

Welcome Message

Dear Valued Employee,

Welcome to St. Mary's Soil Conservation District! We are pleased with your decision to join our team.

Our aim in producing this document was to create a one-stop information point where you would be able to access all the information you are likely to need in relation to your employment with the District.

The document gives an overview of the terms and conditions of your employment, and outlines what you can expect from us as your employer. In return we ask you for a high degree of commitment, dedication and loyalty to help us achieve the aims and objectives of the District.

I hope you find this a useful guide during your employment with us. However if you are unable to find the answer to your question here, please feel free to contact the District Manager or Program Manager who will certainly be able to find an answer for you.

Welcome aboard. We look forward to working with you!

Sincerely,

Robert C. Cooper
Chairman

Bruce A. Young
District Manager



Employee Manual

ST. MARY’S SOIL CONSERVATION DISTRICT

EMPLOYEE MANUAL

TABLE OF CONTENTS

General Information

District History	5
District Goals, Values and Beliefs.	5
Changes in Policy	6

General Employment

At-Will Employment	7
Immigration Law Compliance	7
Equal Employment Opportunity	8
Outside Employment	8
Employee Grievances	9
Internal Communication	9
Anti-Retaliation and Whistleblower Protection	10

Employment Status and Record Keeping

Employment Classifications	12
Full-Time	
Part-Time	
Temporary/Contractual	
Personnel Data Changes	13
Expense Reimbursement	13
Termination of Employment	14

Working Conditions and Hours

Company Hours	16
Emergency Closing	16
Safety	17
Security	17
Smoking	18
Meal & Rest Periods	18
Lactation Breaks	19

Employee Conduct

Standards of Conduct	20
Disciplinary Action	21
Confidentiality	21

Computer, E-mail & Internet Usage	22
Telephone Usage	24
Company Supplies	24
Personal Appearance	24
Sexual and Other Unlawful Harassment	25
Complaint Procedure	
Retaliation Prohibited	
Drug and Alcohol Abuse	27
Personal Property	27
Workplace Violence	28
Use of Company Property	28
Personal Use of District Property	
District Tools	
Care of District Property	

Employee Benefits

Paid Time off (PTO)	30
Sick Leave	
Annual Leave	
Compensatory Time	
Parental Leave	
Administrative Leave	
Liberal Leave	
Other Notes	
Health Insurance	33
Workers' Compensation	34
Retirement Plan	34
Holidays	35
Jury Duty	35
Military Leave	36

Timekeeping and Payroll

Attendance and Punctuality	37
Timekeeping	38
Paydays	38
Payroll Deductions	39

Original Personnel Policy Manual – Effective Date: January 1, 2001
Revised Date: May 1, 2003
Revised Date: August 6, 2009

General Information

District History

Effective Date: 11/7/19

Maryland, along with 21 other states, passed its Soil Conservation District's Law effective June 1, 1937. It appeared as Article 2A, Sections 15-28 of the Annotated Code of Maryland. In 1939, renumbering of the Code resulted in the SCD Law to be in Sections 45-58. In the 1955 issue, it appeared in Article 66C, Sections 88-103 and in 1974 it was moved to the Agricultural Article, Sections 8-101 to 8-501.

The SCD Law created the State Soil Conservation Committee with authority to organize, advise, and assist soil conservation districts. The districts were to be organized as independent political subdivisions of the state. The five member boards of supervisors were given broad general authority to carry out soil and water conservation programs. St. Mary's Soil Conservation District was organized on January 5, 1942.

Today there are more than 3,000 soil Conservation districts in the United States, Puerto Rico and the Virgin Islands. District responsibilities have evolved over the last half century as our land use patterns have changed and the importance of addressing the environmental impacts of development activities and nutrient pollution in our waterways has come to light. We work with farmers, landowners and other government agencies to place conservation practices where they are needed most- on the farm fields, pastures and construction sites that can impact Maryland's streams, rivers and the Chesapeake Bay.

You can get more information on our website at <https://stmarysscd.com.com>

District Goals, Values, and Beliefs

Effective Date: 11/7/19

St. Mary's Soil Conservation District believes its employees are its greatest asset and recognises its responsibility to ensure they are afforded appropriate development throughout their employment. This development begins at the induction stage when a new employee joins.

