

**Please note:** Any changes made to this document will not be reflected in your online Handbook. To ensure that your online Handbook is up to date, and to take advantage of content updates, policy alerts, and online employee access to your policies, be sure to update your online Handbook with any edits made to this document.



## CAROLINE SOIL CONSERVATION DISTRICT

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# 1.Introduction

## 1.1 Handbook Disclaimer

***The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Organization. Employment with CAROLINE SOIL CONSERVATION DISTRICT is "AT-WILL." This means employees of CAROLINE SOIL CONSERVATION DISTRICT may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with CAROLINE SOIL CONSERVATION DISTRICT for any set period of time.***

***This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.***

***The Organization also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.***

## 1.2 Welcome Message

Dear Valued Employee,

Welcome to CAROLINE SOIL CONSERVATION DISTRICT! We are pleased with your decision to join our team.

CAROLINE SOIL CONSERVATION DISTRICT is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Organization.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the DISTRICT MANAGER.

Welcome aboard. We look forward to working with you!

Sincerely,

John Shepard

District Manager

### **1.3 Changes in Policy**

Change at CAROLINE SOIL CONSERVATION DISTRICT 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 CAROLINE 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. Any employee who is unclear on any policy or procedure should consult a supervisor or the district manager.

## **2. General Employment**

### **2.1 At-Will Employment**

Employment with CAROLINE SOIL CONSERVATION DISTRICT is "at-will." This means employees are free to resign at any time, with or without cause, and CAROLINE 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 with CAROLINE 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 CAROLINE SOIL CONSERVATION DISTRICT, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between CAROLINE SOIL CONSERVATION DISTRICT and any of its employees.

### **2.2 Immigration Law Compliance**

CAROLINE SOIL CONSERVATION DISTRICT is committed to employing only United States citizens and aliens who are authorized to work in the United States.

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 CAROLINE SOIL CONSERVATION DISTRICT within the past three years, or if their previous I-9 is no longer retained or valid.

CAROLINE SOIL CONSERVATION DISTRICT may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, CAROLINE SOIL CONSERVATION DISTRICT provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

### **2.3 Equal Employment Opportunity**

CAROLINE SOIL CONSERVATION DISTRICT is an Equal Opportunity Employer. Employment opportunities at CAROLINE SOIL CONSERVATION DISTRICT 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 CAROLINE 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. The CAROLINE SOIL CONSERVATION DISTRICT will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your DISTRICT MANAGER. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

CAROLINE 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. CAROLINE SOIL CONSERVATION DISTRICT will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

## **2.4 Employee Grievances**

It is the policy of CAROLINE SOIL CONSERVATION DISTRICT to maintain a harmonious workplace environment. CAROLINE 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 their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the district manager.

After receiving a written grievance, CAROLINE SOIL CONSERVATION DISTRICT may hold a meeting with the employee, the immediate supervisor, 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 CAROLINE SOIL CONSERVATION DISTRICT's Sexual and other Unlawful Harassment Policy.

CAROLINE SOIL CONSERVATION DISTRICT assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

## **2.5 Internal Communication**

Effective and ongoing communication within CAROLINE SOIL CONSERVATION DISTRICT is essential. As such, the Organization 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, CAROLINE SOIL CONSERVATION DISTRICT uses the Intranet 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. To avoid confusion, employees should not post or remove any material from the bulletin boards.

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

## **2.6 Outside Employment**

Employees may hold outside jobs as long as the employee meets the performance standards of their position with CAROLINE SOIL CONSERVATION DISTRICT.

Unless an alternative work schedule has been approved by CAROLINE SOIL CONSERVATION DISTRICT, employees will be subject to the Organization's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

CAROLINE 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.

## **2.7 Anti-Retaliation and Whistleblower Policy**

This policy is designed to protect employees and address CAROLINE SOIL CONSERVATION DISTRICT's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, CAROLINE 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 the suspected Organization or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make 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, patient, 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, participates or assists 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, 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 their supervisor or John Shepard directly. Employees should also review their state and local requirements for any additional reporting guidelines.

CAROLINE 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 their supervisor, the district manager or any state or local agency responsible for investigating alleged violations.



## **3. Employment Status & Recordkeeping**

### **3.1 Employment Classifications**

For purposes of salary administration and eligibility for overtime payments and employee benefits, CAROLINE 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 CAROLINE SOIL CONSERVATION DISTRICT or if your job responsibilities change, you will be informed by the district manager of any change in your exempt status.

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 CAROLINE 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 CAROLINE SOIL CONSERVATION DISTRICT benefit programs, subject to the terms, conditions, and limitations of each benefit program.

#### **Temporary:**

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [CAROLINE SOIL CONSERVATION DISTRICT benefits, but are eligible for statutory benefits to the extent required by law. 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 CAROLINE SOIL CONSERVATION DISTRICT Management, of a change.

