportion to the hours worked during the first or last weeks of employment, if the employee works less than a full week when starting or ending employment with CWA.

Like any employee, an exempt employee's salary may also be reduced for certain types of payroll deductions. This may include the employee's portion of health or life insurance premiums, federal income taxes, Social Security, or the employee's voluntary contributions to CWA's Simplified Employee Pension (SEP) plan.

For any workweek during which an exempt employee performs any work, there will be no deductions to the employee's salary for any of the following reasons:

- Partial-day absences for personal reasons, or for sickness or disability.
- Absence on the day before or after a paid holiday, or because the facility is closed on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave during any week in which the employee has performed any work.
- Any other deductions prohibited by state or federal law (such as deductions due to the operating requirements of CWA business).

Any questions about any pay deductions should be immediately raised with the Business Manager or the employee's supervisor.

### **C. To Report Payroll Concerns**

If a paycheck has improper deductions or does not accurately reflect all hours worked, the employee should immediately report the matter to the Business Manager to review the timesheet. If the Business Manager is unavailable, or the employee believes it would be inappropriate to contact the Business Manager, or the employee has done so, but has not received a prompt and fully acceptable reply, then the employee should immediately contact the supervisor. If the employee has not received a satisfactory response within five business days after reporting the incident, he or she should then contact the Board of Trustees.

CWA investigates all reports of improper deductions or incorrect payment. CWA will correct the paycheck or reimburse the employee for improper deductions if it determines that the employee was paid incorrectly or that an improper deduction was made.

CWA will not allow any form of retaliation against anyone who reports alleged violations of its pay policies or who cooperates in its investigation of such reports.

Any violation of these policies may be subject to disciplinary action up to and including termination.

## **VI. OVERTIME**

### **A. Eligibility**

Non-exempt employees are eligible to receive overtime pay at a rate of one-and-one-half (1.5) times their regular rate of pay for all hours worked in excess of 40 hours per workweek. Overtime is calculated based on actual hours worked, for example, not holiday hours when a holiday occurs within the workweek.

### **B. Scheduling and Working Overtime**

From time to time, non-exempt employees may be required to work overtime in order to meet business or client needs. Before overtime is worked, the employee must have prior approval from his or her manager. Overtime is considered a condition of employment, and refusal to accept overtime when reasonable notice has been given is cause for discipline up to and including termination. Employees will be paid for all overtime worked and no employee shall be permitted to work "off the clock"; however, employees who fail to obtain prior approval may be disciplined. Employees with questions about working overtime or overtime eligibility should talk with their supervisor or the Business Manager.

**VII. EMPLOYEE PAY ON HOLIDAYS**

- A. Full-time employees are paid at the regular pay rate.
- B. Part-time, temporary, or seasonal employees do not earn holiday pay.

**VIII. BOARD COMPENSATION**

The Board of Trustees may be compensated for participating in board meetings but shall not be considered employees of the company.

It shall be understood that the individual trustees shall be responsible for paying all taxes for compensation received. No trustee shall be covered for State Employment Security or Labor and Industries taxes. For tax reporting purposes, each trustee will receive Form 1099-Miscellaneous Income at the end of each calendar year.

Compensation checks would be issued to each trustee at the board meeting following the end of each calendar quarter.

If a trustee is serving a function that allows the board to perform at a higher level of professionalism, or that would otherwise need to be contracted for, the trustee may be paid, upon approval of the board.

**Revision History:**  
Originated: 4/23/2002  
Revised: 4/20/2010  
Revised: 6/19/2012  
Revised: 4/17/2018

I have read and understand this policy about CWA Wages and Salaries.

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Employee Signature Date

**POLICY 4320. EXPENSES FOR BUSINESS TRAVEL****I. PURPOSE**

The purpose of this policy is to specify how business travel expenses are handled at Camano Water Association (CWA).

**II. EXPENSES FOR REMOTE EVENTS**

For necessary travel for seminars, conventions, outside meetings, and other such events beyond the local area, CWA will pay reasonable expenses for registration, travel, meals, lodging, mileage per the current IRS standard mileage rate, and other authorized travel expenses.

CWA will pre-pay for registration, travel, and lodging whenever possible.

Advances for travel, lodging, meals, and other travel expenses will be made only with board pre-approval and will require subsequent receipt documentation.

Reimbursement for business expenses will only be approved for employees or trustees. Receipts are required.

**III. EXPENSES FOR ONE-DAY LOCAL AREA EVENTS**

For necessary participation in seminars, conventions, outside meetings, and other such events within the local area, employees and board members will pay the necessary costs for meals and transportation and will be reimbursed upon presentation of receipts and/or mileage records to the Business Manager.

A company vehicle may be used for transportation to events. If a personal vehicle is used to travel to the event, mileage will be reimbursed at the current federal reimbursable rate per mile.

**Revision History:**

Originated: 4/20/2010

Revised: 4/17/2018

<b>POLICY 4330. TRAINING</b>
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**I. PURPOSE**

The purpose of this policy is to specify training opportunities for employees of Camano Water Association (CWA).

**II. TRAINING OPPORTUNITIES**

Training opportunities will be provided to employees.

If a needed conference, workshop, or other training opportunity is available in the local area, this is preferred over similar events that incur extensive travel and lodging expenses out of the area.

**III. TRAINING TO MAINTAIN LICENSING**

Training opportunities for the purposes of maintaining required licensing for the operation of CWA shall receive priority consideration.

