

PERSONNEL POLICY MANUAL

of

LAKEWAY MUNICIPAL UTILITY DISTRICT

Lakeway Municipal Utility District
1097 Lohmans Crossing
Austin, Texas 78734-4459

Tenth Edition

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NOTICE TO EMPLOYEES

The policies set forth in this manual do not constitute a contract between the employer and any of its employees, but rather, are intended as guidelines for personnel administration.

LAKEWAY MUNICIPAL UTILITY DISTRICT
PERSONNEL POLICY
Tenth Edition
April 9, 1998 with Amendments

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LAKEWAY MUNICIPAL UTILITY DISTRICT PERSONNEL POLICY

**Tenth Edition
April 9, 1998 as amended**

ARTICLE I: PURPOSE

1.1 POLICY MANUAL - (6/7/06, 5/16/07) This policy manual is a loose-leaf manual. It is designed to be the expression of the Lakeway Municipal Utility District's policies with respect to personnel. As such it is a changing document. The Board of Directors may revise, amend or delete portions of this manual as they see fit and as times change. Each amendment is dated showing the date the Board of Directors approved that particular change. When a new policy is put into effect, or an old one is revised, the pertinent page is removed from the manual and the revised page takes its place. Old revised pages will be retained in a master file in the personnel/administration department.

New employees will go through an orientation of the manual and be asked to read the manual and return the affidavit attesting to the fact that he or she has read the manual. When the Board of Directors makes a change in policy, new pages will be distributed to the employees of the District.

This policy manual is just one of the 'investments' we make in human resources. The intent of the manual is to improve communications between the employees of the District and the Board of Directors. It is intended to be flexible enough to allow for change and to allow for individual management choices but also rigid enough to remove uncertainty from the major personnel issues facing the District.

This policy manual is meant to encompass all past and present personnel policies of the Lakeway Municipal Utility District applying to all employees. Individual circumstances may dictate exceptions to this policy manual. These policies apply to any employee, including the General Manager, who has an employment contract with the Board of Directors to the extent that the policies do not conflict with the contract. The Board of Directors must approve any employment contract.

1.2 AT WILL EMPLOYMENT - The Lakeway Municipal Utility District is an employment at-will employer. This means that once hired, an employee serves at the pleasure of the General Manager. Among other things, this means that just as any employee may leave employment at any time for any or no reason, with or without notice, so may the District terminate any employee at any time for any reason or no reason, with or without notice, except as limited by state and federal law. This also means that the following policies and procedures:

- are suggested guidelines;
- are subject to change with or without advance notice to employees;
- do not in any manner constitute the terms of an employment agreement, expressed or implied; and

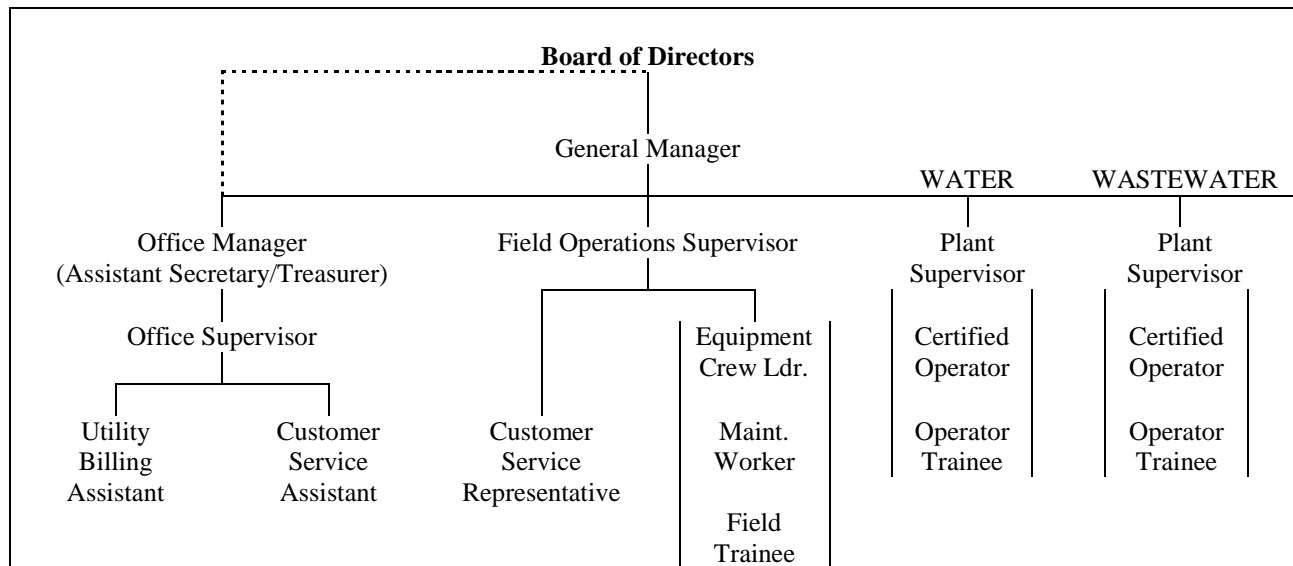
- do not create property rights.

In summary, these policies do not in any way establish inherent “property rights”, or imply that any contractual rights are a part of any employee’s status with the District.

1.3 THE LAKEWAY MUNICIPAL UTILITY DISTRICT HISTORY (7/7/99, 6/25/03, 5/16/07) - The Lakeway Municipal Utility District (District) was formed in 1972 to provide water and wastewater services and other authorized services to the area within the District. The District is governed by Chapters 49 and 54 of the Texas Water Code and other applicable state laws under the Texas Commission on Environmental Quality. Under Chapters 49 and 54 of the Texas Water Code, the District is authorized to provide various municipal services. The primary services the District currently provides are treated water delivery services and wastewater treatment. These services are financed by the property taxes of those living within the District's boundaries and by utility fees paid by the District's customers.

The District is governed by a Board of Directors consisting of five (5) members. The Directors are elected in May of each even numbered year to serve a four (4) year term. The terms are staggered so that at most three (3) Director positions are filled. The Directors are responsible for setting policy & service rates, approving major operating expenditures and approving all capital expenditures. The Directors meet the second Wednesday of each month for regular Board meetings and as needed for special Board meetings.

Lakeway Municipal Utility District Staff Organization (3/10/99, 9/12/01, 7/14/04)



1.4 WATER (6/25/03, 5/16/07) - The District was created February 17, 1972 and issued state authority for its water operations (CCN #10303) on April 22, 1977.

The source of the District's water supply is Lake Travis. The District owns and operates three water treatment plants on one site with a combined capacity of approximately six million gallons of treated water per day, has 1.24 million gallons of storage, 57 miles of water lines, 320 fire hydrants and approximately 4,000 water customers.

The District is a party to two interconnection agreements with adjacent authorities, i.e. Hurst Creek MUD and Water District 17. The terms of these agreements provide for the sale or purchase of water between the parties when needed and when available. The District has both bought and sold water under these mutually beneficial agreements.

1.5 WASTEWATER (6/25/03, 5/16/07) - The District owns and operates wastewater treatment plants at two sites. State authority for its wastewater operations (CCN #20119) was issued on April 22, 1977. S-5 near the World of Tennis has a capacity of 400,000 gpd, which serves the western areas of the District. The Palos Verdes treatment plant has a permitted capacity of 810,000 gpd and serves much of the eastern area of Lakeway. There are three ponds which total 97 mg of seasonal reuse storage. The District owns and operates 39 miles of wastewater line that serve over 2,800 wastewater customers.

The District is very conscious of its responsibility to promote conservation of all our natural resources. In cooperation with the Lakeway Golf Clubs and the City, the District's recycled water produced by the treatment plants is used as irrigation water for Live Oak and Yaupon Golf Courses as well as parts of the median of Lakeway Boulevard, thus eliminating the need to use untreated lake water. In addition, the District pioneered a program for residential association landscape irrigation. Excess water is applied to two cedar forests. This effort goes hand in hand with other ongoing conservation efforts such as those aimed at minimizing the consumption of treated water.

ARTICLE II: AUTHORITY AND ADMINISTRATION

2.1 SCOPE - This personnel policy is adopted by the Board of Directors and shall conform to, and not conflict with "Vernon's Texas Civil Statutes," Water Code, Title 128, Chapter 54; and/or such other State or Federal Statutes, Board of Director's Orders or Resolutions that fall within the scope of this policy.

2.2 ABBREVIATIONS

- | | | |
|----|--|------------|
| A. | Board of Directors | (BOD) |
| B. | Administrative, Personnel, Community Relations Committee | (APC) |
| C. | General Manager | (GM) |
| D. | Lakeway Municipal Utility District | (DISTRICT) |

2.3 ADMINISTRATION OF THESE RULES - The APC shall act for and on behalf of the BOD in all personnel matters except as otherwise provided herein. The APC may submit recommendations to the BOD for action or approval where deemed appropriate. The GM or such other designate shall be responsible for the proper and effective administration of this policy.

2.4 SEVERABILITY - The provisions of these policies are severable, and if any provision or part of a provision is held invalid, illegal, or unenforceable, this shall not affect the validity of the remaining provisions or parts of provisions, which shall remain in force and effect.

2.5 PERFORMANCE EVALUATIONS (6/25/03, 6/7/06) – Each employee will receive at least one performance evaluation each fiscal year. The annual evaluation will be done during the February/March time period and completed by April 1st. Supervisors will evaluate their employees and review the evaluations with the General Manager prior to review with the employee. The supervisors will be reviewed by the General Manager with oversight and approval by the APC Committee. The General Manager will be reviewed by the Board President with oversight and approval by the Board. As part of the evaluation, self-appraisal is encouraged.

2.6 COMPENSATION ADJUSTMENTS (7/14/04) - The compensation of employees may be adjusted annually by Salary/Hourly Wage Adjustments, Cost of Living Adjustments (COLAS) and/or Merit Increases.

After considering the financial condition of the District, as well as probable changes in the operating budget for the coming fiscal year, the APC will make a recommendation for the COLA and Merit budget. This recommendation will be in the form of a percentage of the then current salary budget of the District. The recommendation will be presented to the Board for approval at the regularly scheduled meeting in May of each year.

- A. **COLAS** (6/7/06) - If adopted by the Board, such adjustments will be awarded to all District employees. The adjustments will become effective as of the first full pay period of the next fiscal year and will be based on, but not necessarily equal to, information available from the Bureau of Labor Statistics for the then current calendar year. Salary rate structure ranges (upper & lower) will be adjusted by the annual COLA as set by the Board of Directors. COLA percent (%) will be adjusted annually in accordance with the terms set forth in the District's "Salary Schedule" attached hereto as Appendix B. Employees shall not be eligible for COLA increases until having successfully completed at least six months of employment by the District.
- B. **MERIT INCREASES** (6/25/03, 6/7/06) - All merit increases will become effective as of the first full pay period in April of the then current fiscal year with the exception of the General Manager.

Supervisors shall recommend merit increases for employees under their supervision to the GM. Such recommendations will be made prior to April 1 and the GM shall have approval authority.

The GM will recommend merit increases for supervisors to the APC prior to April 1 and the APC shall have approval authority for such increases.

The Board will consider a merit increase for the GM prior to October 1, which may be effective the first full pay period in October and the BOD shall have approval authority for such increase.

Employees are not eligible for merit increase unless their latest overall performance evaluation is satisfactory or better.

- C. **PROMOTIONS** (6/7/06) - Promotions to a higher salary grade will be recommended by supervisors to the GM. The GM shall have approval authority for such promotions. Any promotion to supervisors shall be made by the GM and approved by the APC.
- D. **NEW HIRES** - A raise may be given after three (3) months of employment at the request of the supervisor and approval of the GM. Raises may be given after six (6) months of employment at the request of the supervisor and approval of the GM provided the employee was not given a raise after three (3) months.
- E. **EMPLOYEE CERTIFICATION ADVANCEMENT INCENTIVE** (8/13/03, 6/7/06) - As part of its Education Policy, the District provides tuition, expenses, and paid leave to attend certain approved educational classes. These classes improve individual competence and performance as they apply in routine job activity. This makes the individual more valuable to the District.