Our aim is to support and develop employees in their role so that they feel confident to undertake the responsibilities placed upon them and ultimately are able to contribute to the success of the District.

Induction will be spread over your first few months in position, and is generally planned on a first day, first week and first month basis. The content and duration of the induction program will be dependent on the scope and complexity of your job, and the District Manager will outline this in detail to you on your first day with us.

Our values and beliefs require that we:

- Treat employees and colleagues with respect; St. Mary's Soil Conservation District does not tolerate discrimination of any kind.
- Encourage all employees in creative problem solving.
- Provide consistent leadership and competent on-the-job training.
- Maintain an open-door policy that encourages interaction and discussion; encourage ideas to improve the workplace and increase productivity.
- Provide effective and efficient corrective action to resolve customer service issues and ensure complete customer satisfaction.
- Deliver competitive, outstanding service to our customers and partner with vendors who share that goal.
- Make "Do It Right the First Time" our team attitude to ensure continued growth and prosperity.

Changes in Policy

Effective Date: 11/7/19

District change is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by St. Mary's Soil Conservation District, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. All changes will be approved by the District Board during a regular monthly meeting. Any employee who is unclear on any policy or procedure should consult the District Manager.

General Employment

At-Will Employment

Effective Date: 11/7/19

Employment with St. Mary's Soil Conservation District is "at-will." This means employees are free to resign at any time, with or without cause, and St. Mary's Soil Conservation District may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed by St. Mary's Soil Conservation District for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by St. Mary's Soil Conservation District, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the Chairman, District Manager and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between St. Mary's Soil Conservation District and any of its employees.

Immigration Law Compliance

Effective Date: 11/7/19

St. Mary's Soil Conservation District is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with St. Mary's Soil Conservation District within the past three years, or if their previous I-9 is no longer retained or valid.

St. Mary's Soil Conservation District may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, St. Mary's Soil

Conservation District provides the Social Security Administration, and if necessary, the Department of Homeland Security with the information from each new employee's Form I-9 to confirm work authorization.

Equal Employment Opportunity

Effective Date: 11/7/19

St. Mary's Soil Conservation District is an Equal Opportunity Employer. Employment opportunities are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The St. Mary's Soil Conservation District will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

St. Mary's Soil Conservation District strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. St. Mary's Soil Conservation District will take appropriate disciplinary action, up to and including immediate termination, on any employee who violates this policy.

Outside Employment

Effective Date: 11/7/19

Employees may hold outside jobs as long as the employee meets the performance standards of their position with St. Mary's Soil Conservation District, and has received prior authorization as noted below.

Unless an alternative work schedule has been approved by St. Mary's Soil Conservation District, employees will be subject to the District's scheduling demands, regardless of any existing

outside work assignments; this includes availability for overtime when necessary.

St. Mary's Soil Conservation District's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

NOTE: All outside employment must be presented to the District Manager for approval by the St. Mary's Soil Conservation District Board of Supervisors. Approval must be granted by the Board before accepting any outside employment. Failure to receive approval before you begin the second job may jeopardize your position with the District.

Employee Grievances

Effective Date: 11/7/19

It is the policy of St. Mary's Soil Conservation District to maintain a harmonious workplace environment. St. Mary's Soil Conservation District encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with the District Manager. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Chairman of the Board.

After receiving a written grievance, St. Mary's Soil Conservation District Supervisors may hold a meeting with the employee, the District Manager, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

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

St. Mary's Soil Conservation District assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

Internal Communication

Effective Date: 11/7/19

Effective and ongoing communication within St. Mary's Soil Conservation District is essential. As such, the District maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, St. Mary's Soil Conservation District uses internet and email to facilitate communication and share access to documents. For information on appropriate email and internet usage, employees may refer to the Computer, Email, and Internet Usage policy

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult the District Manager with any questions or concerns on information disseminated.

Anti-Retaliation and Whistleblower Protection

Effective Date: 11/7/19

This policy is designed to protect employees and address St. Mary's Soil Conservation District's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, St. Mary's Soil Conservation District will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding suspected District or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, client or customer, environment or general public.
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, or participates in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, and harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law; policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact the District Manager directly. Employees should also review their state and local requirements for any additional reporting guidelines.