**Revision History:**

Originated: 4/20/2010

<b>POLICY 4410. HOLIDAYS</b>
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**I. PURPOSE**

The purpose of this policy is to define the company paid holidays for Camano Water Association (CWA).

**II. COMPANY HOLIDAYS**

The following are observed holidays of CWA:

- New Year's Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day
- Birthday or Floating Holiday

**Revision History:**

Originated: 4/20/2010

<b>POLICY 4420. VACATIONS</b>
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**I. PURPOSE**

The purpose of this policy is to specify vacation accrual, scheduling, and coverage for employees of Camano Water Association (CWA).

**II. VACATION ACCRUAL****A. Full-Time Employees**

Full-time employees accrue vacation time as follows.

<b>After</b>	<b>Employee accrues vacation time of</b>
1 <sup>st</sup> year of employment	5 days
2 <sup>nd</sup> year	10 days
3 <sup>rd</sup> year on	10 days plus 1 day for each successive year with a cap of 20 days maximum

**B. Part-Time and Temporary Employees**

Part-time and temporary employees do not earn paid vacation benefits.

**III. VACATION SCHEDULING**

- A. Vacation accrues on the first day of the new year for all eligible employees.
- B. No more than 70 hours of vacation time may be carried forward to the following year.
- C. Special requests regarding vacation accrual or pay in lieu of vacation may be presented to the Board of Trustees for consideration.
- D. All functions must have adequate coverage at all times, including during vacations.
- E. Upon termination, accrued unused vacation time is cashed out. See Policy 4120.

**Revision History:**

Originated: 4/20/2010

Revised: 6/19/2012

Revised: 4/17/2018

**POLICY 4430. SICK AND SAFE LEAVE****I. PURPOSE**

The purpose of this policy is to define the sick and safe leave benefits for disability, illness, injury, or safe leave for employees of Camano Water Association (CWA).

**II. PAID SICK AND SAFE LEAVE**

CWA provides paid sick and safe leave for all employees, whether full time, part-time, seasonal, or temporary.

**A. Eligibility for Leave, Accrual, and Use**

All full-time, part-time, seasonal, temporary, on-call, or substitute employees are eligible to accrue and use paid sick and safe leave according to Washington State Paid Sick and Safe Leave (I-1433), which went into effect January 1, 2018.

Eligible employees accrue 0.0403 hours of paid sick and safe leave for every hour worked (for example, approximately 7 hours per month for a full-time employee). Employees do not accrue paid sick or safe leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick and safe leave).

New employees become eligible to use accrued sick and safe leave upon their 90<sup>th</sup> calendar day of employment.

There is no cap on accrual, and no cap on usage.

Employees may use their accrued, unused paid sick and safe leave to care for themselves or a family member for:

- Mental or physical illnesses, injuries, or health conditions.
- The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions.
- The need for preventive medical care.
- When the workplace or when the employee's child's school or daycare has been closed by order of a public official for any health-related reason.
- For reasons related to domestic violence, sexual assault, or stalking that affect the employee or the employee's qualified family member according to RCW 49.76.

A family member is defined as a child (biological, adopted, foster, stepchild, or as legal guardian) regardless of age, parent (biological, adopted, de facto, foster, stepparent, legal guardian, or parent-in-law), spouse or registered domestic partner, grandparent, grandchild, or sibling.

An employee who is absent for more than three consecutive days or takes leave in circumstances that suggest a pattern or instance of abuse (for example, absences before or after vacation days or routine days off) will be asked to provide documentation from a health care provider indicating that the paid sick leave was necessary.

Employees may not use paid sick and safe leave as vacation time.

#### **B. Employee Notice Requirements When Taking Paid Sick and Safe Leave:**

##### **1. Foreseeable Paid Sick and Safe Leave**

Where the need for paid sick and safe leave is foreseeable or prescheduled, the employee must provide a written request to their manager at least 10 days ahead of time. If this full amount of advance notice is not possible, the employee must request foreseeable paid sick and safe leave in writing as early as possible in advance of the leave. The employee's written request must state the anticipated duration of the leave and its anticipated start date. The employee's written request also must designate a specific individual for point of contact.

##### **2. Unforeseeable Paid Sick and Safe Leave**

For unforeseeable leave (e.g., an emergency situation), employees must notify their manager as soon as practicable. To the extent practicable, employees must call in before their regularly scheduled starting time. When an employee is personally unable to provide notice of unforeseeable paid sick and safe leave, the employee's spokesperson (e.g., the employee's spouse, domestic partner, adult family member or other responsible party) may provide this notice.

#### **C. Increment of Paid Sick and Safe Leave Usage**

Employees must use their paid sick and safe leave in at least quarter hour (15 minute) increments.

#### **D. Frontloading**

Employees may frontload their paid sick and safe leave. The amount must equal or exceed the amount the employees would receive if they accrued leave at the rate of 0.0403 hours for every hour worked (for example, approximately 7 hours per month for a full-time employee). CWA must provide notice that the employee received leave required by law at least once at the end of the frontloaded time period.

**E. Carryover and Cashout of Paid Sick and Safe Leave**

Employees are allowed to carry over up to 40 hours of unused, accrued leave. This applies even if time is frontloaded.

Employers can cash out leave balances at year-end, but only the amount that exceeds the 40 hours.