1. Water/Wastewater - In the case where the classes, experience, and testing required by the Texas Commission on Environmental Quality result in certification or advancement in certification, the staff are eligible for consideration of a pay increase. The incentive applies only to surface water, wastewater, collection, or distribution certification levels as set forth and attached hereto as Appendix C.

2. Customer Service – The Texas Water Utilities Association has developed training that can result in qualifying for customer service certification. Staff who qualify for this certification are eligible for consideration of a pay increase. Certification levels are set forth and attached hereto as Appendix C.

ARTICLE III: EMPLOYMENT INFORMATION AND REQUIREMENTS

3.1 EQUAL EMPLOYMENT OPPORTUNITY

- A. It is the policy of the District to prohibit discrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of human resources administration based on race, age, religion, color, disability, national origin, or sex. Human resources decisions will be made only on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform a specific job.
- B. The District prohibits retaliation or discrimination against any employee for opposing an unlawful or discriminatory employment practice, or for alleging or participating in an investigation of an allegation of discrimination.

3.2 CATEGORIES OF EMPLOYMENT

There are four categories of employment with the District.

- A. REGULAR FULL TIME.** A regular full-time employee is appointed to an authorized position that involves, on the average, 40 work hours per week and that is expected to last at least six months. Regular full-time employees may be either hourly or salaried.
- B. REGULAR PART TIME.** A regular part-time employee is appointed to an authorized position that involves, on the average, fewer than 40 work hours per week and that is expected to last at least six months. Part-time employees are paid on an hourly basis.
- C. TEMPORARY FULL TIME.** A temporary full-time employee is an employee hired to work an average of 40 hours per week for a period expected to last less than six months. Temporary full-time employees may be either hourly or salaried.
- D. TEMPORARY PART TIME.** A temporary part-time employee is an employee hired to work an average of fewer than 40 hours per week for a period expected to last fewer than six months. Part-time employees are paid on an hourly basis

3.3 EMPLOYMENT (6/7/06)

- A. Proposed additions or deletions to the currently approved Table of Organization, along with justification shall be submitted to the APC committee by the General Manager. The APC committee will submit their recommendation on the proposed change to the BOD for approval.

B. The GM shall be responsible for filling vacancies in the approved Table of Organization. APC approval is required when filling supervisor vacancies. The BOD shall be responsible for filling the position of General Manager.

C. Temporary help, for a period not exceeding 90 days, shall be approved by the GM.

3.4 QUALIFICATIONS (5/16/07) - The District establishes the minimum required knowledge, skills, and abilities for each staff position and the acceptable levels of experience and training for each (see Job Descriptions – Appendix H).

3.5 APPLICATION FOR EMPLOYMENT (3/10/99) - Employment with the District must be on forms prescribed for this purpose. All persons seeking employment shall fill out these forms including Preamble. The intentional presentation of false information in the application may result in the application being rejected. The District accepts applications throughout the year and will retain these applications for at least six (6) months.

3.6 METHODS OF RECRUITMENT AND SELECTION - The District has four methods of filling vacancies: (1) promotion from within; (2) lateral transfer from within; (3) announcement and competitive consideration of external and internal applications for employment; or (4) selection from a current applicant pool. The General Manager determines the method to be used in filling each vacancy.

3.7 APPLICANT'S BASIS OF EMPLOYMENT (7/1/98, 6/7/06, 7/12/06) - To be considered for regular employment by the District an applicant must be at least 18 years of age and, if required for job performance, possess a valid Texas driver's license and insurable driving record. An applicant's ability to perform satisfactorily in any given position shall be based on:

A. Information provided in the 'Application for Employment' form, as well as information obtained from the references provided by the applicant.

B. Information obtained from a post-employment-offer physical examination and drug screening conducted by a qualified physician and paid for by the District.

C. Information obtained from a background check conducted and paid for by the District.

3.8 PERSONS WITH DISABILITIES - It is the policy of the District to make its employment application process, employee activities, working environment, employee benefits, employee training, and employee advancement process accessible to persons with disabilities and to make reasonable accommodations to a qualified individual with a disability who is an applicant or employee unless that accommodation will place an undue hardship on District finances or operations. In this section, a person with a disability is defined as a person who a) is presently disabled, b) has been disabled in the past, or c) is perceived to be disabled. The Americans with Disabilities Act (ADA) defines disability as:

- A physical or mental impairment which substantially limits one or more of a person's major life activities;
- A record of such an impairment; or
- Being regarded as having such an impairment.

It is also illegal, and against District policy, to discriminate against a person because of his or her relationship or association with an individual with a known disability.

Persons with disabilities must be provided equal access to the hiring process. Persons with disabilities who perform the essential functions of their job must be provided equal access to promotion, training, and other benefit opportunities. No person will be subject to any form of retaliation for pursuing a complaint based on disability-related discrimination.

3.9 SELECTION - Vacancies on the District staff will be filled by promotion, transfer or initial appointment consistent with the District's goal of hiring the most capable individuals.

3.10 ORIENTATION PERIOD - Every person appointed or transferred to a regular position in the employment of the District shall be required to successfully complete an orientation period of three (3) months. A formal evaluation will be conducted after the first three (3) months of employment, to determine success of the orientation period. This Period may be extended for an additional three (3) months, approved by the General Manager.

3.11 EVALUATION - A performance evaluation is required for every regular employee annually. The purpose of this evaluation is to let the employee know how his/her performance is perceived, to determine what the specific training needs are for an employee and to assist in self-development efforts. If an employee has not been evaluated in the last year, the supervisor should be notified. Additional evaluations may be done on an as-needed basis.

3.12 NEPOTISM (9/12/01) - (Employment of Relative) No person related within the third degree by Consanguinity (blood) or within the second degree of Affinity (marriage) to officials, including the General Manager, or members of the BOD shall be appointed to or employed by the District (See chart in Appendix G).

No person may continue in District employment that is related in one of the prohibited degrees unless the employee has been employed continuously by the District for a period of:

- A. At least 30 days, if the officer or member is appointed; or
- B. At least six months, if the officer or member is elected at an election other than the general election for state and county officers.

In addition, in the interest of effective management, no personnel action will be taken that would result in any employee directly supervising another employee who is related within the third degree of consanguinity or the second degree of affinity to the supervisory employee.

3.13 POLITICAL AND RELIGIOUS AFFILIATIONS - No political, fraternal or religious connections or affiliations shall be required as a condition of employment.

3.14 STANDARDS OF CONDUCT (6/7/06, 7/12/06) - All employees of the District are considered to be "Goodwill Ambassadors" and such status involves a duty and obligation regarding public and private conduct. The attitude and deportment of any employee should, at all times, be such as to promote the goodwill and favorable attitude of the public toward the District and its programs and policies. No employee shall commit fraud or similar conduct. All employees should emphasize a culture and environment that promotes honesty and ethical behavior, and should report any evidence of fraud that they observe to the appropriate supervisor. The District promotes a strong value system based on integrity and information to help guide employees in making appropriate workday decisions.

3.15 OUTSIDE ACTIVITIES - Employees may not engage in any outside employment, including self-employment, determined by the General Manager (1) to be inconsistent or incompatible with employment with the District; or (2) to affect the employee's job performance adversely.

An employee must have the advance approval of the General Manager to engage in any outside employment, including self-employment. The General Manager must have the approval of the Board of Directors for any such outside employment, including self-employment.

If a District employee is injured on the job in the course of employment outside of his or her employment with the District, the employee may not file a workers' compensation claim against the District for benefits related to the injury, regardless of the fact that the General Manager may have authorized the outside employment.

3.16 GIFTS AND GRATUITIES - An employee may not accept any gift (including a free service) that might tend to influence his or her official actions or impair his or her independence of judgment in performance of duties for the District.

3.17 DISTRICT VEHICLE USE (7/11/07, 12/8/10) - District vehicles will not be used for other than District business except with the express permission of the General Manager.

District vehicles are authorized to be taken home overnight under the following conditions:

- A. By the on duty on-call employees (non-supervisory).
- B. By other employees as authorized by the General Manager.

On-call employees are required to take home a District vehicle so they may respond to a call as rapidly and safely as possible. The designated employee must be the only driver of the District vehicle. If an on-call employee calls in sick, the on-call vehicle must be returned as soon as practical to the District, or other arrangements must be made at the discretion of the supervisor. Reasonable personal use may be allowed by employees when appropriate.

If the employee is involved in an accident while operating a District vehicle, the employee must:

- A. Notify the proper law enforcement authorities immediately
- B. Insist that all parties and property concerned remain at the scene of the accident until law enforcement officers investigate
- C. Report the accident, no matter how small, to the immediate supervisor
- D. Submit to alcohol and/or drug testing if requested.

Vehicle accidents can subject the employee to disciplinary measures at the discretion of the General Manager. Remediation may include successful completion of a defensive driving course at the employee's expense.

Employees are encouraged to use District vehicles instead of their own for official District business whenever possible. Supervisors will allocate vehicle availability to employees. Supervisors are expected to keep use of private vehicles for District business to a minimum.

Any employee who operates a privately-owned vehicle while conducting official District business must maintain personal liability insurance in accordance with state law.

3.18 EDUCATION POLICY (7/14/04, 6/7/06, 5/16/07) - The Lakeway Municipal Utility District management encourages all employees to improve their value to the District and their self worth by continuing education. To this end the District supports certain employee training.

- A. Employees may, upon written approval from the General Manager, obtain special leave with pay, for short-term job related education. Tuition for this education may, at the discretion of the General Manager, be paid for by the District. Employees will not be compensated (overtime) for classes taken after normal working hours. Expenses related to approved attendance will be paid by the District when properly documented. Reimbursable expenses include auto mileage at the IRS allowed rate, meals at actual cost and overnight lodging when required (Refer to Appendix E). Reservations will be made by office staff or the supervisor. Advances may be made for these expenses.
- B. For job-related training up to three days, supervisors may approve requests. For more substantive training and education, written requests must be submitted to the General Manager in advance and will include employee name, current certification (if any), course title, course location, reason course will benefit the District and how it will relate to the employee's job performance. Tuition applications should be attached for payment approval. The District will pay for certification license renewals and upgrades.
- C. All field and operations personnel are eligible to join the Highland Lakes District of the Texas Water Utilities Association. Annual dues, monthly meeting meals and transportation to the meetings will be provided by the District. Attendance at this educational program is not mandatory, but is important training for staff, and is

recommended. Annual dues will not continue to be paid for employees who do not participate in the monthly meetings.

- D. All certificates of completion must be submitted to the District Office immediately following the training to be placed in the employee's personnel file.

3.19 HEALTH AND SAFETY (12/12/01, 7/14/04, 5/16/07) - This policy is to promote safety awareness and to help in the prevention of accidents. Employee involvement is essential in the execution of this policy.

- A. HEALTH AND SAFETY POLICY** - It is the policy of the District to make every effort to provide healthful and safe working conditions for all of its employees.

B. EMPLOYEE RESPONSIBILITIES AND REPORTS

1. Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as those of other employees.
2. An employee must report every job-related accident, no matter how minor, to his or her supervisor immediately. This includes vehicle accidents and any other type of accident that results in damage to a vehicle, equipment, property or personal injury. The employee is responsible for filing a written accident report immediately with the Finance/Administration Manager. This report is then reviewed by the Supervisor and General Manager. If the employee is physically unable to file the report immediately, the supervisor may do so.
3. Failure to report a job-related injury, no matter how minor, is grounds for disciplinary action.
4. Report any unsafe conditions or equipment to the supervisor immediately. Do not let any employee do a job they do not know how to do safely. Obey all instructions and warning signs. Never disable safety devices/guards. A clean work area makes for a safer and more pleasant place to work. Employees are expected to help keep their surroundings as neat and orderly as possible. Safety equipment is made available. Employees are expected to make use of such equipment at all times when doing work for which the equipment is furnished.
5. All field and plant employees will wear their uniform shirts and steel-toed shoes provided by the District when on duty. Uniform trousers will be provided and worn at the option of the employee. Uniforms for administrative personnel are optional. Uniforms will not be provided to temporary employees.

C. EMPLOYEE SUGGESTIONS

1. An employee shall report immediately to his or her immediate supervisor any conditions that, in the employee's judgment, threaten the health and safety of employees or visitors.
2. Employees are encouraged to make suggestions to their supervisors for improvements that would make the District a safer or more healthful place to work.