St. Mary's Soil Conservation District will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact the District Manager or any state or local agency responsible for investigating alleged violations.

Employment Status and Record Keeping

Employment Classifications

Effective Date: 11/7/19

For purposes of salary administration and eligibility for overtime payments and employee benefits, St. Mary's Soil Conservation District classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with St. Mary's Soil Conservation District or if your job responsibilities change, you will be informed by the District Manager of any change in your exempt status.

Currently, all St. Mary's Soil Conservation District staff positions are considered exempt and not eligible for overtime pay. However, employees are eligible to earn compensatory time.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for St. Mary's Soil Conservation District's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some St. Mary's Soil Conservation District benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary/Contractual:

Temporary/Contractual employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified by St. Mary's Soil Conservation District Management, of a change. They are not eligible for any of St. Mary Soil Conservation District's benefit programs.

Personnel Data Changes

Effective Date: 11/7/19

It is the responsibility of each employee to promptly notify the District Manager or Program Manager of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact the District Manager or Program Manager in writing as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

Expense Reimbursement

Effective Date: 11/7/19

St. Mary's Soil Conservation District reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the District Manager.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, and meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

Reimbursement will be equal to the amount set by State of Maryland guidelines.

To be reimbursed, employees must submit expense reports to the District Manager for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. The District expense form will be supplied as an electronic document. Questions regarding this policy should be directed to the District Manager.

Termination of Employment

Effective Date: 11/7/19

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by St. Mary's Soil Conservation District. In most cases, St. Mary's Soil Conservation District will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by St. Mary's Soil Conservation District for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

All employees, for any reason, who intend to terminate employment with St. Mary's Soil Conservation District, shall provide St. Mary's Soil Conservation District with at least two (2) weeks written notice. Such notice is intended to allow the District time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with St. Mary's Soil Conservation District is based on mutual consent, both the employee and St. Mary's Soil Conservation District have the right to terminate employment at will, with or without cause, during and after the introductory period.

In the case of employee retirement, resignation, termination, or layoff, the employee will receive their accrued pay and annual leave in accordance with all federal, state and local laws. All sick leave accrued by the employee and not used by the date of retirement, resignation, termination, or layoff will be forfeited.

If an employee retires from St. Mary's Soil Conservation District in good standing with **30 or more** years of service, the District Board may at their discretion, choose to reimburse the employee for some accumulated sick leave.

Any employee who terminates employment with St. Mary's Soil Conservation District shall return all files, records, keys, and any other materials that are property of St. Mary's Soil Conservation District.

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued for 1 month after termination at the employee's expense, if the employee elects to do so, such as healthcare coverage.

- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the District Manager.

Working Conditions and Hours

Company Hours

Effective Date: 11/7/19

St. Mary's Soil Conservation District is open for business from Monday through Friday 8:00 am to 4:30 pm; except for holidays recognized by St. Mary's Soil Conservation District. The standard workweek is 40 hours.

The District Manager will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

Employees may flex their work schedule as long as the office has coverage during the core hours of 8:00 a.m. to 4:30 p.m. A flex work schedule must be approved by the District Manager.

Emergency Closing

Effective Date: 11/7/19

At times, emergencies such as fires, weather, power failures, and the lack of heat or air conditioning can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by St. Mary's Soil Conservation District Chairman.

When the decision is made to close the office, employees will receive official notification from the District Manager.

For most severe weather events St. Mary's Soil Conservation District will follow the closure or delay times as authorized by St. Mary's County Government.

For more information regarding emergency closing refer to Administrative and Liberal Leave under **EMPLOYEE BENEFITS** found on page 30.

Safety

Effective Date: 11/7/19

St. Mary's Soil Conservation District is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. St. Mary's Soil Conservation District and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must immediately report any unsafe conditions to the District Manager. Employees who violate safety standards; cause hazardous or dangerous situations; or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify the District Manager.

Questions regarding this policy should be directed to the District Manager.

Security

Effective Date: 11/7/19

The purpose of St. Mary's Soil Conservation District's security policy is to protect District assets and to maintain a safe working environment for all employees.

Facility Access:

All regular St. Mary's Soil Conservation District employees will be issued a key to gain access to St. Mary's Soil Conservation District facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to the District Manager as soon as possible.