Paid sick and safe leave is carried over from year to year, and can accrue to a maximum of 910 hours (approximately six months). If an employee exceeds 910 hours in sick and safe leave, the employee is automatically paid at 25 percent for the overage at the start of the new year. For example, if an employee accrues 950 hours in sick and safe leave, the employee is paid 25 percent for the excess 35 hours in January, therefore 10 hours. Employees may take time off, at the 25 percent rate, in lieu of payment for excess sick and safe leave, as long as the request is made in writing by December 31.

**F. Concurrent Leave**

Some circumstances that allow an employee to use paid sick and safe leave also may qualify for leave under applicable federal, state, or other local laws (for example, Washington's domestic violence leave law, leave taken due to an employee's disability and/or workplace injury, and so on). All applicable leaves will run concurrently to the fullest extent permitted by applicable law. Please refer to other leave policies in this Handbook.

**G. Notice of Paid Sick and Safe Leave Available for an Employee's Use**

When CWA pays wages to employees eligible for paid sick and safe leave, each employee will receive notice (in either physical or electronic form) of the amount of paid sick and safe leave that the individual employee has available for use.

**H. Effect of Termination**

Sick and safe leave is a 10-year vested benefit. Upon termination, if a vested employee has sick and safe leave beyond the 910 hours, the employee may take the overage in money or time off, at the 25 percent rate. For example, if an employee has accrued 930 hours in sick and safe leave and gives notice to terminate, the employee can use the extra 20 hours in 5 hours of paid time off before terminating or be paid for 5 hours of work. The amount of sick and safe leave is prorated for the month in which the vested employee gives notice.

**I. No Retaliation**

CWA does not discriminate, retaliate, or tolerate discrimination or retaliation against employees who exercise or attempt to exercise their rights under Washington State Paid Sick Leave requirements, or who aid or encourage another person in exercising or attempting to exercise any right under the requirement. However, employers may take reasonable action (for example, discipline) when an employee's use of paid sick and safe leave is not in good faith, such as a clear instance or pattern of abuse.

**III. OCCUPATIONAL ILLNESS OR INJURY**

The CWA Board of Trustees will promptly review and make the required response for any illness or injury which is covered by State Industrial Insurance or Worker's Accident Compensation.

Employees may use accumulated sick leave to supplement any time loss compensation provided by the State Industrial Insurance or Worker's Accident Compensation program.

**Revision History:**

Originated: 4/23/2002

Revised: 4/20/2010

Revised: 6/19/2012

Revised: 4/17/2018

**POLICY 4440. OTHER SHORT-TERM LEAVE****I. PURPOSE**

The purpose of this policy is to define other forms of short-term leave for employees of Camano Water Association (CWA). This includes jury duty and bereavement time.

**II. JURY DUTY LEAVE**

Full-time employees of CWA shall receive their regular salary for each CWA workday served on jury duty.

Employees who are called to serve as jurors should request time off from CWA management and inform the Business Manager well in advance of the event. The employee shall supply the Business Manager with a copy of the jury duty notification summons.

Employees are expected to report for work any day they are not engaged in jury duty.

This procedure applies to employees who are called to serve as jurors. It is not applicable to cases in which the employee is personally involved as a plaintiff, defendant, or witness.

**III. BEREAVEMENT LEAVE**

A death in the immediate family entitles a full-time employee to up to three days of paid leave from work. Longer periods may be considered at the discretion of the Board of Trustees with the additional time charged against the employee's sick leave. Employees who have a death in the immediate family should notify CWA management and the Business Manager as soon as possible.

Immediate family is defined as a child, parent, spouse, sibling, grandparent, grandchild, in-law, stepparent, stepchild, or stepsiblings. An employee may use accrued sick leave or vacation to extend the bereavement leave beyond the three paid days.

**Revision History:**

Originated: 4/23/2002

Revised: 4/20/2010

Revised: 4/17/2018

**POLICY 4450. FAMILY AND MEDICAL LEAVE****I. PURPOSE**

The purpose of this policy is to define how Camano Water Association implements the Family Care Act for its employees.

**II. ELIGIBILITY FOR THE WASHINGTON FAMILY CARE ACT**

Under the Washington Family Care Act, employees may use their available paid leave benefits to care for their child, a spouse, parent, parent-in-law, or grandparent in any of the following situations:

When the employee's child:

- Has a health condition requiring treatment or medication that the child cannot self-administer.
- Has any medical or mental health condition which would endanger the child's safety or recovery without the presence of a parent or guardian.
- Has any condition warranting treatment or preventive health care such as physical, dental, optical, or immunization services, when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.

When a spouse, parent, parent-in-law, or grandparent:

- Has a serious health condition requiring an overnight stay in a hospital or other medical-care facility.
- Has a serious health condition resulting in a period of incapacity or treatment or recovery following inpatient care.
- Has a serious health condition requiring continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities.
- Has an emergency health condition demanding immediate action.

A "child" is defined by the Washington Family Care Act as the employee's biological, adopted, foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*. The child must be either (a) under 18 years of age, or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability. An adult child is "incapable of self-care" when a mental or physical disability limits one or more activities of daily living.

Employees may not use their paid leave for family care purposes until the paid leave benefit has accrued, been earned, or is otherwise available for the employee's use. An employee who takes available paid time off for family care reasons must follow the notification procedure in CWA's Paid Sick and Safe Leave policies outlined in Policy 4430.

Employees should contact their supervisor with any questions regarding eligibility for leave under the Washington Family Care Act.

Employees who need unpaid time off for family care purposes may qualify for leave under other leave policies. Employees should review those policies and consult with their supervisor to determine whether they qualify.