D. HARD-HAT POLICY (1/13/99)

1. All District employees, other than those normally working in the office, shall wear hard-hats at all times when said employee is on duty, including overtime and when in District on service calls.
2. The policy shall pertain to office employees, field operating supervisor, plant operating supervisor and the General Manager whenever they are performing duties outside of the District office.
3. The policy shall extend to and include Board members, visitors, all District contractors, subcontractors or any person performing duties for the District.

E. PROVISION OF HARD-HATS

1. The District shall provide hard-hats for its employees, Board members and visitors. Visitor hard-hats will be made available at the District office, the field office and at major facilities.
2. Outside personnel shall provide their own hard-hats.
3. All hard hats shall bear the name of the employee and their years of service without a disabling injury.

F. EXCEPTIONS

1. Hard-hats do not have to be worn in vehicles, the District office, and inside District facilities such as laboratories, control rooms and restrooms. Backhoe and other heavy equipment are not considered vehicles and shall require hard-hats for operators.
2. Hard-hats shall not be required for outside the District business such as meetings, schools, etc.
3. Hard-hats shall not be required for personnel walking from a vehicle to an office.

G. ENFORCEMENT - The General Manager, Field Operations Supervisor, or the Plant Operations Supervisors shall have responsibility to enforce this policy. Outside contractors, subcontractors, or any other persons will be given a verbal warning and afterwards will be responsible for having a hard-hat. If an outside contractor, subcontractor or any other person does not comply with this rule, the next time the contractor shall be turned away from the job until this person complies with the rule.

H. SMOKING - Smoking and the use of tobacco products is prohibited inside District facilities and vehicles. Smoking is not allowed in the presence of flammable or combustible materials.

3.20 TRAVEL & REIMBURSEMENT POLICY AND PROCEDURE (3/10/99, 7/7/99, 11/10/10) - The purpose of the travel policy is to establish and standardize reimbursement procedures for both local and overnight business trips. See Appendix E.

All employee reimbursements must be approved and signed by the immediate supervisor before payment can be made.

ARTICLE IV: DISCIPLINE

4.1 GENERAL – (11/10/10) Employees of the District serve at will and, can be dismissed at anytime, with or without notice, for any reason or no reason. Some of the actions that may result in disciplinary steps include, but are not limited to, the following:

- A. Continued refusal to comply with the proper order of an authorized supervisor.
- B. Misappropriation of District property.
- C. Malicious destruction of District property.
- D. Unwillingness or inability to perform adequate quantity and/or quality of work.
- E. Absence without leave including absence without permission, failure to notify a supervisor of sick leave, and repeated tardiness or early departure, or excessive absences.
- F. Endangering the safety of the employee and/or other persons through negligent or willful conduct.
- G. Use of alcohol or drugs while on duty, in a District vehicle, or using District equipment in a manner, which may affect the performance or safety of the employee or other persons.
- H. Involvement with alcohol or drugs in the workplace in violation of the District's policy.
- I. Unauthorized use of District funds or property.
- J. Conviction of a felony, official misconduct, oppression, or perjury
- K. Falsification of documents or records.
- L. Unauthorized use of official information or unauthorized disclosure of confidential information.
- M. Failure to maintain the confidentiality of the District or its customers.
- N. Unauthorized or abusive use of authority.
- O. Violation of the sexual harassment policy.
- P. Incompetence or neglect of duty.
- Q. Disruptive behavior, which impairs the performance of others.
- R. Other violation of any of the requirements of this personnel policy manual.
- S. Failure to Observe the District's Policies Regarding Communications With the Public

4.2 PROGRESSIVE DISCIPLINE (11/10/10)

The General Manager may take disciplinary action, including termination, against an employee at any time. The severity of the discipline depends upon the nature of the infraction. The District may, but not necessarily will, use a progressive discipline system.

While the disciplinary steps may not occur in this order, the progressive discipline includes, but is not limited to, any or all of the following:

- Oral Warnings, with records of each warning maintained by the appropriate supervisor;

- Conference with Supervisor and General Manager, and Employee, with a written summary of the conference, prepared by the supervisor, one copy of which is given to the employee, and another copy of which is placed in the employee's personnel file;
- Written Reprimands, which the supervisor must in all cases cause to be transmitted through the Office Supervisor to the employee's personnel file;
- Probation (not to exceed 90 calendar days), during which time the employee's performance and behavior will be monitored very closely by the supervisor;
- Reduction in Pay without demotion;
- Suspension from duty, with or without pay, for up to 30 days and renewable after informal review of the circumstances;
- Demotion; and/or
- Separation by involuntary dismissal.

Disciplinary actions other than oral or written warnings require the advance approval of the General Manager unless an emergency situation exists. Any written notice of disciplinary action will be included in the employee's personnel file.

For additional information regarding procedures to be followed if the discipline results in separation by involuntary dismissal, see the following sections of this manual relating to Separations.

4.3 SUSPENSION FOLLOWING INDICTMENT (11/10/10)

If the General Manager determines that suspension or dismissal is in the best interests of the District and the public, the General Manager may dismiss or suspend with or without pay an employee indicted for a felony.

ARTICLE V: SEPARATIONS

5.1 TYPES OF SEPARATIONS - All separations of employees are designated as one of the following types:

- A. Resignation;
- B. Retirement;
- C. Reduction in Force;
- D. Dismissal;
- E. Disability; or
- F. Death.

5.2 RESIGNATION - The District requests that an employee who intends to resign provide his or her supervisor with 10 working days' advance notice of the resignation. The supervisor shall immediately notify the General Manager.

5.3 RETIREMENT

- A. The same notice requirements for resignation apply in the case of retirement except that a longer period of advance notice may be required to start retirement payments promptly.
- B. See the sections of these policies under the main heading of Benefits for additional information on retirement.

5.4 REDUCTION IN FORCE - An employee may be separated when his or her position is abolished, or when there is either a lack of funds or a lack of work.

5.5 DISMISSAL - All employees are employed at-will and may, at any time during their employment, be terminated with or without notice, for any reason or no reason.

5.6 DISABILITY - In cases of long-term disability where an employee is unable to return to work for a period of time, which would cause an undue hardship to the District to hold the position open, and if no position is available which the employee could perform with a reasonable accommodation by the District, the employee will be separated from employment with the District.

5.7 DEATH - If a District employee dies, his or her estate receives all pay due and any earned and payable benefits as of the date of death.

5.8 DOCUMENTATION OF SEPARATIONS - Reasons for a separation are documented in writing. In a case where an employee resigns, he or she writes a letter or memo stating the reason(s) for resigning, and the effective date of the resignation. In cases where the employee does not give a written notice, the supervisor and/or the General Manager, or his or her designee, documents the reason(s) for the separation. This may be done by letter or memo, but in any case, a termination report must also be completed. This form is signed by the General Manager. This

documentation is important and may be instrumental in determining the District's liability, or lack of liability, for unemployment insurance costs.

5.9 SEPARATION FROM EMPLOYMENT (1/8/03, 7/14/04, 6/15/05) - Upon separation from employment, an exit interview will be conducted by a member of the APC Committee. The exit interview will document any comments the employee may have regarding employment with the District. In instances of dismissal, this exit interview does not constitute an appeal of dismissal.

Following the interview, the Office Supervisor will inform the employee of insurance or retirement conversion privileges and other pertinent employee benefit matters, and reclaim any employee identification cards and keys to District property and equipment.

5.10 TERMINATION PAY - Any employee who leaves the employment of the District will be paid within six (6) days after termination requirements are satisfied.

ARTICLE VI: DRUG AND ALCOHOL POLICY

6.1 PURPOSE - The purpose of this section is to identify and remove the adverse affects of alcohol and drugs on job performance and to protect the health and safety of the District's employees by providing education and treatment. Use and misuse of alcohol or drugs can and does impair the ability of an employee to perform his or her duties and may endanger the employee, coworkers, and the public, as well as property. The District seeks to prevent the use, abuse, or misuse of drugs and alcohol by employees in any way, which impairs their ability to perform their duties.

6.2 POLICY - The following policy has been adopted to implement the District's desire to establish itself as a Drug-Free Workplace. In all instances where reference is made to alcohol, drugs, or other controlled substances, the references include inhalants.

- A. All employees of the District are notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace of the District. In addition, the District prohibits employees from being under the influence of alcohol, drugs, or inhalants in the workplace or while on duty for the District. Employees who violate this policy are subject to immediate dismissal.
- B. The District has established a drug-free awareness program providing information about the dangers of drug and alcohol abuse in the workplace, the District's policy of maintaining a drug-free and alcohol-free workplace, information about available drug and alcohol counseling and rehabilitation, and information about the penalties that may be imposed on employees for drug or alcohol abuse violations occurring in the workplace. This information may be obtained from the Finance/Administration Manager.
- C. Pre-employment drug testing is conducted for persons offered employment with the District.
- D. Drug and Alcohol testing for reasonable suspicion may be used by the District as well as post-accident testing in cases where there is substantial property damage or physical injury.
- E. Random drug testing and post-accident testing are required for all positions that (1) require a commercial driver's license, and (2) also involve driving a commercial vehicle as defined by the U.S. Department of Transportation. (See Appendix D).
- F. Each employee of the District will be furnished a copy of this policy.
- G. Each employee of the District will abide by the terms of this policy and will notify the District of any drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

- H. An employee so convicted is subject to disciplinary action up to and including immediate discharge.
- I. The District will make a good faith effort to continue to maintain a drug-free and alcohol-free workplace through the implementation of this policy.

6.3 DEFINITIONS

- A. **WORKPLACE** - All District property and premises including buildings, facilities, land, vehicles, equipment, desks, closets, lockers, and parking lots owned or leased by the District as well as any place where an employee goes while on duty for the District.
- B. **CONTROLLED SUBSTANCE** - Any substance categorized as Marijuana (THC Metabolite), Cocaine, Amphetamine, Opiate (including Heroin), and Phencyclidine (PCP).
- C. **DRUG** - A drug is any chemical substance that produces a physical, mental, emotional or behavioral change in the user, including inhalants.
- D. **UNDER THE INFLUENCE** - The state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of alcohol, controlled substances, or other drugs, including prescription drugs and inhalants.

6.4 SEARCHES - The District reserves the right to make general or random searches of District property, such as lockers, closets, and desks for alcohol, prohibited drugs, or drug paraphernalia without the consent of the employee. The use of privately owned padlocks or other locking mechanisms for District property is prohibited.

Any materials brought into the workplace, such as personal effects, briefcases, vehicles, and so on, may be subject to search at any time if a reasonable suspicion exists that alcohol, prohibited drugs, or drug paraphernalia may be found. If the employee is available, he or she will be asked to consent to the search. If the employee does not consent, any attempt to conduct a search of materials brought into the workplace will not be continued. However, the employee's refusal to cooperate will be noted in his or her personnel file, together with a statement that reasonable suspicion existed to conduct the search. No search of materials brought into the workplace will be conducted in the employee's absence.

Any search will be conducted as privately as possible, involving only persons with a need to know, and only with the authorization of the General Manager, or his or her designee.

ARTICLE VII: GRIEVANCE PROCESS

7.1 POLICY - The District recognizes that every employee has the right to be treated fairly in matters arising from employment; that each employee should have the opportunity to be heard fully any time his or her right to fair treatment has been violated; and that a carefully designed grievance process can help to reduce personnel dissatisfaction, increase morale, identify problems in the organization and increase the positive perception employees have of their employment. Therefore, whenever any employee believes that he/she has been treated unfairly with regard to the terms and conditions of his/her employment, he/she may initiate proceedings as specified in this policy in order to resolve those matters.

It is the policy of the District, insofar as possible, to prevent the occurrence of grievances and deal promptly with those, which occur.

A grievance may be filed by an employee on one or more of the following grounds: improper application of rules, regulations, and procedures (but not the rules, regulations, and procedures themselves); unfair treatment; illegal discrimination based on race, religion, color, sex (including sexual harassment), age, disability, or national origin; improper application of fringe benefits; or improper working conditions.

A temporary employee may express a grievance orally or in writing to his or her supervisor who will hear the grievance and attempt to resolve it. The supervisor's decision is final unless the matter relates to alleged sexual harassment or discrimination, which is governed by Section 7.2 D below.