Upon separation from St. Mary's Soil Conservation District, and at any other time upon St. Mary's Soil Conservation District's request, all keys must be returned to the District Manager.

Closing Procedures:

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked and all appliances and lights are turned off with the exception of the lights automatically left on for security purposes.

Smoking

Effective Date: 11/7/19

St. Mary's Soil Conservation District provides a smoke-free environment for its employees, customers, and visitors. Smoking and/or vaping is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

For individuals that do smoke, there are multiple outside areas away from doors that may be utilized. All cigarette waste is to be disposed of in the provided receptacles or by other appropriate measures, but by no means, disposal by throwing on the ground.

Meal & Rest Periods

Effective Date: 11/7/19

Employees will be granted a 30 minute lunch break each day along with two paid 15 minute breaks throughout the day. These breaks may be added to the lunch break if extra time is needed but may not be saved or used to leave early.

Extra time will be given to employees who are interrupted during their lunch break to answer the phone or assist customers or clients.

It is the responsibility of the District Manager to be sure that the office is covered at all times during the working hours. Employees are required to notify the District Manager or designee when leaving for lunch.

Lactation Breaks

Effective Date: 11/7/19

St. Mary's Soil Conservation District accommodates employees who wish to express breast milk during the workday by providing reasonable break time to do so for up to one year after the child's birth. A designated room will be made available for this purpose.

An extra 5 minutes will be added to the two 15 minutes breaks already given to express milk. Break periods lasting longer than 20 minutes will be unpaid.

For questions related to this policy, please contact the District Manager.

Employee Conduct

Standards of Conduct

Effective Date: 11/7/19

St. Mary's Soil Conservation District's rules and standards of conduct are essential to our productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the District's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Boisterous or disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does not include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks
- Unauthorized disclosure of any confidential information or non-public proprietary information relating to the District's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding St. Mary's Soil Conservation District's standards of conduct, please direct them to the District Manager.

Disciplinary Action

Effective Date: 11/7/19

Disciplinary action at St. Mary's Soil Conservation District is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. St. Mary's Soil Conservation District reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

St. Mary's Soil Conservation District recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging St. Mary's Soil Conservation District business practices or any other confidential information
- Any misrepresentation of St. Mary's Soil Conservation District to a customer, a prospective customer, the general public, or an employee

Confidentiality

Effective Date: 11/7/19

St. Mary's Soil Conservation District takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes,

computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the District's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with St. Mary's Soil Conservation District and as a direct result of your job responsibilities with St. Mary's Soil Conservation District. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the District to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to the District Manager.

The unauthorized disclosure of Confidential Information belonging to the District, and not otherwise available to persons or companies outside of St. Mary's Soil Conservation District, may result in disciplinary action, up to and including termination of employment. If you leave the District, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits, and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the District Manager.

Computer, E-mail & Internet Usage

Effective Date: 11/7/19

St. Mary's Soil Conservation District's computer systems allow us to be more productive. Computer, e-mail, and the internet are tools that create great value, but can cause problems if used improperly. It is extremely important that all employees use good business judgment when using the electronic communications systems (ECS).

St. Mary's Soil Conservation District strives to maintain a workplace free of discrimination and harassment. Therefore, St. Mary's Soil Conservation District prohibits the use of the District's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the District's policy against discrimination and harassment.

Respect all copyright and other intellectual property laws. For the District's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the District's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

St. Mary's Soil Conservation District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, St. Mary's Soil Conservation District does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. St. Mary's Soil Conservation District prohibits the illegal duplication of software and its related documentation.

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the District that violate the District's policy against discrimination and harassment.
- Pirating or downloading District-owned software without permission.
- Sending or posting the District's confidential material, trade secrets, or non-public proprietary information outside the District. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with the security investigation.
- Using the internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of St. Mary's Soil Conservation District.

Computer hardware, software, electronic mail, internet connections, and all other computer, data storage or ECS provided by St. Mary's Soil Conservation District are the property of St. Mary's Soil Conservation District. Employees have no right of personal privacy when using St. Mary's Soil Conservation District's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, internet usage and email may be monitored.