### III. VERIFICATION OF HEALTH CONDITION

As part of CWA's Reasonable Accommodation of Disabilities policy or to administer a Medical Leave of Absence (Policy 4460), CWA may require certification or verification of the illness or other health condition.

CWA follows applicable laws requiring employers to treat medical information with appropriate confidentiality.

**Revision History:**

Originated: 4/20/2010

Revised: 4/17/2018

**POLICY 4460. EXTENDED LEAVES OF ABSENCE****I. PURPOSE**

The purpose of this policy is to define forms of extended leaves of absence for employees of Camano Water Association (CWA). This includes, but is not limited to, a personal leave, medical leaves, pregnancy disability leave, military and military family leave, and domestic violence leave. This policy also describes the conditions and procedure for applying for a leave of absence.

**II. LEAVE OF ABSENCE (GENERAL)**

A Leave of Absence (LOA) is defined as an unpaid, approved absence from work for a specified period of time for personal or civic reasons. Employees who find that they must be out of work for more than two weeks should contact their supervisor to determine if an LOA is necessary.

**A. LOA Eligibility**

Employees who have not completed at least 90 days of employment are not eligible to take an LOA, unless as part of a reasonable accommodation consistent with CWA's Reasonable Accommodation of Disabilities Policy referenced in item IV below.

An LOA will not be granted to allow an employee time off to seek employment elsewhere, or to work for another employer. Employees who begin work elsewhere while on LOA, except for military reserve duty, are considered to have quit voluntarily.

**B. Insurance Premiums While on LOA**

Employees are required to pay the full amount of their own insurance premiums and for dependents while on leave. Failure to maintain premium payments will result in separation of coverage. See the Business Manager for billing deadlines and other details.

**C. Requesting a Leave of Absence**

Except as part of a reasonable accommodation consistent with CWA's Reasonable Accommodation of Disabilities Policy referenced in item IV below, employees who wish to take a leave of absence must provide their supervisor with a written request at least 90 days in advance, or as soon as practical, and make a reasonable effort to schedule leave so as not to unduly disrupt CWA operations. Depending on business

conditions, the supervisor or Board of Trustees may or may not approve the leave of absence. The written request should include:

- Date leave will begin.
- Expected date of return from leave.
- Reason for the leave of absence.

The Business Manager or the supervisor will notify employees in writing whether the leave will be approved. CWA will track leave time used through timesheets and payroll reporting.

### **III. MEDICAL LEAVE**

A medical leave of absence may be granted to an employee for a serious medical condition of his or her own, or a family member. A family member is defined as an employee's spouse, domestic partner, parent, parent-in-law, child, or grandparent. For purposes of this policy, a serious medical condition is defined as one requiring inpatient hospital, hospice, or residential care, or continuing care by a physician. A medical leave of absence requires a health care provider's certificate within 15 days of your request.

The health care provider's certificate must verify:

- The need for intermittent leave.
- The existence of a "serious medical condition."
- The need for the employee to assist family members.

CWA may request a second opinion from a medical provider of its choice. In addition, prior to returning to work, the employee must provide a health care provider's certificate stating the employee's ability to return to work and perform the essential duties of the job.

If, due to an employee's own medical circumstances, the employee is no longer able to perform his or her original job, CWA may attempt to transfer the employee to an alternate, suitable position, if available and if it does not cause undue hardship to CWA.

### **IV. REASONABLE ACCOMMODATION OF DISABILITIES**

CWA will make reasonable accommodations, as required by applicable federal, state, or local laws, to enable qualified employees with disabilities to perform the essential functions of their job. Depending on the individual's essential job functions and particular needs, reasonable accommodations may include one or more of the following:

- Making existing facilities accessible.
- Providing leave or modified work schedules.
- Permitting telework.
- Reassignment to a vacant position.
- Modifying or providing special equipment.
- Making other modifications that enable the individual to perform essential functions of the job.

An accommodation is not reasonable if it creates an undue hardship on the operation of CWA business or causes a direct threat to the health or safety of the employee or others in the workplace.

CWA reviews questions of reasonable accommodation individually, on a case-by-case basis, through an interactive dialog with the employee involved. During the interactive process, CWA may request input from knowledgeable health care providers as appropriate. The purpose of the dialog is to help identify and evaluate any options that may be effective accommodations, and to assess whether a particular option creates an undue hardship or causes a direct threat to the health or safety of the employee or others in the workplace.

Employees should inform their supervisor or the Board of Trustees if they believe they need a reasonable accommodation. CWA follows applicable laws requiring employers to treat medical information with appropriate confidentiality.

## **V. PREGNANCY DISABILITY LEAVE**

Employees who become ill or temporarily disabled because of pregnancy or childbirth will be given leave for the entire duration of this illness or temporary disability.

Employees who seek pregnancy or childbirth-related disability leave will be required to provide a health care provider's statement to verify the disability and the length of leave needed.

During this leave, the employee may use any applicable paid time off benefits that she has available to cover some or all of the absence. Otherwise, the leave will be unpaid. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absences.

If the employee takes pregnancy disability leave only for the actual period of disability, as certified by her health care provider, then she ordinarily will be allowed to return from this leave to the same job she held when the leave began, or a reasonably equivalent position. Exceptions to this general rule will be made only if CWA has a business necessity to do otherwise.

Employees should contact their supervisor with any questions regarding this leave.