### **3.2 Personnel Data Changes**

It is the responsibility of each employee to promptly notify their supervisor or the district 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 your supervisor or the district manager 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

### 3.3 Expense Reimbursement

CAROLINE 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, 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.

To be reimbursed, employees must submit expense reports to the John Shepard for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

### 3.4 Termination of Employment

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 CAROLINE SOIL CONSERVATION DISTRICT. In most cases, CAROLINE SOIL CONSERVATION DISTRICT will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by CAROLINE SOIL CONSERVATION DISTRICT for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with CAROLINE SOIL CONSERVATION DISTRICT, shall provide CAROLINE SOIL CONSERVATION DISTRICT with at least two weeks of written notice. Such notice is intended to allow the CAROLINE SOIL CONSERVATION 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 CAROLINE SOIL CONSERVATION DISTRICT is based on mutual consent, both the employee and CAROLINE SOIL CONSERVATION DISTRICT have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with CAROLINE SOIL CONSERVATION DISTRICT shall return all files, records, keys, and any other materials that are the property of CAROLINE 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 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.

## **4. Working Conditions & Hours**

### **4.1 Company Hours**

CAROLINE SOIL CONSERVATION DISTRICT is open for business from Monday - Friday 8:00 AM to 4:30 PM. This excludes holidays recognized by CAROLINE SOIL CONSERVATION DISTRICT. The standard workweek is 40 hours.

Supervisors 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.

### **4.2 Emergency Closing**

At times, emergencies such as severe weather, fires, or power failures 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 CAROLINE SOIL CONSERVATION DISTRICT management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

### **4.3 Parking**

CAROLINE SOIL CONSERVATION DISTRICT provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by CAROLINE SOIL CONSERVATION DISTRICT. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

### **4.4 Workplace Safety**

CAROLINE 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. CAROLINE 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.

#### **Complaint and Reporting Procedure:**

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

District Manager

9194 Legion Road Suite # 3

Denton, MD 21629

410-479-1202 x3

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.

**Retaliation Prohibited:**

CAROLINE SOIL CONSERVATION DISTRICT expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the district manager.

**4.5 Security**

The purpose of CAROLINE SOIL CONSERVATION DISTRICT's security policy is to protect Organization assets and to maintain a safe working environment for all employees.

**Facility Access:**

All regular CAROLINE SOIL CONSERVATION DISTRICT employees will be issued a key to gain access to CAROLINE SOIL CONSERVATION DISTRICT facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from CAROLINE SOIL CONSERVATION DISTRICT, and at any other time upon CAROLINE SOIL CONSERVATION DISTRICT's request, all keys must be returned to your supervisor.

**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; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the district manager.

#### **4.6 Meal & Break Periods**

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

CAROLINE SOIL CONSERVATION DISTRICT will schedule meal and break periods in order to accommodate Organization operating requirements.

#### **4.7 Break Time for Nursing Mothers**

CAROLINE SOIL CONSERVATION DISTRICT accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Organization will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the district manager.

## **5.Employee Benefits**

### **5.1 Holidays**

CAROLINE SOIL CONSERVATION DISTRICT observes the following paid holidays:

- New Year's Day
- Martin Luther King Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

Due to the nature of our business, CAROLINE SOIL CONSERVATION DISTRICT may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

### **5.2 Paid Time Off (PTO)**

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:  
Full-time employees only

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

Vacation 3.08 Hrs per pay period

Sick 4.31 Hrs per pay period

Personal 5 days per year (may be pro rated depending on hire date)

Unless CAROLINE SOIL CONSERVATION DISTRICT is required by state or local law to carry over unused PTO to the following year, employees must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited. For details on carryover or other provisions of this policy, contact the district manager.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which CAROLINE 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.

### **5.3 Military Leave**

CAROLINE SOIL CONSERVATION DISTRICT grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. 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 reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the John Shepard.

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

CAROLINE SOIL CONSERVATION DISTRICT complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the district manager.

### **5.4 Jury Duty**

CAROLINE SOIL CONSERVATION DISTRICT encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

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



Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, CAROLINE SOIL CONSERVATION DISTRICT may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

### **5.5 Jury Duty Leave (Maryland Employees)**

CAROLINE SOIL CONSERVATION DISTRICT encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either CAROLINE 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.

If the employee's service has lasted for four hours or more on the day of his or her appearance for jury duty, including travel time to and from court, the employee will not be scheduled to work between 5 p.m. on the day of his or her appearance for jury duty and 3 a.m. the following day.

Jury duty leave is unpaid; however employees may opt to use accrued paid time off for this purpose.

### **5.6 Workers' Compensation**

Employees who are injured on the job at CAROLINE 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.