St. Mary's Soil Conservation District employees are subject to the computer usage rules and regulations of the Maryland Department of Agriculture and the Natural Resources Conservation Service along with any other agency owned computers they may use. Anyone violating the computer rules and regulations of these agencies will be subject to discipline, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related to this policy should be directed to the District Manager.

Telephone Usage

Effective Date: 11/7/19

St. Mary's Soil Conservation District telephones are intended for the sole use of conducting company business. Personal use of District's telephones and individually owned cell phones during business hours is prohibited except in emergencies. In addition, long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Company Supplies

Effective Date: 11/7/19

Only authorized persons may purchase supplies in the name of St. Mary's Soil Conservation District. No employee whose regular duties do not include purchasing shall incur any expense on behalf of St. Mary's Soil Conservation District or bind St. Mary's Soil Conservation District by any promise or representation without prior approval.

St. Mary's Soil Conservation District supplies are for office use only and are not intended for employee personal use at home or any other unapproved location.

Personal Appearance

Effective Date: 11/7/19

The purpose of St. Mary's Soil Conservation District's personal appearance policy is to ensure safe and sanitary working conditions and that all employees present a professional image. During

business hours or when representing St. Mary's Soil Conservation District, employees are expected to dress and groom themselves according to the requirements of their positions. All employees must wear appropriate clothing, be well groomed, and observe high standards of personal hygiene.

- Shorts are allowed during appropriate weather and must be at least mid-thigh
- Clothes should not have any holes or tears larger than a dime.
- Clothing with stains is not permitted.
- Flip flops are not permitted. Sandals, that do not resemble flip flops, are allowed.
- Shoes must be closed toe when in the field.
- Athletic pants are not permitted.

It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work will be sent home to change their clothing. Time away from the office to change will be charged to annual or comp leave. If no leave is available then the employee will be on time off without pay while away from the office.

Questions regarding appropriate workplace attire should be directed to the District Manager.

The dress policy is subject to change at the request of the St. Mary's Soil Conservation District Supervisors.

Sexual and Other Unlawful Harassment

Effective Date: 11/7/19

St. Mary's Soil Conservation District is committed to a work environment in which all individuals are treated with respect. St. Mary's Soil Conservation District expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 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. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an

intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal sexual advances or propositions.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the St. Mary's Soil Conservation District.

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

St. Mary's Soil Conservation District strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your District Manager. If you believe it would be inappropriate to discuss the matter with the District Manager, you may bypass the District Manager and report it directly to the Chairman of the Board.

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

St. Mary's Soil Conservation District expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Drug and Alcohol Abuse

Effective Date: 11/7/19

St. Mary's Soil Conservation District is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs on any property owned by or leased on behalf of St. Mary's Soil Conservation District, or in any vehicle owned or leased on behalf of St. Mary's Soil Conservation District.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform the District Manager if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

St. Mary's Soil Conservation District will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to the District Manager immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, St. Mary's Soil Conservation District employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, St. Mary's Soil Conservation District reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with St. Mary's Soil Conservation District, employees must comply with this Substance Abuse Policy. Be advised that no part of the Substance Abuse Policy shall be construed to alter or amend the at-will employment relationship between St. Mary's Soil Conservation District and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Personal Property

Effective Date: 11/7/19

Employees should use their discretion when bringing personal property into the workplace. St. Mary's Soil Conservation District assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on St. Mary's Soil Conservation District premises.

Workplace Violence

Effective Date: 11/7/19

St. Mary's Soil Conservation District strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto District property or property leased by the District
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to the District Manager. Employees should warn the District Manager of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. St. Mary's Soil Conservation District will not tolerate any form of retaliation against any employee for making a report under this policy.

St. Mary's Soil Conservation District will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

Use of Company Property

Effective Date: 11/7/19

Company property refers to anything owned by the St. Mary's Soil Conservation District: physical, electronic, intellectual, or otherwise. The use of District property is for business

necessity only.

When materials or equipment are assigned to an employee for District business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the District, and is subject to reassignment and/or use by the District without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voice mail, records and employee files.

St. Mary's Soil Conservation District has created specific guidelines regarding the use of District equipment. Below is a list of employee responsibilities and limitations in regards to District property.

Personal use of St. Mary's Soil Conservation District Property:

District property is not permitted to be taken from the premises without proper authority from the District Manager.