## VI. MILITARY LEAVE

Military leaves of absence, benefits, and reinstatements are granted to any employee (other than a temporary employee) who enlists, is inducted, or is called to active duty in the armed forces. The length of an employee military leave is governed by both state and federal law. Following completion of the military leave, CWA will comply with applicable laws regarding the employee's reinstatement or reemployment. Employees who are considering or who have been called to serve in the military should contact their supervisor for further details and obligations regarding a Military Leave of Absence.

## VII. WASHINGTON MILITARY FAMILY LEAVE

If an employee's spouse is a member of the U.S. Armed Forces, National Guard, or Reserves, he or she may take up to 15 days of unpaid leave during a period of military conflict under the following circumstances:

- When the employee's spouse receives official notification that he or she will soon be called to active duty or when he or she is ordered to active duty (leave may be taken before, and up to, the service member's call to active duty).
- When the employee's spouse is on leave from deployment.

Employees must notify their supervisor within five business days of receiving official notice that their spouse will soon be called or ordered to active duty, or of a leave from deployment. To be eligible for Spousal Military Leave under state law, employees must **continue to** work an average of 20 or more hours per week.

Employees should contact their supervisor or the Business Manager with any questions regarding this leave.

## VIII. DOMESTIC VIOLENCE LEAVE

If an employee or an employee's family member is a victim of domestic violence, sexual assault, or stalking, the employee may take reasonable leave from work as a block of days, intermittently, or through a reduced schedule to:

- Seek legal or law enforcement assistance to ensure the health and safety of the employee or employee's family member.
- Seek medical treatment for physical or mental injuries or to attend treatment for a family member.
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program.
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident in which the employee or the employee's family member was a victim.

- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the employee's safety or the safety of a family member.

For purposes of this policy, "family member" means a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

If the employee's need for Domestic Violence Leave is foreseeable, the employee must give his or her supervisor at least three business days' advance warning. In emergency situations or when the need for leave is unforeseen, the employee or the employee's designee must notify his or her supervisor no later than the end of the first day that the employee takes leave under this policy. In either situation, CWA may ask the employee to provide written verification of the need for this leave. Any information the employee submits to support the request for leave will be kept confidential to the extent required by law.

Leave under this policy will be unpaid unless the employee chooses to use any available paid leave. The employee's health insurance will be maintained during this leave. Leave under this policy is in addition to any other leave the employee is entitled to under state and federal law.

The employee should contact his or her supervisor or the Business Manager with any questions regarding leave under this policy.

## **IX. EMERGENCY VOLUNTEERS LEAVE**

Employees who serves as a volunteer firefighter, reserve officer, or civil air patrol member engaged in an emergency service operation is permitted unpaid leave when responding to, working at, or returning from a fire alarm or an emergency call, but not when participating in training or other nonemergency activities.

Employees must make every effort to notify the company that they may be absent from work due to being dispatched to an emergency. If notification is not possible, employees may be asked to provide the company with a written explanation of the absence due to emergency from the chief of the volunteer fire department.

Exempt (salaried) employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

### **Revision History:**

Originated: 4/20/2010

Revised 4/17/2018

**POLICY 4470. INSURANCE****I. PURPOSE**

The purpose of this policy is to define the insurance benefits that are provided for employees of Camano Water Association (CWA).

**II. INSURANCE BENEFITS**

CWA offers medical insurance for employees who work more than 30 hours per week. Employees are eligible the first of the month after the first full month of service. For example, if an employee's start date is July 15, he or she becomes eligible for insurance on September 1. If the start date is July 1, he or she becomes eligible on August 1.

**III. INSURANCE PREMIUMS**

CWA pays the medical insurance premium for eligible employees.

Exempt (salaried) and non-exempt (hourly) employees have the option of including a spouse and/or children on their policies at their own expense.

**IV. ANNUAL REVIEW**

This policy will be reviewed each fall during annual budget development to stay up to date with current costs and economic issues for CWA and exempt (salaried) and non-exempt (hourly) employees.

**Revision History:**

Originated: 4/20/2010

Revised: 6/19/2012

Revised 4/17/2018

**POLICY 4480. SIMPLIFIED EMPLOYEE PENSION (SEP) PLAN****I. PURPOSE**

The purpose of this policy is to define the general terms of the Simplified Employee Pension (SEP) plan provided for employees of Camano Water Association (CWA).

**II. PENSION PLAN FOR FULL-TIME EMPLOYEES**

CWA provides a Simplified Employee Pension (SEP) plan for all qualified employees.

To qualify for SEP benefits, the employee must:

- Be at least 21 years of age.
- Have worked for the company for at least one continuous year (12 consecutive months).
- Have received more than the minimum amount of compensation as set by the U.S. Treasury Department.

The Board of Trustees decides the percentage of the employees' annual wages to contribute to the employees' plan.

The Business Manager will notify each employee of the current plan and signup information.

**Revision History:**

Originated: 4/20/2010

Updated: 4/17/2018

**POLICY 4510. WORK SCHEDULES**

**I. PURPOSE**

The purpose of this policy is to define the employee work schedules of Camano Water Association (CWA).

**II. OFFICE HOURS**

CWA's normal office hours are 8 am to 3 pm, Monday to Friday.

If a customer calls CWA after hours or on holidays, the answering machine specifies the emergency phone number to call.

**Revision History:**

Originated: 4/20/2010

Revised: 4/17/2018

**POLICY 4515. WEEKLY STAFF MEETINGS**

**I. PURPOSE**

The purpose of this policy is to define weekly staff meetings of Camano Water Association (CWA).