7.2 PROCEDURES (7/14/04)

A. CONDITIONS AND LIMITATIONS

1. The grievance procedures set forth in this policy are applicable only to regular employees.
2. The District retains the right under applicable laws and regulations to direct employees in the performance of their duties; to take the necessary means to achieve the proper ends under emergency situations; and to hire, promote, transfer and assign employees as well as to suspend, demote, discharge or take disciplinary action against such employees.
3. The scope of the employee grievance must:
 - a) clearly define the situation in questions through a written allegation of the specific wrongful act or situation, the harm done and the facts upon which it is based;

- b) arise out of an act or failure to act that directly relates to the working conditions of the eligible employee or to the employee's employment relationship;
- c) define a matter within the control of the District; and
- d) state such relief sought that is within the power of the District to grant.

B. GRIEVANCE PROCEDURE (6/15/05) - The grievance procedure consists of three steps for appeal, each of which must be utilized in turn.

1. Step one - Immediate supervisor. An employee who believes that elements of his/her working environment are unsatisfactory and can be made more effective shall take the following measures:
 - a) Discuss the specific problem with his/her immediate supervisor. A problem that results from a specific event or action must be presented within seven days. The supervisor's decision regarding the matter shall be rendered in writing to the employee within seven calendar days following the conference. The employee has the right to the presence of a representative of his/her choosing during this conference.
 - b) If the problem cannot be resolved through the conference and/or the employee wishes to document the grievance for further action, he/she may submit a formal written grievance to his/her intermediate level supervisor. Employees who do not have an intermediate level supervisor may submit their grievance directly to the General Manager.
2. Step two - Intermediate level supervisor. Grievances submitted to an intermediate level supervisor shall be in writing. The grievance must:
 - a) be submitted within seven (7) days following receipt of the immediate supervisor's response;
 - b) include a copy of the immediate supervisor's decision and justification;
 - c) specify the employee's grievance and the specific remedy requested;
 - d) provide a response to the immediate supervisor's decision; and
 - e) be responded to by the intermediate level supervisor within seven (7) days of receipt.
3. Step three - General Manager. If the matter is not satisfactorily resolved in step two, the problem may be presented in writing to the General Manager, together with a copy of all preceding responses, within seven (7) days following the

response of the employee's intermediate supervisor. The General Manager shall meet with the affected employee and a representative of his/her choosing if so desired. A written response will be provided to the employee within seven (7) days after receipt of the appeal from the employee.

4. Written responses to grievances - Written responses to grievances shall include the following:
 - a) Notation of the time, date and person who received the grievance.
 - b) Analysis of the facts or allegations in the grievance.
 - c) Affirmation or denial of the allegations.
 - d) Identification of the remedies or adjustments, if any, to be made.
5. Time limits - If a grievance is not processed by the aggrieved employee within the specified time limits provided in this policy, the grievance shall be considered void. If the District fails to process a grievance within the time limits specified, the employee may initiate action by proceeding to the next step. However, employees are encouraged to make a reasonable attempt to determine the reason for the delay.
6. Time extensions - All times specified in this procedure are subject to scheduled vacations, sick leave or other authorized leave necessary for the proper conduct of the District's business. Additionally, involved parties may request one extension not to exceed seven (7) days by providing written notice to the other parties prior to the expiration of the time limit established for that step.
7. Withdrawal of grievance - At any time during the grievance process, the employee may withdraw the grievance by making written notification of the withdrawal available to all parties involved in the grievance process.
8. Coordination of grievance procedures - The District's Finance/Administration Manager shall coordinate grievance procedures as established within these guidelines. He/she shall also be responsible for:
 - a) maintaining and controlling all records relating to grievances in a manner that will ensure their confidentiality; and
 - b) preparing written reports analyzing grievances and submitting a summary report to the APC.
9. The General Manager's decision is final unless the allegation is against the GM; in which case the employee may appeal to the APC.

C. APPEALS TO THE APC (6/15/05) – If the grievance involves an allegation against the General Manager, the employee may appeal the General Manager’s decision to the APC, or may file the initial grievance directly with the APC. If the employee is appealing the GM’s decision to the APC, such an appeal must be filed within ten (10) calendar days following the employee’s receipt of the GM’s decision. The APC will meet with the employee, investigate the allegation(s), and render its finding in writing within 15 working days of the date the employee met with the APC. The APC’s decision is final.

D. GRIEVANCE RELATING TO SEXUAL HARASSMENT OR DISCRIMINATION - If the employee’s grievance is related to alleged sexual harassment or discrimination on the basis of race, religion, color, sex, national origin, age, or disability, then the initial written grievance may, at the employee’s option, be submitted directly to the General Manager, or to the APC if the General Manager is the subject of the grievance. In such an instance, to allow adequate time for investigation of the allegations, the General Manager or APC will respond in writing to the formal grievance by no later than the close of the 30th working day following the day on which the formal grievance was received. See also Article X of this policy regarding sexual harassment.

ARTICLE VIII: OVERTIME, ABSENCES, LEAVE, AND HOLIDAYS

8.1 HOURS OF WORK - The hours during which District Offices and Departments are open for business shall be determined by the Board of Directors. Anyone misrepresenting his/her number of hours worked is subject to disciplinary action or dismissal, in accordance with Article IV of this policy.

8.2 PAYDAY (3/10/99, 5/16/07) - All employees are paid every other Friday for the preceding two weeks, which ends on Friday. All overtime hours are paid every other Friday for the preceding two weeks, which ends on Tuesday. Paychecks are deposited by direct deposit in the employee's bank account on Friday by the District, or distributed to the employee by noon. If Friday is a holiday, employees will be paid the last working day immediately preceding the holiday.

All new employees must be set up in the payroll system prior to Monday of a pay period week in order to receive that week's pay on the following Friday. New employees not set up by this time will receive their first paycheck in the next full payroll cycle.

8.3 OVERTIME WORK AND PAY (7/1/98) - This section applies only to workers covered by the Fair Labor Standards Act (FLSA).

- A. A pay period for the District begins at 5:00 p.m. on Friday and continues for two (2) calendar weeks; the FLSA work period begins at 5:00 p.m. on a Friday, and ends at 4:59 p.m. the following Friday.
- B. To qualify for overtime pay an employee must first work forty (40) hours during a week of the pay period. Sick leave does not count as hours worked.
- C. Overtime pay shall be at a rate of 1.5 times the hourly pay of the employee.
- D. Employees required to work on District designated holidays shall receive eight (8) hours pay plus time and a half (1.5) for time actually worked.

8.4 ABSENCES WITH PAY

- A. Death of an immediate member of the employee's family means spouse, child, mother, father, sibling, mother-in-law, father-in-law, or grandparents of employee or spouse, or another family member as approved by the GM. In such cases the employee may, upon request, be granted up to three (3) days leave with pay without loss of benefits.
- B. All other absences with pay, not otherwise specified in these policies, shall be at the discretion of the GM and shall be judged on the severity of the prevailing situation.

8.5 SICK LEAVE WITH PAY (7/1/98, 4/12/00, 9/12/01, 6/25/03, 6/15/05) - Employees in regular full-time positions will be eligible for sick leave with full pay on the basis of one (1) working day for each month of employment subject to the following conditions.

- A. A total of fifty (50) working days may be accumulated.
- B. Upon termination of employment (or retirement) unused sick leave pay may be authorized at the employee's regular pay scale not to exceed 33 1/3% or a maximum of 15 days accumulated sick leave.
- C. Sick leave may be granted in half-day increments.
- D. With supervisor approval, employees may use sick leave due to illness of immediate member of employee's family which includes spouse, child, mother, father, or another family member as approved by the GM.
- E. Employees who are absent for periods of more than three consecutive (3) days due to unconfirmed illness may be required to submit confirmation of illness.
- F. Employees absent for job related injuries, and receiving Workers' Compensation benefits, may use accrued sick leave benefits, but in no case shall the workers' compensation plus the sick leave pay exceed the normal pay rate of the employee.
- G. An employee who has exhausted earned sick leave benefits may request to use accumulated vacation time. In the event vacation time is exhausted, an employee may request leave of absence without pay.
- H. It is the District's policy to provide hourly employees with sick leave allowance. Sick leave is not a period for which an employee is automatically entitled to time off. It is intended to provide pay for employees who are actually ill. If a reported absence is not a justifiable illness or injury the employee will not receive pay for the absence.

8.6 VACATION (1/13/99, 12/12/01, 6/15/05, 6/7/06)

- A. Upon completion of one (1) year of employment, an employee is eligible for ten (10) working days of paid vacation. In an emergency, or under special circumstances, the General Manager, with APC approval, may award advance vacation to an employee.
- B. Upon completion of five (5) years of employment, an employee is eligible for fifteen (15) working days of paid vacation.
- C. Upon completion of ten (10) years of employment, an employee is eligible for twenty (20) working days of paid vacation.
- D. Upon completion of fifteen (15) years of employment, an employee is eligible for twenty-five (25) working days of paid vacation.

- E. Vacation days must have prior approval of supervisors or the GM and shall not be taken in increments of less than one-half day. Vacationing employees called in for duty shall not lose vacation time. GM vacation shall be approved by the Board of Directors President or in his/her absence, the 1st or 2nd Vice President.
- F. Vacation time is based on the employment anniversary date of the employee. One week of vacation per year may be carried over to a maximum of five weeks.
- G. Seniority shall govern if employee vacation schedules conflict with one another.
- H. An employee who leaves the employ of the District, shall be compensated for vacation time earned and not taken during the current anniversary year.
- H. An employee who is absent from work either the day before or day after vacation without prior permission from the supervisor or a doctor's note will not be paid for that day.

8.7 COMPENSATORY TIME OFF (12/15/99, 1/12/00, 9/12/01, 6/7/06, 5/16/07) - This section applies only to workers covered by the Fair Labor Standards Act (FLSA).

- A. A work period for the District begins at 5:00 p.m. on Friday and continues for two (2) calendar weeks; the FLSA work period begins at 5:00 p.m. on a Friday, and ends at 4:59 p.m. the following Friday. All overtime, with the exception of emergency call out overtime, must be pre-approved by a Supervisor.
- B. To qualify for Compensatory time off an employee must first work forty (40) hours during a week of the period. Sick leave does not count as hours worked.
- C. Compensatory time off shall be 1.5 times the number of hours worked.
- D. Compensatory time off must have prior approval of supervisors or the GM.
- E. Employees who are off on Compensatory time off and are called in for duty will not be charged Compensatory time off for the hours worked.
- F. Compensatory time off is based on the employment anniversary date of the employee and must be taken during the twelve-month period following the anniversary date. Compensatory time off may be accrued up to a maximum of forty (40) hours.
- G. Compensatory schedules will be determined on a first come first serve basis then by seniority.
- H. If an employee requests time off for any reason other than illness, and that employee has Compensatory time off on the books, then the requested leave must be charged to

Compensatory leave, unless or until the balance is depleted, before vacation or other leave may be used.

- I. An employee who is absent from working either the day before or day after Compensatory time off without prior permission from the supervisor or a doctor's note will not be paid for that day.
- J. An employee, who leaves the employ of the District, shall be compensated for Compensatory time off earned and not taken during the current anniversary year.
- K. When employee is On Call and elects to take Compensatory time off in lieu of Overtime, the employee will still receive \$3.75 per hour for each overtime hour worked (reference Section 8.12 F).
- L. An employee who works over eight hours overtime in a single day may not be rested enough the following day to perform his or her job in a safe manner. In such a case, it may be required that the employee take the following day off to rest up. In this case, the employee may bank as compensatory time four hours only for each eight worked, while receiving eight hours regular pay while resting up.

8.8 HOLIDAYS (5/8/02)

- A. The following list of holidays, with pay, will be observed by the District.
 - 1. New Years Day - January 1
 - 2. Presidents Day - Third Monday in February
 - 3. Good Friday - Friday before Easter
 - 4. Memorial Day - Last Monday in May
 - 5. Independence Day - July 4th
 - 6. Labor Day - First Monday in September
 - 7. Veterans Day - Closest Monday or Friday to November 11th
 - 8. Thanksgiving Day - Fourth Thurs. & Fri. in November
 - 9. Christmas Day - December 25th
 - 10. One-half (1/2) Day - December 24th & December 31st
- B. Should any holiday fall on a Saturday, the previous Friday will be observed; any holiday falling on a Sunday, the following Monday will be observed.
- C. The BOD may authorize special holidays other than those stated above.
- D. An employee who is absent from work either the day before or day after the holiday without prior permission from the supervisor or a doctor's note will not be paid for the holiday.