St. Mary's Soil Conservation District Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of St. Mary's Soil Conservation District Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft or misappropriation or unauthorized removal, possession, or use of District property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein will result in disciplinary action, up to and including termination of employment.

Employee Benefits

Paid Time off (PTO)

Effective Date: 11/7/19

Paid Time off (PTO) is offered to all full-time and eligible part time employees and is earned each pay period starting on the first day of employment. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections. Earned leave year is based on a calendar year.

ALL LEAVE is to be used in 15 minute increments. For example: 15 minutes = .25, 30 minutes = .50, 45 minutes = .75, and 1 hour = 1. For example: If an employee's day ends at 3:30 but they must leave 1 hour early then at 2:30-2:44 will be counted as 1 hour, 2:45-2:59 will be counted as .75, 3:00 – 3:14 will be counted as .50 hours leave. 3:15-3:29 will be counted as .25.

SICK LEAVE:

New employees may not use sick leave until they complete three (3) months of service with the District. The District Manager may approve accrued sick leave usage before the wait period is over under extenuating circumstances. Sick leave is earned at a rate of 4 hours per pay period for a total of thirteen (13) days per year. This leave may be accumulated and carried over to subsequent years with no cap. Sick leave is to be conserved and only used in the case of illness and/or as listed below:

Sick leave may be used to attend to immediate family members including spouse or partner, children, parents, siblings or others as determined by the District Manager.

Usage of sick leave of three (3) or more days requires a doctor's note. If the District Manager feels that sick leave usage is being abused, a doctor's note may be required for all occurrences.

Sick leave is a benefit and may only be used under the following conditions:

- The employee is unable to work because of sickness, injury, or pregnancy
- For medical, dental, or optical examinations or treatment. Regular appointments should be scheduled during non-working hours when possible
- When, because of exposure to contagious disease, the employee's presence would jeopardize the health of others.
- Death in an employee's immediate family (see above) – a maximum of three (3) working days may be granted as sick leave. If additional time off is required, annual leave may be used if available, and with approval from the District Manager.

If an employee is too sick to report to work, they are required to contact the District Manager and/or the Program Manager as soon as possible and in all cases prior to their scheduled start time. The District Manager is to be notified of scheduled medical, dental or optical appointments at least two (2) days in advance of the appointment.

St. Mary's Soil Conservation District employees on extended sick leave due to a lengthy illness or injury will be expected to report to the District Manager, at least once per week, to update the District Manager on their current condition and anticipated return to work. For extended absences due to illness or injury, a physician's note will be required to clear the employee to return to work.

Any St. Mary's Soil Conservation District employee having nine (9) or more occurrences of sick leave in any twelve (12) month period will be rated as unsatisfactory in work habits on his/her annual efficiency ratings unless a doctor's certificate is on file which satisfactorily explains a chronic condition necessitating such absences. After eleven (11) occurrences of sick leave in a twelve (12) month period, and without a doctor's certificate, the employee will receive an overall unsatisfactory review and may be placed back into a probationary period.

When an employee leaves District employment, all accumulated sick leave is forfeited except as determined by the St. Mary's Soil Conservation District Supervisors for length of service retirees. If an employee is terminated by St. Mary's Soil Conservation District, all accumulated sick leave is forfeited.

ANNUAL LEAVE:

New employees may not use annual leave until they complete (6) months of service with the District. Annual leave is earned at the following rate:

One (1) year through three (3) years: 4 hours per pay period or 13 days per year

Four (4) years through fifteen (15) years: 6 hours per pay or 19.5 days per year

Over fifteen (15) years: 8 hours per pay or 26 days per year

All Annual leave must be approved by the District Manager prior to leave being taken. The District Manager has the right to deny leave if the employee requesting leave has an assignment that is due but not completed.

Annual Leave may be accumulated but cannot exceed 240 hours (30 days) at the end of the year. Any leave over the 240 hours at the end of the year will be forfeited. The exception to this is for the District Manager who can carry over 400 hours (50 days).

If an employee voluntarily leaves District service, a good faith effort to expend all accumulated Annual Leave should be made prior to the leaving date set by the employee. Any annual leave remaining will be paid at the per hour rate and included in the employees final paycheck.