**II. WEEKLY STAFF MEETINGS**

Permanent CWA staff meet weekly (typically Monday mornings at 8:00 am) to discuss the upcoming week. If Monday is a holiday or if a staff member is absent, the weekly staff meeting will take place on the next business day. A meeting summary is written by staff on a weekly rotation.

**Revision History:**

Originated: 4/17/2018

**POLICY 4520. SAFETY****I. PURPOSE**

The purpose of this policy is to outline the Camano Water Association (CWA) safety program, medical/physical examination requirements, and accident reporting.

**II. SAFETY PROGRAM**

It is the policy of CWA to strive to provide a safe and healthful work environment for all employees. Safety is everyone's responsibility. Maintaining a safe work environment requires the continuous cooperation of all employees.

A representative of CWA top management (the General Manager or a board trustee) serves as the safety officer, and is responsible for the CWA safety program.

The safety program includes:

- Ensuring a safe workplace
- Accident prevention
- First aid
- Personal protective equipment
- Chemical hazard communication
- Lighting
- Housekeeping
- Bathrooms and waste disposal
- Electrical safety
- Exit routes
- Alarm systems
- Accident reporting

Safety meetings are held monthly. The attendance of all CWA staff plus at least one trustee is required at all safety meetings.

### III. VIOLENCE-FREE WORKPLACE

CWA is committed to providing a safe work environment for employees and its business visitors. The work environment should be free from harassment, physical intimidation, threats of violence, or violent acts. This includes, but is not limited to, direct or indirect, implied or actual acts of physical intimidation threats, hostile or coercive behaviors, physical abuse, vandalism, arson, sabotage, possession or use of any kind of weapon on CWA premises, or any other threatening act which, in management's opinion, may result in others feeling unsafe, or otherwise may create an unsafe atmosphere. Consistent with this commitment, CWA has adopted a zero tolerance policy for workplace violence. CWA investigates all alleged threats or incidents, and will take corrective action, up to and including possible termination, against any employee engaging in prohibited conduct.

This policy applies to all employees, regardless of status, as well as visitors, vendors, or other persons entering CWA premises or doing business with CWA.

Employees who feel they have been subjected to or observed any conduct prohibited by this policy or who have information concerning possible violations of this policy or that causes them to feel unsafe, should immediately contact their supervisor, department management, or the Board of Trustees' representative.

### IV. MEDICAL/PHYSICAL EXAMINATIONS

CWA reserves the right to require a medical exam at the expense of CWA if CWA needs medical documentation to support an employee's request for an accommodation or if CWA believes that an employee is not able to perform a job successfully or safely because of a medical condition.

### V. ACCIDENTS

An accident involving property damage or personal injury, however minor, must be immediately reported to the employee's immediate supervisor by completing the Accident Report form, which is part of the information provided to all employees who drive CWA vehicles. The Business Manager shall be promptly notified of all claims in order to make a timely report to the Washington Department of Labor and Industries. Failure to report accidents may result in a violation of legal requirements and may lead to difficulties in processing insurance and benefit claims. Therefore, failure to report an accident may result in disciplinary action.

If an employee is injured on the job, he or she may be entitled to benefits under the state Workers' Compensation Law. Employees should contact their immediate supervisor or the Business Manager with questions about benefits available under the Workers' Compensation Law.

CWA maintains the right to conduct drug or alcohol tests upon reasonable suspicion of use or impairment at work or after an accident. After an accident, CWA may promptly drive the employee to an occupational health facility where drug and alcohol testing will be conducted on the employee. If the results come back positive, the manager discusses the incident with the employee to determine any extenuating circumstances, and then determines the appropriate corrective action.

Details about the accident, including results of drug and alcohol testing if applicable, will be documented in the Accident/Incident Report Form.

**VI. FIRE PREVENTION**

Employees should know the location of the fire extinguisher(s) in their work area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure that all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

**VII. SMOKING**

CWA is a non-smoking company. To fully comply with the Washington Clean Indoor Air Act, smoking is prohibited within 25 feet of doorways and air intakes in any area people may pass through during the course of employment.

**Revision History:**  
Originated: 4/20/2010  
Revised: 4/17/2018

I have read and understand this CWA Safety policy.

---

Employee Signature

Date

**POLICY 4525. COMPANY CLOTHING****I. PURPOSE**

The purpose of this policy is to establish the standards for work clothing, identifying clothing, and safety footwear of Camano Water Association (CWA) staff.

**II. EMPLOYEE ID BADGES**

Employees are required to wear their employee ID badges prominently and visibly at all times when working in the field. It's also recommended that badges be worn when attending work-related meetings and training workshops.

**III. WORK CLOTHING**

CWA will provide identifying clothing to be worn by all field staff. Personal equipment and clothing provided by CWA will be replaced upon approval by the employee's supervisor on an as-needed basis. This decision is based on fair wear and tear as determined by the supervisor.

Work clothing includes but is not limited to shirts, vests, coats, hats, rain gear, rubber boots, and safety clothing. These are issued to employees who are to guarantee their return in like condition, wear and tear excepted, or for replacement.

CWA recognizes that field staff work in an outdoor environment and that dress attire should be appropriate and safe for such work. Field employees are still representatives of CWA, and therefore, clothing should not be excessively worn or tattered. Prohibited attire includes shorts, sweat pants (visible), workout wear, tank tops, athletic shoes, and flip-flops. An exception is that when meter reading or exclusive water sampling are being performed, shorts at the knee level and athletic shoes may be worn.