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 CAROLINE SOIL CONSERVATION DISTRICT. No premium is charged for this coverage and no individual enrollment is required. CAROLINE SOIL CONSERVATION DISTRICT will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the John Shepard to obtain the required claim forms and instructions.

### **5.7 Voting Leave (Maryland Employees)**

CAROLINE SOIL CONSERVATION DISTRICT requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

CAROLINE SOIL CONSERVATION DISTRICT may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of paid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide CAROLINE SOIL CONSERVATION DISTRICT with certification, such as a voter's receipt, to prove that he or she voted.

### **5.8 Sick Leave (Maryland Employees)**

Effective February 11, 2018, eligible employees are entitled to sick leave under the Healthy Working Families Act.

#### **Eligible Employees:**

Employees must regularly work 12 or more hours a week to be eligible. Certain types of employees are not covered by the Healthy Working Families Act. For information on whether you are eligible, please contact the district manager.

#### **Basic Leave Entitlement:**

Eligible employees may use accrued paid sick leave for the following reasons:

- To care for the employee's or a family member's mental or physical injury or illness.
- To obtain preventive medical care for the employee or a family member.
- For maternity or paternity leave.
- For medical care, legal or victim assistance, or temporary relocation due to domestic violence, sexual assault or stalking committed against the employee or family member.

Employees must work for CAROLINE SOIL CONSERVATION DISTRICT for 10 calendar days before they can use accrued sick leave. The use of accrued sick leave is limited to 112 hours in a year.

#### **Accrual and Carryover:**

Generally, employees accrue paid sick leave at a rate of 4.31 hours for every 80 hours worked. Employees may accrue and use up to 112 hours of paid sick leave in a year. Employees are generally entitled to carryover up to 40 hours of accrued, unused sick leave to the following year. However, total accrual is limited to 40 hours of sick leave.

#### **Notice:**

If the need for leave is foreseeable, employees must provide seven days' advance notice. Otherwise, employees must generally follow CAROLINE SOIL CONSERVATION DISTRICT's regular reporting procedures for unscheduled

absences. When an employee uses sick leave for more than two consecutive shifts, he or she may be asked to provide reasonable documentation of their need for leave.

**Unpaid Leave:**

The sick leave provided under this policy is unpaid unless CAROLINE SOIL CONSERVATION DISTRICT averaged 15 or more employees per month in the preceding year.

**Job Restoration:**

Upon expiration of the leave, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

**Retaliation Prohibited:**

[Company Name] will not retaliate against, or interfere with, employees exercising their rights under the Healthy Working Families Act.

**Relationship with Other Leave Policies:**

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or policies and your entitlement to leave under this policy, please contact the John Shepard.

## 6. Employee Conduct

### 6.1 Standards of Conduct

CAROLINE SOIL CONSERVATION DISTRICT's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Organization'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, manufacture or use of alcohol or illegal 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
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- 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 "business secrets" or other confidential or non-public proprietary information relating to the Organization'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 CAROLINE SOIL CONSERVATION DISTRICT's standards of conduct, please direct them to your supervisor or the district manager.

### 6.2 Disciplinary Action

Disciplinary action at CAROLINE 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.

CAROLINE SOIL CONSERVATION DISTRICT reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

CAROLINE 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
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging CAROLINE SOIL CONSERVATION DISTRICT business practices or any other confidential information
- Any misrepresentation of CAROLINE SOIL CONSERVATION DISTRICT to a customer, a prospective customer, the general public, or an employee

### **6.3 Confidentiality**

CAROLINE 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 Organization'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 CAROLINE SOIL CONSERVATION DISTRICT and as a direct result of your job responsibilities with CAROLINE 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 Organization to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Organization, and not otherwise available to persons or companies outside of CAROLINE SOIL CONSERVATION DISTRICT, may result in disciplinary action, up to and including termination of employment. If you leave the Organization, 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.

#### **6.4 Personal Appearance**

The purpose of CAROLINE SOIL CONSERVATION DISTRICT's personal appearance policy is to ensure a safe and sanitary workplace for all employees. CAROLINE SOIL CONSERVATION DISTRICT strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing CAROLINE SOIL CONSERVATION DISTRICT, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- Slacks
- Blouses
- Button-down shirts
- Polo shirts

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing 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 may be sent home to change their clothing.

CAROLINE SOIL CONSERVATION DISTRICT understands that in certain situations, the Organization may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Organization will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on CAROLINE SOIL CONSERVATION DISTRICT.

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

#### **6.5 Workplace Violence**

CAROLINE 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 company property
- 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 your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. CAROLINE SOIL CONSERVATION DISTRICT will not tolerate any form of retaliation against any employee for making a report under this policy.

CAROLINE 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.

## **6.6 Drug & Alcohol Use**

CAROLINE SOIL CONSERVATION DISTRICT is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for CAROLINE SOIL CONSERVATION DISTRICT is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of CAROLINE SOIL CONSERVATION DISTRICT, or in any vehicle owned or leased on behalf of Charlie Company or while on CAROLINE SOIL CONSERVATION DISTRICT business.