COMPENSATORY TIME:

Comp time is earned at a rate of 1 to 1 (1:1) and is used to compensate salaried employees that work or attend District functions after normal work hours or on the weekend. All compensatory time must be pre-approved by the District Manager. Employees are encouraged to use their compensatory time within the same pay period as it is earned, but compensatory time may be accrued. All accrued compensatory time must be used by the end of the first full pay period of the New Year. All accrued compensatory time that is not used by that date will be forfeited.

Comp time starts after an employee has worked at least 15 minutes over their scheduled end time and is earned in 15 minute increments only. For example: If an employee's scheduled day ends at 3:30 comp time earning does not start until 3:45 at which time the employee is credited with .25 hours, 4:00 = .50, 4:15 = .75, 4:30 = 1 etc.

If an employee is leaving District service all Comp time leave must be used prior to the leaving date set by the employee. Any comp leave left at that time will be forfeited.

If an employee is terminated by St. Mary's Soil Conservation District, all accumulated comp time is forfeited.

PARENTAL LEAVE:

Parental leave is granted to both female and male employees. Two hundred forty (240) hours of Maternal leave is available to all eligible full-time employees and two hundred forty (240) hours of Paternal leave is available to all eligible full-time employees.

Parental Leave is available following the birth of a child, adoption of a child, or the placement of a child for foster care. An eligible employee may use any combination of sick and/or annual leave up to the point that all of their leave is exhausted. Additional time off after accrued leave is exhausted, up to the approved hours for maternal and paternal leave, will be charged to leave without pay.

Requests for parental leave must be made in writing to the District Manager at least four (4) weeks prior to the effective date of the leave.

ADMINISTRATIVE LEAVE:

The District follows the closures of St. Mary's County Government. If St. Mary's County Government announces that its offices are to remain closed due to inclement weather, employees are not required to report for work and will be compensated at their regular rate of pay for

normal scheduled hours that day. If an employee is already on approved leave, he or she will still be charged leave as scheduled.

If St. Mary's County Government opens late, or closes early due to inclement weather, the employee may use Administrative leave for the normal hours missed.

LIBERAL LEAVE:

The District follows the decision of St. Mary's County Government to enact Liberal Leave. If St. Mary's County Government announces that its employees are on Liberal leave due to inclement weather; employees that choose to come in after the delayed opening time, or take the day off, are expected to notify the District Manager prior to the delayed opening time. Prior approval to use leave is not required.

If the employee chooses to use Liberal Leave, they must have adequate leave available to cover the time taken off. ONLY annual leave, or compensatory time may be taken during liberal leave. If an employee does not have annual leave or compensatory time, then they are expected to report to work at the delayed starting time or take leave without pay. Employees must inform the District Manager of their plans as soon as possible.

OTHER NOTES:

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state in which St. Mary's Soil Conservation District operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

Health Insurance

Effective Date: 11/7/19

St. Mary's Soil Conservation District's health insurance benefits are intended to protect you from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible permanent full time District employees may elect to begin health insurance benefits for themselves and their eligible family members pending health insurance eligibility requirements.

Eligible GRANT funded employees may elect to begin health insurance benefits for the employee only. GRANT funded employee family members are NOT eligible for health insurance due to the nature of the funding provided for these positions.

For details on the specific health insurance plan available through St. Mary's Soil Conservation District, contact the District Manager. We encourage both you and your family, if eligible, to review the plan's Summary Plan Description (SPD) materials carefully.

Workers' Compensation

Effective Date: 11/7/19

Employees who are injured on the job at St. Mary's Soil Conservation District are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify the District Manager immediately so that St. Mary's Soil Conservation District can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by St. Mary's Soil Conservation District. No premium is charged for this coverage and no individual enrollment is required. St. Mary's Soil Conservation District will provide medical care and a portion of lost wages through our insurance carrier.

Retirement Plan

Effective Date: 11/7/19

St. Mary's Soil Conservation District employees have the opportunity to participate in a simple IRA retirement plan. To be eligible, the employee must be in permanent full-time status at the time of enrollment, and have completed their probationary period. The employee may elect to have a pre-tax payroll deduction that will be matched by the St. Mary's Soil Conservation District up to 3 percent of their gross pay. The payroll deduction and the St. Mary's Soil Conservation District match will be deposited into an individual simple IRA account with Morgan Stanley Smith Barney on a bi-monthly basis. Enrollment in the retirement plan is elective and may commence at the employees request at any point after completion of the probationary period.