**IV. WORK CLOTHING PURCHASES**

Expenditures, not to exceed \$125 annually, will be authorized for CWA management to purchase identifying clothing (for example, t-shirts, hats, polo shirts, fleece vests, and sweaters) for staff.

**V. SAFETY FOOTWEAR**

All field staff must wear closed toe and heel shoes when in the field.

CWA will furnish one pair of safety toe shoes/boots and rubber boots annually or replace them on an as-needed basis to be determined by the manager, with a limitation of \$150 per pair. If the cost of the safety footwear exceeds \$150, the employee pays the extra amount at the time of purchase.

Employees who are furnished safety footwear are required to wear the safety footwear when performing their usual and accustomed duties. Exceptions may be made by the manager.

**Revision History:**

Originated: 4/17/2018

**POLICY 4530. USE OF COMPANY VEHICLE AND EQUIPMENT****I. PURPOSE**

The purpose of this policy is to establish the policy regarding the effective and efficient use of the company vehicle and other equipment.

**II. BUSINESS USE OF THE COMPANY VEHICLE**

Employees use the company vehicle for CWA business. This includes CWA emergencies, customer calls, and everyday CWA use.

Employees who drive for business are required to maintain a valid Washington State Driver's License

Board approval is required for anything other than routine use of the company vehicle. Board approval is also required for the company vehicle to be taken on long or overnight trips.

**III. COMPANY VEHICLE MAINTENANCE**

The company vehicle is to be maintained as follows:

- Clearly marked with "Camano Water Association" on the driver and passenger doors.
- Kept in good repair.
- Fueled and ready for use by CWA employees.

**IV. COMPANY VEHICLE AVAILABILITY**

The company vehicle must be available to the on-call employee. To this end, the company vehicle should be used to transport employees and equipment to and from the work site.

**V. PERSONAL USE OF THE COMPANY VEHICLE**

Employee use of the company vehicle for personal purposes is acceptable within the CWA service area. Employee use of the vehicle in Stanwood, Mt. Vernon, or Everett should be prudent and incidental, and only combined with official CWA business.

**VI. VEHICLE OPERATION AND DRUG-FREE WORKPLACE PROGRAM**

In accordance with CWA's Drug-Free Workplace Program (see Policy 4130), the use of company vehicles and/or equipment while under the influence of alcohol, illegal drugs, controlled substances, or prescription medications that interfere with the employee's ability to drive will result in disciplinary action up to and including immediate termination.

**VII. COMPANY USE OF PERSONAL VEHICLE**

Employees may use their personal vehicle for company business, but only during normal CWA business hours. Mileage should be tracked on the CWA Mileage Form and turned in with the timesheet in time for monthly payroll processing.

**VIII. AUTO ACCIDENTS/INCIDENTS**

In the event of an auto accident while conducting company business, employees should first see to the health and safety of everyone involved, and then complete the Auto Incident Report, which shall be supplied in any company vehicle and in any personal vehicle used for business purposes. The Auto Incident Report should be completed while on the scene of the incident.

The Auto Incident Report includes a description of the incident, the CWA vehicle information, other involved vehicle information, injury report, passenger or witness information, and incident diagram.

For more information about procedures to follow after an auto accident, see the CWA Business Manager.

**IX. DRIVING RECORD**

All prospective employees are asked to submit an original of a current DMV-issued driving record before they're interviewed. The prospective employee can order and pay for the driving record by going to <http://www.dol.wa.gov/driverslicense/drivingrecord.html>.

All employees with driving/field responsibilities are asked to submit an original of a current DMV-issued driving record every two years in July. It is the employee's responsibility to order and pay for the driving record. See <http://www.dol.wa.gov/driverslicense/drivingrecord.html>.

## **X. CELLULAR PHONES**

If a cellular phone is required for employees' fulfillment of their responsibilities, especially for communications in the field, the employees' personal cell phones may be used and then the charges reimbursed. The amount is not to exceed \$75 per month.

CWA is not responsible for the loss or damage of cellular phones or other personal devices or equipment.

Employees may not use a hand-held phone while operating a vehicle. CWA employees must follow the Washington State Distracted Driving Law.

## **XI. EQUIPMENT LOANS**

CWA capital equipment or tools shall not be loaned to other companies or individuals without board approval.

All CWA equipment and tools should be part of the CWA asset inventory and include an asset tag with a "Property of Camano Water Association" label and inventory number.

Any tools being loaned must be signed out with the name and contact information of the borrower, tool description, date, time, expected return date, and signature, and then signed in again.

### **Revision History:**

Originated: 3/24/1998

Revised: 4/20/2010

Revised: 4/17/2018

**POLICY 4535. COMPANY KEYS****I. PURPOSE**

The purpose of this policy is to establish the policy regarding CWA keys.

**II. ISSUANCE OF WATER COMPANY KEYS**

All regular salaried and hourly employees are issued a key to the water company building. The building key also opens the treatment plan and pump houses.

As needed, board members and certain contractors or temporary employees might also be issued a key.

Anyone receiving a key must sign the Camano Water Association Key List.

The Business Manager maintains a list of all individuals who possess a Camano Water Association key.

This policy applies to any other keys associated with water company buildings or property.

**III. REKEYING**

If security conditions make it necessary to rekey a lock to a water company building or other property, the Business Manager will contact all persons and make sure their keys are updated.