8.9 CIVIL LEAVE - Employees are entitled to civil leave with pay for jury duty, for serving as a subpoenaed witness in an official proceeding, and for the purpose of voting. When an employee has fulfilled the reason for the civil leave, he or she must report to the District for duty for the remainder of the workday. No deduction will be made from the salary or leave balances of an employee called for jury duty, nor will an employee be required to reimburse the District for any fee or compensation received for jury services.

8.10 MILITARY LEAVE - An employee who is a member of the state military forces or of reserve components of the United States Armed Forces is entitled to a leave of absence from duties without loss of vacation time, or salary, for all days engaged in authorized training or duty for no more than fifteen (15) days in one Federal fiscal year. The fifteen (15) days need not be consecutive calendar days. After the fifteen (15) days of military leave have been exhausted, the employee may elect to:

- use accrued vacation leave to the extent available;
- be placed on leave without pay status; or
- some combination of the above, for the remainder of the active duty period.

Unused military leave in one calendar year cannot be carried over to a subsequent year.

A copy of the military orders will be attached to the employee's request for military leave. Leave will be requested in advance, if possible.

Upon completion of the military duty, an employee is entitled to return to the same or similar employment previously held unless work-related circumstances have changed during the time of active duty that make re-employment to the same position impossible or unreasonable.

8.11 SPECIAL LEAVE OF ABSENCE (2/12/03)

A. Under one month:

Under justifiable circumstances, a leave of absence may be granted by the General Manager. A written request specifying the leave period and circumstance must be submitted by the employee. The leave period shall normally not exceed one month and shall be without pay. Paid vacation time must be exhausted prior to granting leave without pay.

B. Over one month:

Under justifiable circumstances, a leave of absence up to six months may be granted by the Board of Directors. Service credit for vacation, sick leave and retirement shall cease until active employment is resumed; provided that with respect to employees on Workers Compensation leave, service credit shall be governed by the law. Employee health/dental insurance, AD&D and Life Insurance will continue for 90 days. After 90 days, employee health/dental insurance will be offered at the employee's expense. To remain in effect, the employee portion of dependent insurance must continue to be paid by the employee in a timely manner.

8.12 EMPLOYEE ON-CALL (7/1/98, 1/13/99, 7/7/99, 6/7/06, 12/8/10)

- A. The following provisions are required to qualify as a supervisor:
1. Supervision of two or more people;
 2. 50% of their time is spent in a supervisory capacity; and
 3. Compensation is based on an annual salary.
- B. Employees, other than FLSA exempt employees, are expected to work 40 hours per week. Hours worked in excess of 40 hours per week will be paid at a rate of 1.5 times normal pay. In the event an employee is on-call and is required to report to work outside of normal working hours, additional hours worked will include the time required to travel from the employee's home to the job site and return home. FLSA exempt employees are expected to work the hours necessary to complete work without overtime pay.
- C. There will be no mileage paid for driving to and from work, except for supervisors when reporting for a call-out during on-call duty, at a rate set by the IRS.
- D. The District reserves the right to assign work schedules as needed.
- E. On-call compensation will be paid at \$100.00 per each week of on-call duty. It will be paid on the last Friday of each quarter. A separate check will be issued for each eligible employee for the total of all weekly on-call duty periods served during that quarter. Any overtime actually worked during a qualifying period of on-call duty will also be paid at the end of the quarter an additional \$3.75 per hour for each overtime hour worked.
- F. On-call duty is defined as “being available 24 hours per day for seven straight days” starting and ending at 5:00 pm on Thursdays. On-call compensation will not be paid to any employee who is ill and/or unable to work during regular working hours. (If an employee is too ill to make it to work during regular working hours, the District assumes that the employee is also too ill to handle the on-call responsibilities.)
- G. It is the scheduled on-call employee’s responsibility to find a qualified replacement in the event of illness or other unexpected event, which precludes that employee from attending to their on-call responsibilities. It will be up to the supervisor to determine whether the unexpected event will prevent that employee from receiving on-call compensation. The scheduled employee must then get approval from their immediate supervisor prior to notifying the District Office and the Lakeway Police Dispatcher of the schedule change.
- H. Any employee who is scheduled to be on-call, but is unavailable at any time during the scheduled on-call period, will not receive the on-call compensation for the entire seven-day period. It is the employee's responsibility to ensure that the provided pager

and cell phone are in proper working order, and that they carry each of these items at all times while on call. No excuses will be accepted.

- I. Any employee who resigns from employment with the District will forfeit any unpaid on-call compensation accumulated. (This compensation is not required by law and is provided only at the District's discretion.)
- J. For each weekly rotation, typically there will be three positions on-call:
 - Supervisor
 - Operator
 - Service person

ARTICLE IX: EMPLOYEE BENEFITS

9.1 GENERAL (4/12/00) - Immediately upon employment, employees of the District begin to participate in the District's coverage under Social Security and Unemployment Insurance. Regular full-time employees must participate in the District's retirement system, which includes payments by the employee and the District to the plan. As specified in the previous article of these policies, employees may not use vacation leave until completion of one year of employment.

9.2 SOCIAL SECURITY - All employees of the District are covered by the Federal Insurance Compensation Act. The cost of this insurance is deducted from each paycheck at the required rate as set forth by the Federal Government and the District pays an equal amount for each employee.

9.3 WORKERS' COMPENSATION - All bona fide, work-related, job-incurred injuries are covered by Workers' Compensation insurance. All accidents and resulting injuries shall be reported to the immediate supervisor immediately and a report filed on the appropriate form within twenty-four (24) hours.

9.4 LIFE, MEDICAL AND DENTAL INSURANCE (3/10/99, 4/12/00, 8/14/02) - The District provides a life insurance and a group hospitalization and dental plan. The District will pay the base premium cost for all employees. The District will also pay 60% of the base premium cost of medical and dental for any employee desiring to include his or her dependent(s) through the payroll deduction system.

9.5 LONG TERM DISABILITY (4/12/00, 6/7/06) - Long term disability insurance is provided by the District for all employees. This benefit takes effect after 90 consecutive days of disability. Sick leave must be used in the interim.

9.6 UNEMPLOYMENT INSURANCE - Effective January 1, 1978, unemployment insurance for each employee is paid by the District to the State of Texas on earnings as determined by the State and Federal agencies. Participation in this program begins immediately upon employment.

9.7 RETIREMENT BENEFITS (6/7/06) - All District employees (effective October 1, 1982) are covered by the Texas County and District Retirement System. Seven percent (7%) of any employee's gross wage is deducted each pay period and this amount is matched by the District. Seven percent (7%) is the maximum participation under the plan. The Board may elect to reduce participation to something less than seven percent (7%). Participation in this program begins immediately upon employment.

Employees are eligible to enroll in AIG VALIC 457(b) retirement plan. The District matches 1:3 on first 1% of the employee's annual salary & 1:1 on remaining with a cap of 5% matching. A vesting timeline is set at four years from the start of participation of the employee or Rule of 80. An employee is allowed to take out a loan on the entire amount if they are vested and only their portion of the contribution if they are not vested.

9.8 SERVICE AWARDS (6/7/06) - Service Awards are given at 5 year intervals starting with the employee's 5 year anniversary. On the 5th anniversary the recognition amount is net \$125; 10th anniversary is net \$250; 15th anniversary is net \$375; 20th anniversary is net \$500; and 25th anniversary is net \$1,000.

9.9 SUPPLEMENTAL DEATH BENEFITS (7/1/98, 6/7/06) - The District also provides this benefit to all employees. This benefit is equal to the employee's prior twelve-month salary.

9.10 SHORT TERM DISABILITY (7/1/98, 4/12/00, 8/14/02, 6/7/06, 5/16/07) - The District has established a plan designed to complement social security benefits and long term disability coverage during periods of disability caused by accident or sickness for non work related illness or injury. Coverage is effective on the 8th (eighth) day after a sickness or the 1st (first) day after an accident and after all sick leave has been used up.

The employee must be confirmed to be disabled in writing by a qualified medical practitioner acceptable to the District before coverage is provided. For the purposes of this plan, the definition of disability is the complete inability of the employee to perform the duties of his/her regular occupation. The District reserves the right to require verification of the employee's disability by a doctor selected by the District.

Beginning the first month of disability, employees will receive 60% of their base income, including social security benefits (if applicable). This benefit would continue until Long Term Disability takes over at 90 days.

9.11 SPECIAL RECOGNITION AWARDS (3/10/99, 5/8/02) - The District has authorized the General Manager, with the approval of the APC Committee, to distribute special recognition awards to some or all District employees, provided that funds are available in any budgeted line item from which salaries are paid. Any such performance awards are discretionary and may vary by employee, as determined by the District's General Manager, and are considered a part of the employee's regular compensation. Amounts of special recognition awards are based on an employee's contributions to the overall performance of the District. Special recognition awards are one-time compensation and do not increase the employee's base pay.

9.12 EMPLOYEE MORALE FUND (1/8/03) – A Fund will be established and budgeted each year to maintain employee morale. This Fund may be used to fund employee gifts, gatherings, events, or celebrations.

9.13 LONGEVITY PAY (6/15/05, 6/7/06) – A Fund will be established and budgeted each year to reward employees for loyalty. The amount will be paid to each employee in the month of November calculated at \$4.00 net per month for each year of service up to a maximum of 25 years, payable in a lump sum. An employee who has not passed their one year anniversary by November 15 will be paid only for the months that he has been employed.

ARTICLE X: SEXUAL HARASSMENT

10.1 BACKGROUND - Harassment on the basis of a person's sex by a supervisor, coworker or other person is a discriminatory practice which violates Title VII of the Civil Rights Act of 1964 and regulations passed by the United States Equal Employment Opportunity Commission. In addition to being illegal, sexual harassment undermines the integrity of individual work relationships and damages the morale of the entire work force.

10.2 POLICY - It is the policy of Lakeway Municipal Utility District that all employees are entitled to work in an environment free from all forms of illegal discrimination including, that which is based upon a person's sex. Accordingly, any practice or activity, which constitutes sexual harassment, is strictly forbidden within District work places and shall, if substantiated in accordance with this policy, result in disciplinary action.

10.3 PROHIBITED CONDUCT (5/16/07)

A. DEFINITION – Sexual Harassment is defined as any unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment; or
2. Submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting that person; or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work performance; or
4. Such conduct creates an intimidating, hostile or offensive work environment.

B. SANCTIONS - Sexual harassment is a serious violation of the work rules of Lakeway Municipal Utility District and, if proven, shall be grounds for the imposition of discipline. Potential sanctions for the offense shall range from a minimum of a five (5) day suspension without pay to termination depending upon the following:

1. The individual facts of any given case;
2. Establishment of the offense by a substantial amount of credible evidence; and
3. The employment record of the person committing such harassment.

10.4 EMPLOYEE RIGHTS - Any employee who believes that another employee is engaging in sexual harassment may file a complaint within a reasonable period of time after the event (normally not more than 180 days).

10.5 RETALIATION PROHIBITED - No person filing a complaint under this policy or who legitimately assists another in the prosecution of any such complaint shall be subjected to retribution or retaliation of any kind for doing so.

10.6 FILING COMPLAINTS (6/15/05, 5/16/07)

A. Filing of Complaints - All complaints of sexual harassment shall be filed with either an immediate supervisor, or if the complaint is against the GM, a member of the APC.

B. Investigation

1. Complaints filed under this policy shall be promptly and thoroughly investigated by the General Manager or by a member of the APC in the event the allegation is against the General Manager.
2. Upon completion of the investigation, the investigator shall prepare a comprehensive report addressing all allegations in the complaint and objectively documenting all relevant factual findings of the investigation. The investigatory report shall contain neither conclusions concerning the complaint nor recommendations as to disposition.
3. The investigative report shall be presented within fifteen (15) days after receipt of the complaint to the GM, or to the APC if the complaint is against the GM. This time requirement may be extended in writing by the GM or the APC, as applicable upon request of the investigator and a good cause shown for such an extension.