Employees may consult the District Manager for additional plan details.

Holidays

Effective Date: 11/7/19

St. Mary's Soil Conservation District employees observe the following paid holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

St. Mary's Soil Conservation District follows the Federal Government holiday schedule with the additional days of Good Friday and the day after Thanksgiving. Holidays may change according to changes made by the St. Mary's Soil Conservation District board. The St. Mary's Soil Conservation District office will be closed on the Federal holidays.

Jury Duty

Effective Date: 11/7/19

St. Mary's Soil Conservation District encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide the District Manager with a copy of their jury summons as soon as possible so that arrangements can be made to accommodate their absence if necessary. Either St. Mary's Soil Conservation District or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve.

Employees serving on jury duty will be paid their regular salary while serving and not charged leave. However, if the employee is dismissed from jury duty and wishes not to return to work for the remainder of their shift then leave must be used accordingly. The employee must have approval from the District Manager to take this leave.

Employees receiving payment for jury duty may keep the payment for completing their civic duty.

Military Leave

Effective Date: 11/7/19

St. Mary's Soil Conservation District proudly grants employees time off of work for service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Military Leave is only applicable to employees in the Reserves for any Branch.

All employees requesting time off for military service must provide advance notice of military service to the District Manager, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for re-employment for up to five (5) years from the date their military leave began. The period an individual has to make application for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service.

For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Employees who qualify for re-employment will return to active employment at a pay level and status equal to that which they would have attained had they not entered military service. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Questions regarding this policy should be directed to the District Manager.

Timekeeping and Payroll

Attendance and Punctuality

Effective Date: 11/7/19

Absenteeism and tardiness place an undue burden on other employees and on the District. St. Mary's Soil Conservation District expects regular attendance and punctuality from all employees. This means being in the work place, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled breaks and meal periods on time.

All time off must be requested in advance, as outlined in the St. Mary's Soil Conservation District Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, or if you will be late for any reason, you must notify the District Manager and the Program Manager as early as possible and always within an hour of your scheduled starting time. Calling or texting the District Manager and Program Manager is acceptable. If the District Manager or Program Manager does not respond within an hour of the original text that was sent by the employee, it is the employee's responsibility to call and verify that the message has been received. Employees, who are going to be absent for more than one day, should contact the District Manager and Program Manager each day with notification that they will be absent. If an employee has a doctor's note excusing them from work for a period of time, then the employee is not required to call in each day, but to notify the District Manager of their return date. St. Mary's Soil Conservation District reserves the right to ask for a physician's statement in the event of a long-term illness (3 consecutive days), or multiple illnesses or injuries.

If an employee fails to notify the District Manager after three (3) consecutive days of absence, St. Mary's Soil Conservation District will presume that the employee has voluntarily resigned and the employee will be removed from payroll. St. Mary's Soil Conservation District will review any extenuating circumstances presented by the employee that may have prevented him/her from calling in before being removed from payroll.

If an illness or emergency occurs during work hours, employees should notify the District Manager. Employees must also notify the District Manager at least one day in advance of known absences for medical or dental appointments.

St. Mary's Soil Conservation District considers consistent attendance and punctuality to be the foundation for excellent performance. Should undue or recurrent absence and tardiness become apparent, the employee may be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Timekeeping

Effective Date: 11/7/19

It is the agency's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

St. Mary's Soil Conservation District strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

All employees must use a paper timesheet to record hours worked. It is the responsibility of all employees to submit and approve their time records within 2 days after the end of each pay period.

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

Paydays

Effective Date: 11/7/19

St. Mary's Soil Conservation District employees are paid on a biweekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

All employees of the District are required to have direct deposit after the first paycheck. In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

Payroll Deductions

Effective Date: 9/15/15

St. Mary's Soil Conservation District makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding, Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums, AFLAC, Simple IRA and other related contributions.

All requests for changes in voluntary deductions, such as checking accounts or savings accounts, must be made in writing to the District Manager. This will insure the change requests are understood and made accordingly.

If you believe that an improper deduction has been made from your pay, raise the issue with the District Manager immediately. St. Mary's Soil Conservation District will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.