**IV. KEY LIST REPORT**

At least once each year, the Business Manager will provide a key list report to the board.

**Revision History:**

Originated: 6/19/2012

Updated: 4/17/2018

**POLICY 4540. ANTI-HARASSMENT****I. PURPOSE**

The purpose of this policy is to define the anti-discrimination and anti-harassment environment and procedures for employees of Camano Water Association (CWA). This includes definitions, reporting, and investigation processes.

**II. ANTI-DISCRIMINATION AND UNLAWFUL HARASSMENT**

It is the policy of CWA that no employee should be subject to unlawful discrimination, harassment, or retaliation. All CWA employees have a responsibility to keep the CWA work environment free of unlawful harassment.

Discrimination includes treating one employee or an applicant differently from another in connection with the terms or conditions of employment such as hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training due to the employee's gender, gender expression or identity, color, race, age, national origin, pregnancy, ancestry, creed, marital status, veteran status, pregnancy or pregnancy-related condition, disability, religion, sexual orientation, political ideology, or other legally protected status. Discrimination can also involve failure to make a reasonable accommodation to an employee with a disability.

Unlawful harassment includes any inappropriate behavior or conduct based on an individual's gender, gender expression or identity, color, race, age, national origin, ancestry, creed, marital status, veteran status, pregnancy or pregnancy-related condition, disability, religion, sexual orientation, political ideology, or other legally protected status.

This policy against harassment also includes sexual harassment. Unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct, texting or emails of a sexual nature, or visual forms of a sexual nature may constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

In accordance with Washington state law, CWA shall not require employees, as a condition of employment, to sign a nondisclosure agreement or waiver related to sexual harassment or sexual assault. Any such nondisclosure agreement would be void and unenforceable.

### III. REPORTING HARASSMENT

If an employee believes he or she has been discriminated against or harassed or witnessed this conduct, he or she should promptly report the incident to the Board of Trustees or his or her supervisor so that CWA can take appropriate action. Specifically, the employee should contact any member of the Board of Trustees

If these persons are unavailable or if the employee does not feel comfortable reporting concerns to these individuals, the employee should contact any supervisor or other member of management with whom he or she feels comfortable.

### IV. INVESTIGATING AND RESOLVING HARASSMENT COMPLAINTS

CWA investigates all claims of unlawful harassment prohibited by this policy. CWA works to investigate each report in a prompt, thorough, and fair manner. Should the investigation determine that an individual has violated CWA policy prohibiting sexual or other forms of unlawful harassment or retaliation, CWA will take immediate and appropriate corrective action to end the harassment. Employees who violate CWA's policies against unlawful discrimination and harassment may be subject to disciplinary action, up to and including termination.

To avoid situations that may lead to claims of sexual harassment, favoritism, or other forms of discrimination and harassment, CWA strongly discourages romantic or sexual situations involving clients, customers, or between employees, regardless if both parties welcome the relationship. CWA, therefore, reserves the right to take appropriate action when it believes that such behavior has or will have a negative impact on the work environment. This action may include reassignment, demotion, or termination.

In addition, CWA does not permit direct family members to act in a supervisory role of another family member.

### V. NO RETALIATION

CWA prohibits retaliation against any employee who makes a good faith complaint of unlawful discrimination or harassment, opposes an employment practice he or she reasonably believes constitutes unlawful harassment, or who testifies, acts as a witness or otherwise assists in a workplace investigation. If employees feel that they have been subjected to retaliation, they must immediately report it to a member of management following the procedures described above. All employees, including supervisors and managers, found to have engaged in retaliation will be disciplined, up to and including termination.

**Revision History:**

Originated: 4/20/2010

Revised: 4/17/2018

**POLICY 4550. CONFLICTS OF INTEREST****I. PURPOSE**

The purpose of this policy is to establish the Camano Water Association (CWA) position on conflict of interest situations.

**II. AVOIDING CONFLICT OF INTEREST**

Employees and board members should conduct their personal business affairs in a manner that will avoid any likelihood of conflict, or the appearance of a conflict, between their performance and responsibilities to CWA and their personal business interests.

A conflict of interest is defined as an actual or perceived interest by an employee or board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

**III. CONFLICT OF INTEREST SITUATIONS**

The following are possible conflict of interest situations:

- **Personal business relationships.** Personal business relationships should not influence the decisions an employee or board member makes for CWA. Employees and board members should disclose to the Business Manager or the presiding member of the Board of Trustees any financial interest in CWA's suppliers, customers, or competitors by themselves or members of their family. Nominal ownership of common stock of a publicly owned corporation will not of itself be considered a conflict and need not be disclosed.
- **Organizational relationships.** If employees, board members, or members of their immediate family serve as a trustee, officer, or consultant with any company that does business with CWA, these obligations should be disclosed in writing to the appropriate manager or the presiding member of the Board of Trustees, even if no money is received for the services.

- **Outside employment.** Any additional employment or business activity must not conflict with the employee or board member's ability to perform his or her responsibilities at CWA. Such employment or business activity should not utilize CWA time or property or create a conflict of interest. Outside employment must not be accepted with competitors, suppliers, or any business that poses a conflict of interest with CWA.

#### **IV. GIFTS**

Employees, members of the Board of Trustees, and members of their immediate family should not accept money, gifts, or services that would undermine or influence good business judgment. Small gifts with a value less than \$20 (for example, candy, cookies, hats, and so on) are acceptable.

**Revision History:**

Originated: 4/20/2010

Revised: 4/18/2018