10.7 FINAL RESOLUTION (6/15/05)

All complaints of sexual harassment shall be resolved by the GM unless the complaint is against the General Manager, in which case the complaint shall be resolved by the APC. The APC shall resolve complaints of sexual harassment against the GM according to the following procedure:

- A. Upon receipt of a completed investigative report, the APC shall conduct an administrative hearing at which the report shall be presented and considered. Hearings shall be conducted in the presence of the Secretary or the Assistant Secretary of the Board of Directors, depending on the circumstances, who shall prepare a verbatim transcription, or a recording of the proceedings, which shall serve as the official record of the hearing.
- B. The GM shall be notified, in writing, at least ten (10) days before the hearing of the complaint and the underlying allegations.

- C. The GM shall be entitled to attend the hearing and testify in his or her own behalf, as well as to present witnesses and information.
- D. The GM shall be entitled to call witnesses in his or her own behalf and to introduce evidence, which bears upon the issues presented by the complaint and the investigative report.
- E. At the conclusion of the hearing, or within fifteen (15) days thereafter, the APC shall make findings concerning the innocence or guilt of the GM as to the offense of sexual harassment.
- F. A finding of guilt must be supported by substantial, credible evidence that:
 - 1. The facts alleged by the complainant occurred and are true; and
 - 2. Those facts constitute sexual harassment within the meaning of this policy; and
 - 3. The GM is the person who committed the acts amounting to sexual harassment.
- G. The APC shall determine what disciplinary action, if any, is warranted.

10.8 RESPONSIBILITY

- A. **SUPERVISORS** - Each supervisor has a responsibility to maintain the workplace free of sexual harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading or exploitative sexual treatment.
- B. **GENERAL MANAGER** - It is the responsibility of the General Manager to:
 - 1. Provide information to managers and supervisors regarding this policy specifically, and sexual harassment generally; the gravity of such behavior; and the procedure to be employed in the event a complaint of sexual harassment is made or conduct amounting to sexual harassment is observed.
 - 2. Provide necessary training to managers and supervisors in order to reduce the likelihood of sexual harassment in the work place.

10.9 FALSE ACCUSATIONS - Due to the serious and private nature of this offense, false accusations of sexual harassment are, and will be treated as, a disciplinary offense and will result in the same level of punishment as that applied to one who engages in such behavior.

ARTICLE XI: EMPLOYEE RESPONSIBILITIES

11.1 CARE OF EQUIPMENT - All District equipment is the property of the District and should be treated and used properly. In case of accidents involving District equipment the following should be adhered to:

- A. Assist any injured person;
- B. Take names and addresses of any witness(es);
- C. Notify the proper authorities.

11.2 HANDLING COMPLAINTS - Complaints from the general public are inevitable. Some are justified, others are not. "The customer may not always be right, but he is the customer". A soft voice and brief explanations will go a long way in helping satisfy a complaint.

11.3 PUBLIC RELATIONS - All employees of the District are, in a sense, "Public Relation Representatives". What the employee does and how they do it, helps to formulate public opinion for all District personnel.

11.4 THE ADMINISTRATION AND ENFORCEMENT of this policy shall be the responsibility of the General Manager.

11.5 PERSONAL TELEPHONE CALLS - Personal calls, both incoming and outgoing, shall be held to a minimum, and must not interfere with the employee's work. Emergency calls will always be permitted. Long distance phone calls will only be permitted in emergencies. Personal phone calls should be placed/received during lunch periods or before/after hours.

11.6 CELL PHONE USAGE (11/10/10) – Usage of a cell phone is a safety problem when using it while driving. State law may decide other illegal uses. In the meantime, employees must follow the following policy on wireless phone use in District vehicles.

- 1) Do not make a call while driving, pull over to dial the number, remain stopped while having your conversation.
- 2) If your phone rings while driving, pull over and answer the phone to have your conversation. If the phone rings while you must keep your eyes on the road, such as when you are approaching a traffic signal or a busy intersection, let it ring. In most cases Caller ID will list the missed call and you may return the call when it is safe to pull over.
- 3) Never try to write down information given over the phone while driving.
- 4) Do not text while driving, pull over to text or only text while not moving.
- 5) The District encourages the use of Bluetooth technology for cell phones. While these improve the safety of phone use while driving, it is still recommended to pull over as soon as possible for received calls. Do not dial a call, even from a hands free unit, while driving.

Violations of any of the above cell phone policies will result in disciplinary action according to Section 4 of the Personnel Manual.

EFFECTIVE DATE - All provisions contained in the policy shall take effect upon approval for adoption by the BOD, and all previous policies relating to personnel, which are in conflict, are herewith repealed. The appropriate forms for the administration of this policy are in Exhibit A attached hereto.

This policy does not constitute or imply a contract between the District and its employees. This policy creates no District obligation nor any individual obligation, right, privilege, term or condition of employment not otherwise established by law. The District has voluntarily adopted this policy for its sole and exclusive use and may amend or withdraw it at anytime without prior notice.

APPROVED AND ADOPTED by the Board of Directors of the Lakeway Municipal Utility District, 1097 Lohmans Crossing, Austin, Texas 78734-4459 on this the 9th day of April, 1998.

ATTEST:

Secretary, Board of Directors

President, Board of Directors

[SEAL]

APPENDIX A

DISTRICT EMPLOYEE PERSONNEL FILE FORMS

(6/7/06, 5/16/07)

1. Application for Employment
2. Preamble to Application for Employment
3. Interview Report
4. Employee History
5. Drivers License Information
6. Employee Performance Evaluation
7. Request for Leave of Absence
8. Vacation/Sick Leave Report
9. Employee Warning Report
10. Termination Report
11. Federal Form I-9
12. Federal Form W-4
13. Insurance Enrollments
14. Retirement Enrollments
15. Employee Acknowledgment: Personnel Policies & Return of District Property
16. Exit Interview
17. Waiver of Benefits
18. Employee Acknowledgment: District Drug and Alcohol Policy
19. Chemical Screening Consent and Release Form
20. Deduction Authorization
21. Post offer - Pre-employment Physical/drug screen
22. Employee acknowledgement-Our Vision/Our Mission
23. State Attorney General New Hire for Child Support
24. P.O.P. Plan Authorization/Decline
25. Direct Deposit
26. Confidential Employee history
27. Payroll Action

EMPLOYEE ACKNOWLEDGMENT:

PERSONNEL POLICIES & RETURN OF DISTRICT PROPERTY (6/7/06)

This will acknowledge that I have received a copy of the Lakeway Municipal Utility District (District) Personnel Policies and have been oriented and read and understood these policies.

These policies control over any statements made by a supervisor or other individual, and I understand that any agreements concerning my employment are not binding unless they are in writing and signed by the General Manager.

I will continue to be familiar with all rules and regulations in these policies, including the District drug and alcohol policy, and any policy changes or additional rules and regulations affecting my job.

I understand that these policies represent only the District's current policies, regulations, and benefits, and that they do not create a contract of employment. The District retains the right to change policies, wages, and all other working conditions as it deems necessary or appropriate, with or without notice.

In addition, I specifically acknowledge that I am employed for no particular period, that I have the right to terminate my employment at any time, with or without cause, and that the District has a similar right. I further understand that my status as an "at will" employee cannot be changed except in writing, signed by the General Manager.

Upon termination of my employment with Lakeway Municipal Utility District, I agree to return any District property in my possession and acknowledge that failure to do so may result in legal action by the District against me.

Date: _____

Signature of Employee

Print Name

Employee Social Security #

*Note: This form to remain in employee notebook. Signed copy filed in employee master file.

#15

EMPLOYEE ACKNOWLEDGMENT:

DISTRICT DRUG AND ALCOHOL POLICY

This will acknowledge that I have received a copy of the Lakeway Municipal Utility District (District) Drug and Alcohol policy, and have read and understood these policies.

These policies control over any statements made by a supervisor or other individual, and I understand that any agreements concerning my employment are not binding unless they are in writing and signed by the General Manager.

I will continue to be familiar with all rules and regulations in these drug and alcohol policies, and any policy changes or additional rules and regulations affecting my job.

Date: _____

Signature of Employee

Print Name

Employee Social Security #

*Note: This form to remain in employee notebook. Signed copy filed in employee master file.

LAKEWAY MUNICIPAL UTILITY DISTRICT

CHEMICAL SCREENING CONSENT AND RELEASE FORM

(5/16/07)

I, _____, hereby acknowledge that I have been informed of the District's Substance Abuse Program and agree to be bound by this program for the purposes of applying for, accepting, or continuing employment with the District. I also hereby state that I am not a user of controlled substances, except under medical supervision as listed below.

I understand and consent freely and voluntarily to the District's request for urine or other specimen or sample required to detect the presence of any addictive or illegal drugs. I hereby release and hold harmless the District, the laboratory, their employees, agents, and contractors from any liability arising from (1) a request to furnish a specimen or sample, (2) the testing of the specimen or sample, and (3) any decisions made, based upon the results of the tests, which concern my application for employment or my continued employment. I consent to allow any District designated physician, laboratory, hospital, or medical professional to perform appropriate chemical tests for the presence of alcohol, drugs, or other controlled substances. I give my permission to any such designated physician, laboratory, hospital, or medical professional to release the results of these tests to the District, and I release any such designated institution or person from any liability whatsoever arising from the release of this information.

I have taken within the past 30 days, or am presently taking, the following medications:

<u>Name of Drug</u>	<u>Condition for which Taken</u>	<u>Prescribing Physician</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby consent to allow the District or its designated representative to verify and/or confirm the above information with the prescribing physician listed above.

Applicant/Employee Signature

Date

APPENDIX B

SALARY SCHEDULE of LAKEWAY MUNICIPAL UTILITY DISTRICT

Amended 3/10/99, 9/12/01, 5/11/05

Updated October 1, 2009

<u>Position</u>		<u>Annual Range</u>	
General Manager	Exempt	\$90,845	\$131,715
Finance/Administration Manager	Exempt	\$67,819	\$98,328
Field Operations Supervisor	Exempt	\$53,193	\$77,115
Plant Operations Supervisor Wastewater	Exempt	\$53,193	\$77,115
Plant Operations Supervisor Water	Exempt	\$50,678	\$73,469
Office Supervisor	Exempt	\$45,988	\$66,668
Certified Operator A/A Wastewater	Non-Exempt	\$37,886	\$54,921
Certified Operator A/A Water	Non-Exempt	\$36,094	\$52,319
Certified Operator B/B Wastewater	Non-Exempt	\$36,094	\$52,319
Certified Operator B/B Water	Non-Exempt	\$34,389	\$49,846
Equipment Crew Leader/Operator	Non-Exempt	\$34,389	\$49,846
Certified Operator C/C Wastewater	Non-Exempt	\$34,389	\$49,846
Certified Operator C/C Water	Non-Exempt	\$32,769	\$47,501
Maintenance Worker II	Non-Exempt	\$31,212	\$45,241
Certified Operator D Wastewater	Non-Exempt	\$31,212	\$45,241
Certified Operator D Water	Non-Exempt	\$29,741	\$43,109
Customer Service Representative	Non-Exempt	\$29,741	\$43,109
Maintenance Worker I	Non-Exempt	\$28,334	\$41,084
Utility Billing Assistant	Non-Exempt	\$28,334	\$41,084
Customer Service Assistant	Non-Exempt	\$26,991	\$39,122

Footnote 1 - Salary rate structure will be adjusted by the annual COLA as set by the Board of Directors.