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 their supervisor 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.

CAROLINE 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 their supervisor or the board chairman 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, CAROLINE 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, CAROLINE SOIL CONSERVATION DISTRICT reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with CAROLINE SOIL CONSERVATION DISTRICT , employees must comply

with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between CAROLINE 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.

## **6.7 Sexual & Other Unlawful Harassment**

CAROLINE SOIL CONSERVATION DISTRICT is committed to a work environment in which all individuals are treated with respect. CAROLINE SOIL CONSERVATION DISTRICT expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, 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 and unlawful 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
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Organization's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Organization

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

### **Complaint Procedure:**



CAROLINE 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 supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

District Manager

9194 Legion Road Suite # 3

Denton, MD 21629

410-479-1202 x3

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:**

CAROLINE 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.

#### **6.8 Telephone Usage**

CAROLINE SOIL CONSERVATION DISTRICT telephones are intended for the sole use of conducting company business. Personal use of the Organization's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. 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.

#### **6.9 Personal Property**

Employees should use their discretion when bringing personal property into the workplace. CAROLINE 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 CAROLINE SOIL CONSERVATION DISTRICT premises.

## **6.10 Use of Company Property**

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for 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 Organization and is subject to reassignment and/or use by the Organization without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

CAROLINE SOIL CONSERVATION DISTRICT has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

### **Personal use of company property:**

Company property is not permitted to be taken from the premises without proper written authority from company management.

### **Company 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 Company Property:**

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

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

## **6.11 Smoking**

CAROLINE SOIL CONSERVATION DISTRICT provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, 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.

## **6.12 Visitors in the Workplace**

To ensure the safety and security of CAROLINE SOIL CONSERVATION DISTRICT and its employees, only authorized visitors are permitted on Organization premises and in Organization facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on CAROLINE SOIL CONSERVATION DISTRICT premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Organization at all times.

## **6.13 Computer, Email & Internet Usage**

Computers, email, and the Internet allow CAROLINE SOIL CONSERVATION DISTRICT employees to be more productive. However, it is important that all employees use good business judgment when using CAROLINE SOIL CONSERVATION DISTRICT's electronic communications systems (ECS).

### **Standards of Conduct and ECS**

CAROLINE SOIL CONSERVATION DISTRICT strives to maintain a workplace free of discrimination and harassment. Therefore, CAROLINE SOIL CONSERVATION DISTRICT prohibits the use of the Organization's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Organization's policy against discrimination and harassment.

### **Copyright and other Intellectual Property**

Respect all copyright and other intellectual property laws. For the Organization'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 Organization'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.

CAROLINE 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, CAROLINE 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. CAROLINE SOIL CONSERVATION DISTRICT prohibits the illegal duplication of software and its related documentation.

### **ECS Guidelines**

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 Organization that violate the Organization's policy against discrimination and harassment.

- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Organization-owned software without permission.
- Sending or posting the Organization's confidential material, trade secrets, or non-public proprietary information outside of the Organization. *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 a 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 CAROLINE SOIL CONSERVATION DISTRICT.

### **Privacy and Monitoring**

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by CAROLINE SOIL CONSERVATION DISTRICT are the property of CAROLINE SOIL CONSERVATION DISTRICT. Employees have no right of personal privacy when using CAROLINE 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, email and Internet usage may be monitored.

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 this policy should be directed to your supervisor or the district manager.

### **6.14 Company Supplies**

Only authorized persons may purchase supplies in the name of CAROLINE SOIL CONSERVATION DISTRICT. No employee whose regular duties do not include purchasing shall incur any expense on behalf of CAROLINE SOIL CONSERVATION DISTRICT or bind CAROLINE SOIL CONSERVATION DISTRICT by any promise or representation without express written approval.

## **7. Timekeeping & Payroll**

### **7.1 Attendance & Punctuality**

Absenteeism and tardiness place an undue burden on other employees and on the Organization. CAROLINE SOIL CONSERVATION DISTRICT expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Organization's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. CAROLINE SOIL CONSERVATION DISTRICT reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, CAROLINE SOIL CONSERVATION DISTRICT will presume that the employee has voluntarily resigned. CAROLINE SOIL CONSERVATION DISTRICT will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will 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.

### **7.2 Timekeeping**

It is the Organization'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.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

CAROLINE 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.

It is the responsibility of all employees to submit and approve their time records each other week.

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.

### **7.3 Paydays**

CAROLINE SOIL CONSERVATION DISTRICT employees are paid on a Bi-weekly 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.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Organization makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

### **7.4 Payroll Deductions**

CAROLINE 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 and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the John Shepard immediately. CAROLINE 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.