(Exempt = exempt from overtime; Non-Exempt = not exempt from overtime)

APPENDIX C

EMPLOYEE CERTIFICATION ADVANCEMENT ACHIEVEMENT INCENTIVE

Amended 7/7/99, 8/13/03, 8/9/06

<i>Certification Level:</i>	<i>Pay increase per hour:</i>
TCEQ	
Class D Water	.15
Class C Surface Water or Distribution	.25
Class B Surface Water or Distribution	.40
Class A Water	.75
Class D Wastewater or Class I Collection	.15
Class C Wastewater or Class II Collection	.25
Class B Wastewater or Class III Collection	.40
Class A Wastewater	.75
TWUA	
Customer Service D	.10
Customer Service C	.20
Customer Service B	.30
Customer Service A	.40
Customer Service Professional	.50

APPENDIX D

DRUG AND ALCOHOL POLICY FOR CERTAIN DRIVERS OF COMMERCIAL VEHICLES

Policy of Lakeway Municipal Utility District Regarding Certain Drivers with Commercial Drivers Licenses

Policy - Lakeway Municipal Utility District will comply with the Omnibus Transportation Employee Testing Act of 1991 as it applies to certain employees of the District who (1) must hold commercial drivers' licenses, and (2) drive large vehicles or equipment covered by the U.S. Department of Transportation rules implementing the Act.

Information - The following information will be provided to each driver covered by the Act:

1. This policy;
2. The summary of the U.S. Department of Transportation regulations attached to this policy; and
3. The District's Personnel Policy Manual, which includes provisions on a Drug-Free Workplace, and on discipline.

Additional information may be obtained from the Finance/Administration Manager.

APPENDIX E

TRAVEL & REIMBURSEMENT POLICY AND PROCEDURES

(6/7/06, 11/10/10)

AUTHORIZATION TO TRAVEL

Supervisors can authorize, within their budget, local travel for all employees in their department. Overnight business trips will be authorized by the General Manager. Travel by the General Manager will be authorized by the Board President and is subject to the provisions of this travel policy.

OFFICIAL TRAVEL

Official travel is travel that is reasonable and necessary for the conduct of official District business.

TRAVEL TO AND FROM BUSINESS LOCATIONS

Travel should occur so as to minimize travel expenses. If travel can be accomplished the same day as the start of a school, conference, seminar, etc., the District's costs will be reduced. Day prior travel is permitted if necessary to be in place for an early start time for District business the next day. Similarly, if the reason for travel does not end until after a full day's business, the traveler is authorized to stay overnight before returning to the District. Day prior travel just to be in position for a golf tournament or other athletic or social events is not authorized for reimbursement.

REIMBURSEMENT POLICY

Employees are expected to be conservative in expenditures and exercise prudence when traveling on District business. Reimbursement requests must be submitted to the Office Supervisor within 10 days of completion of travel, using the Travel Expense Report (Attachment A).

Lodging and Meals. Receipts are required. Actual lodging expenses, will be reimbursed. Reservations for lodging should be made at the lowest rate possible. In most cases, this will be the "governmental rate". However, in some instances a "corporate rate" or other rate will be lower. Meal expenses will be limited to the amount determined to be reasonable and necessary.

- Tips, up to 20%, are allowed.
- Alcoholic beverages are not reimbursable.

Meals Eligible for Reimbursement. The time of departure from or arrival in the District determines the meals eligible for reimbursement, according to the following schedule:

<u>Depart from the District</u>	<u>Allowed</u>
Before 7 a.m.	Breakfast
Before 11 a.m.	Lunch
Before 6 p.m.	Dinner

Return to the District

After 9 a.m.
After 1 p.m.
After 7 p.m.

Allowed

Breakfast
Lunch
Dinner

If local area travel requires you to conduct District business before and after, or during meal hours, the cost of these meals can be reimbursed.

Transportation. Reimbursement of transportation costs will be based on the most economical and practical mode of transportation for the District, cost and other factors considered. In no case will mileage or transportation expense be allowed when one is gratuitously transported by another person.

Air transportation. Use coach-class accommodations. If there is little likelihood that travel arrangements will change, airfare should be booked as early as possible and all discounts should be pursued. Receipts are required for reimbursement.

Personal Vehicle. Employees may be reimbursed for the use of privately-owned vehicle while on official travel at a rate set by the IRS. No other expenses or cost of operating a personally owned vehicle are allowed, other than for the cost of parking fees or toll charges.

Reimbursement shall be on the basis of the most direct route. Any substantial deviations from distances shown on the standard highway mileage guides must be explained.

Employees who receive a car allowance are not eligible for reimbursement for local area (up to a 30 mile radius of the District) transportation expenses.

Rental vehicle. Rental of a vehicle is authorized when it is more practical and/or less expensive than the use of taxicabs or other public transportation for official business. Employees must choose the optional insurance coverage. The cost of optional insurance and fuel for the rental car is reimbursable. Receipts are required for reimbursement.

Other Expenses Eligible for Reimbursement

Gratuities. Tips for porters, bellhops, skycaps or cab drivers will be reimbursed. A receipt is not required.

Taxi/Hotel Shuttle Service in Other Cities. A receipt is required for fares in excess of \$10. Transportation to/from entertainment and restaurants is not reimbursable.

Telephone. A receipt is required. Business calls charged to lodging bills or credit cards will be recognized as reasonable expenses. One personal phone call per day of reasonable but short duration (10 minutes maximum) will be allowed to call home.

Parking. A receipt is required. Actual costs for parking are reimbursable. The most economical parking lot available at airports must be used. Costs in addition to the lowest rate available will be considered personal expenses.

Exception: A receipt is not required for parking fees less than \$5 when parking at a self-service lot.

Tolls. Receipts are required for tolls in excess of \$5. Actual costs for tolls are reimbursable.

NON-REIMBURSABLE EXPENSES

Travel expenses, which are not reimbursable, include, but are not limited to, the following:

- Any item of a personal nature, including, but not limited to:
 - Entertainment expenses
 - Alcoholic beverages
 - Movie rental expense
 - Laundry, dry cleaning costs
 - Flight trip insurance
 - Room service charges
- Transportation (taxi fare, parking, toll fees or mileage) to and from entertainment.
- Repair costs for privately owned vehicles.
- Excessive mileage reimbursement.
- Expenses included as part of a registration fee (e.g. meals, lodging, etc.).
- Meals, groceries or gifts for people providing lodging to District employees.
- Meals provided at no cost to the traveler, e.g. those provided by friends, family or seminars.
- Lodging provided by family/friends.
- Personal trips made in conjunction with business trips.
- Airport parking fees in excess of those charged at the airport's least expensive parking lot.
- Prior day travel to be in position to participate in golf tournaments or other athletic or social events.

TRAVEL ADVANCES

Travel advances are an option available to District employees authorized to travel. District employees requesting an advance must:

- Complete a Travel Advance Request (Attachment A).
- Receive approval by Supervisor (or General Manager if applicable).
- Submit to the Office Supervisor for processing.

TRAVEL EXPENSE REPORT SUBMISSION

Employee Responsibilities

- Submit to the Office Supervisor a completed Travel Expense Report within 10 days of completion of travel. Include required receipts and any unspent travel advance funds.

- Employees must have Supervisor approval prior to submitting Travel Expense Report to the Office Supervisor.

Supervisor Responsibilities

- Review Travel Reports for accuracy.
- Ensure required receipts are attached.
- Ensure any unspent travel advance is returned.
- Ensure Travel Reports are submitted to the Office Supervisor within 10 days of completion of travel.

Office Supervisor's Responsibilities

- Review the Travel Expense Report for compliance with this policy.
- Make payment for authorized travel advances and for reimbursement of authorized travel expenses.
- Report to the General Manager any travel-related problems identified.
- Deduct travel advances not returned within 20 days of date of completed travel from the employee's next paycheck.

Attachment A

TRAVEL EXPENSE REPORT

Name: _____

Department: _____

Travel to: _____

Purpose: _____

TRAVEL ADVANCE REQUEST

ITEM	ESTIMATED COST
Meals	\$
Lodging	\$
Parking and Tolls	\$
Taxi or Car Rental	\$
Personal Car Mileage	\$
Airfare	\$
Other (Specify)	\$
TOTAL REQUESTED	\$

Approved by: _____
 Department Head or General Manager
 Date: _____

ACTUAL EXPENSES

Submit to Office Supervisor within 10 days of completion of trip

Date:	/	/	/	/	/	/	/	Total
Breakfast								\$
Lunch								\$
Dinner								\$
Lodging								\$
Parking/Tolls								\$
Taxi or Car Rental								\$
Personal Car Mileage								\$
Airfare								\$
Other (specify)								\$

Total Expenses \$ _____

Less Advance Received \$ _____

Amount Due Employee (+) or Amount Due District (-) \$ _____

Approved by: _____ Date: _____
 Supervisor or General Manager

APPENDIX F
DISTRICT PERSONNEL POLICY
REVISIONS HISTORY

November 16, 1994

April 12, 1995

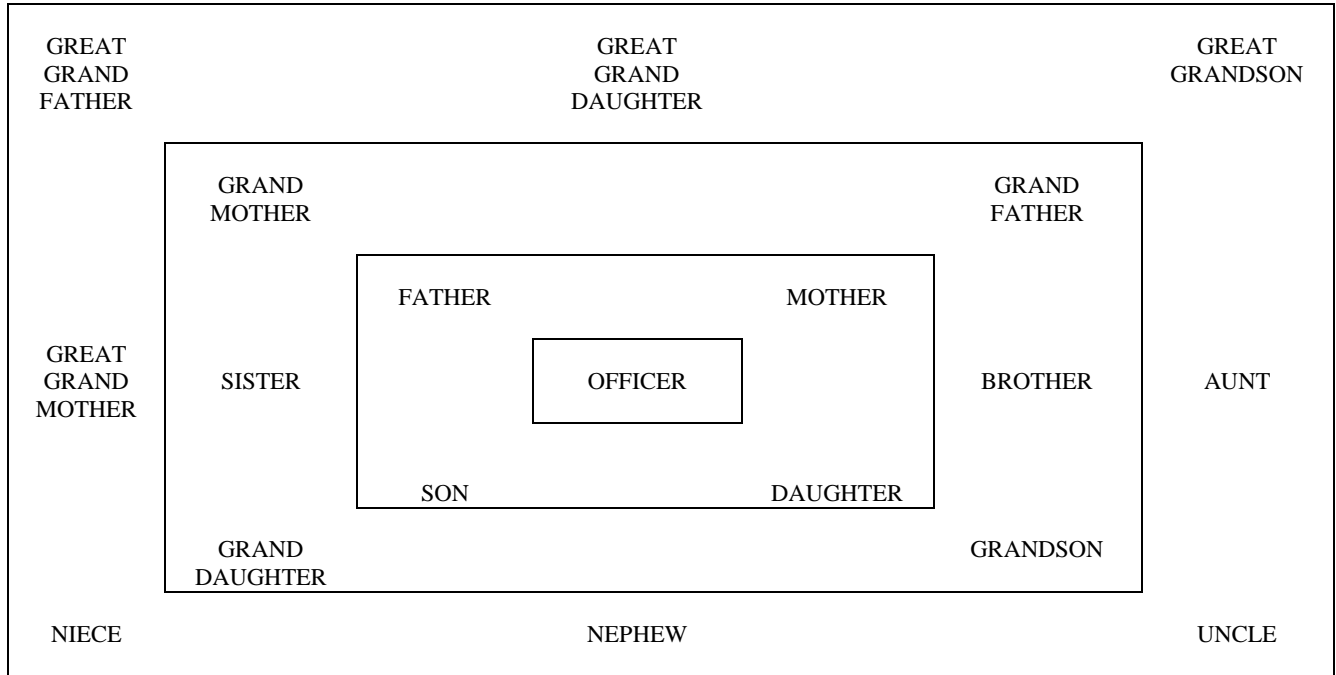
August 16, 1995

April 10, 1996

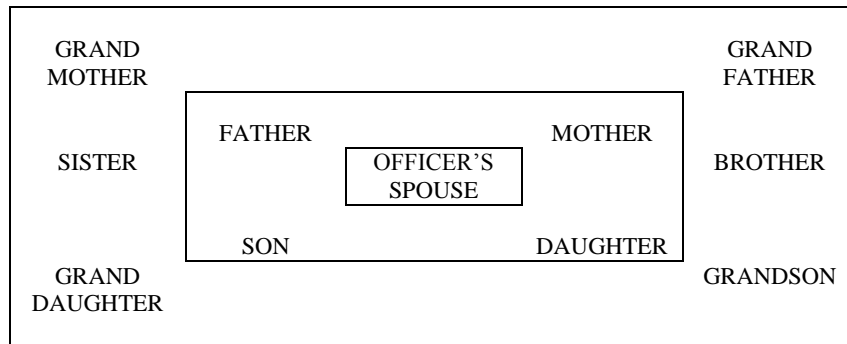
April 9, 1998

APPENDIX G

NEPOTISM CHARTS



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

First inner circle=First Degree
 Second inner circle=Second Degree
 Third inner circle=Third Degree

Spouses of relatives within the first or second degree of consanguinity (i.e., son-in-law, mother-in-law, aunt-in-law, nephew-in-law, etc.) are also included in the prohibition. *(Legal Reference: V.T.C.A. Government Code Sections 573.001, 573.002, 573.041, 573.042, and 573.062)*

APPENDIX H

JOB DESCRIPTIONS

Amended 3/10/99, 9/12/01, 12/12/01, 6/7/06

General Manager

Under the general supervision of the District President of the Board of Directors and pursuant to the orders, policies and directives of the Board of Directors (the Board), the GM serves as chief operating and administrative manager of the organization to ensure that Board policies, programs, and decisions are implemented in accordance with Board's direction. Plan, organize and administer the activities, operations and programs of the District. Keep the Board informed on matters related to the District's operations. Oversee daily operations of District, including supervising staff and providing general leadership and direction. Oversee supervisors and their operations. Work with Director committees on various matters related to District operations. Develop proposed annual budget, water and wastewater rates and tax rate. Formulate procedures and programs for District operations. Prepare long-range plans for District facilities. Ensure that the District meets the requirements of federal, state, and local agencies. Monitor and document progress of District safety programs. Negotiate and monitor contracts between District and other agencies and organizations. Guide and coordinate the work of attorneys, engineers, and other professionals hired for the District. Oversee facilities planning, design, contracts, and construction. Accomplish Annual Objectives as may be negotiated between the GM and the Board. Attend District Board meetings. Requires BA or BS plus ten years of operations experience and Double A water/wastewater licenses. Pre-employment drug screening.

Finance/Administration Manager

Reports to the Board of Directors and to the GM. Perform various functions including administrative, accounting, budgetary, rates, taxes, regulatory and electoral. Assistant Secretary/Treasurer to the Board. Assistant to the General Manager. Attend Board meetings, participate in FAA and APC Committees, and prepare agendas and minutes. Prepare official documents for Board approval. Implement District policies and directives from the Board. Assist consultants to compile bond applications and corresponding official statements. Oversee office operations, including supervising office staff, and accounting procedures - serve as the District's Chief Accountant. Assist as needed in backup of office staff. Oversee insurance quotes, claims, and monitor requirements for District. Prepare various District applications, surveys, information forms. Coordinate District records, and water conservation program. Record and maintain bond construction accounting records and prepare releases of bond funds. Coordinate, review for accuracy and file audit with TCEQ and other parties. Monitor banking requirements, signatories, collateralization of funds, etc. with Chase and TexPool. Develop annual budget with senior staff. Prepare first billing and mid year budget audit. Make recommendations for budget adjustments. Integrate approved budget into the rate design. Communicate w/TCTAC and TCAD for annual tax rate calculation. Schedule meetings and/or publications as required by law. File necessary documents w/regulatory agencies due to changes in rates, taxes, and organization. Oversee elections and applicable procedures, orders, filings, Justice Department clearance. Other duties as assigned. Pre employment drug screening.

Requires Associate Degree in Accounting, Junior College or equivalent including two years of college level accounting courses, plus eight years of administrative and accounting experience; college degree preferred.

Office Supervisor

Reports to the Finance/Administration Manager. Perform various accounts payable, payroll, General Ledger and administrative functions. Oversee accounting procedures, financial statements, and authorization of expenditures via use of purchase orders or contracts. Monitor bank statement reconciliation, cash on hand, cash expenditures, credit card purchases and debt service payment requirements. Match invoices & purchase orders or contracts, process for payment, print checks. Calculate payroll, make applicable federal tax payments. Reconcile bank statements for multiple accounts, prepare and enter journal entries, run trial balance, prepare financial statements for various internal accounts. Confirm interfund transfers, initiate P & I payments, work with auditors. Reconcile daily cash drawer. Record transactions in daily check register. Prepare various monthly, quarterly and annual reports. Run employment advertisements, schedule physicals, enroll new employees in District benefit plans, and set up for payroll processing. Supervise and assist billings department. Assist with customer service. Contact for AVR and GPS billing and accounting software upgrades and support. Purchase office supplies and order printing. Administrative duties in absence of Finance/Administration Manager. Other duties as assigned. Pre employment drug screening. Requires high school graduation plus five years of full-charge bookkeeping experience.

Utility Billing Assistant

Reports to the Office Supervisor. Open new accounts, transfers, and finals. Record deposits, calculate and enter adjustments. Maintain customer accounts (meter change outs, address changes, etc.) Prepare month end reports and reconcile to general ledger reports. Prepare billing reports (water & wastewater), service area reports and various others as requested. Prepare meter books, enter meter reads, reconcile water volumes, and print water/wastewater bills. Print billing labels for separate mailings. Initiate customer bank drafting process. Assist in customer service. Other duties as assigned. Pre employment drug screening. Requires high school graduation plus three years basic bookkeeping experience.

Customer Service Assistant

Reports to the Office Supervisor. Service customers with questions and problems. Establish new, final, or transfer accounts on AVR billing system. Initiate work orders for field personnel, record results, file accordingly. Accept new construction applications and code checks accordingly. Issue plumbing permits, record plumbing transactions, verify inspectors invoicing. Locate water and wastewater taps. Customer correspondence for miscellaneous, return check notifications, service issues. Prepare invoice for COL water usage. Balance daily cash drawer. Type and submit regulatory agency reports as submitted by field employees. Correspondence, copies, filing. Filing of work orders, service contracts, etc. Open mail and make distribution. Prepare payments received for deposit. Assist Office Supervisor with accounts payable. Assist

Billing Clerk with utility payments. Other duties as assigned. Pre employment drug screening. Requires high school graduation plus three years of customer-related work experience.

Field Operations Supervisor

Reports to the General Manager. Supervise staff of 6-8 equipment operators and laborers. Responsible for wastewater collection and water distribution system, developing programs; planning and managing various projects; maintaining records, and monitoring equipment, supplies and budget. Maintain the motor pool. Operate heavy and motorized equipment. Position requires working outdoors in hot and cold weather encountering hazardous conditions. Knowledge of machinery, water and wastewater system operations, state and federal regulations for maintenance and construction of water distribution, wastewater collection systems, and lift stations. Must have the ability to make sound decisions during emergency situations, the ability to select, hire, train, organize and motivate employees, and the ability to establish and maintain effective working relationships. Frequent on call duty. Other duties and special projects as assigned. High school graduate plus 5 years related experience, Grade C Water Distribution or Surface Water Operators Certificate, Grade II Wastewater Collection License or C Wastewater Operators Certificate, and a TDL with good driving record required. Pre-employment drug screening.

Water Plant Operations Supervisor

Reports to General Manager. Supervises staff of Certified Water Plant Operators. Responsible for the operation and maintenance of water treatment plants, raw water intakes, booster stations and water storage tanks. Develops programs, plans and manages various projects. Responsible for maintaining records of treatment methods, instrument calibration and water analysis results to comply with State and Federal regulations. Supervises maintenance schedule of all water production facilities and equipment. Assures proper safety practices are followed by Certified Water Plant Operators. Safety Coordinator. Must have ability to make sound decisions in emergency situations. Have ability to hire, train, organize and motivate employees, and the ability to establish and maintain effective working relationships with co-workers and customers. Maintains neat and professional working environment at water production facilities. Ability to troubleshoot problems with process equipment as they arise and train employees to do so as well. Must be physically able to work outdoors in hot, cold and hazardous environments. Ability to lift heavy objects and handle hazardous materials. High school graduate plus five years related experience, Grade B Surface Water Operators Certificate and TDL with good driving record required. Must obtain Grade C Wastewater Treatment Certificate within one year. Pre-employment drug screening.

Wastewater Plant Operations Supervisor

Reports to General Manager. Supervises staff of Certified Wastewater Plant Operators. Responsible for the operation and maintenance of wastewater treatment plants, sludge handling equipment, lift stations, impoundment ponds, and irrigation systems. Develops programs, plans and manages various projects. Responsible for maintaining records of treatment methods, instrument calibration and wastewater analysis results to comply with State and Federal

regulations. Supervises maintenance schedule of all wastewater treatment facilities and equipment. Assures proper safety practices are followed by Certified Wastewater Plant Operators. Must have ability to make sound decisions in emergency situations. Have ability to hire, train, organize and motivate employees, and the ability to establish and maintain effective working relationships with co-workers and customers. Maintains neat and professional working environment at wastewater treatment facilities. Ability to troubleshoot problems with process equipment as they arise and train employees to do so as well. Must be physically able to work outdoors in hot, cold and hazardous environments. Ability to lift heavy objects and handle hazardous materials. High school graduate plus five years related experience, Grade B Wastewater Treatment Certificate and TDL with good driving record required. Must obtain Grade C Water Operations Certificate within one year. Pre-employment drug screening.

Operator A, B & C - Water

Reports to the Plant Operations Supervisor - Water. Responsible for the operation and maintenance of the water production plants and distribution system including pumping stations and elevated storage. Perform water analysis, maintain and calibrate on-line water analyzers, trouble shoot filtration equipment, solve process problems, read and compute basic math equations, maintain records, maintain process equipment, keep buildings and sites neat and clean. Must have knowledge of applicable State and Federal regulations, proper disinfection techniques, an understanding of plant hydraulics and automated plant controls, and mechanical ability. Position requires working outdoors in hot and cold weather encountering hazardous conditions. Requires lifting heavy objects and safe handling of hazardous substances. Basic seamanship for small boat handling to visit raw water pumps anchored in the lake. Frequent on call status. Other duties as assigned. High school graduate plus 3 years experience in water and wastewater operations, current Grade C Surface Water Certificate (double Certification preferred) and a TDL with good driving record. Pre-employment drug screening.

Operator A, B & C - Wastewater

Reports to the Plant Operations Supervisor - Wastewater. Responsible for the operation of wastewater treatment plants, sludge handling equipment, lift stations, impoundment ponds, and irrigation systems. Maintain process equipment including pumps, blowers, chlorinators, collect samples, perform activated sludge process control testing, read and compute basic math equations, prepare state and federal reporting forms, use proper sanitation techniques, maintain records, keep buildings and sites neat and clean. Position requires working outdoors in hot and cold weather, encountering hazardous conditions, lifting heavy objects and safe handling of hazardous substances. Must have knowledge of applicable State and Federal regulations. Frequent on call status. Other duties and special projects as assigned. High school graduate plus 3 years experience in water and wastewater operations, current Grade C Wastewater Certificate (double Certification preferred) and a TDL with good driving record. Pre-employment drug screening.

Equipment Crew Leader

Reports to the Field Operations Supervisor. Lead man for 2-3 man crew. Operate heavy equipment including dump truck backhoe and jackhammer. Check and repair water leaks, which includes digging to mains, replacing service lines, meters, and site clean up. Check and repair wastewater stoppages, which may include operating line rodding tools, and/or digging. Read meters, locate lines, paint, mow, trim trees, set meters, adjust meter boxes, and other duties as assigned. Position requires working outdoors in hot and cold weather, encountering hazardous conditions, lifting heavy objects and safe handling of hazardous substances. Frequent on call status. Must have 3 years experience. High School graduate plus Grade II Water Distribution or Grade C Surface Water Operators Certificate, Grade II Wastewater Collection License or C Wastewater Operators Certificate, Class C TDL with good driving record. Pre-employment drug screening.

Maintenance Worker II

Reports to the Field Operations Supervisor. Operate heavy equipment including dump truck, backhoe and jackhammer. Check and repair water leaks, which includes digging to mains, replacing service lines, meters and site cleanup. Check and repair wastewater stoppages, which may include operating rodding tools, and/or digging. Read meters, locate lines, paint, mow, trim trees, set meters, adjust meter boxes and other duties assigned. Position requires working outdoors in hot and cold weather, encountering hazardous conditions, lifting heavy objects and safe handling of hazardous substances. Frequent on call status. In the absence of the crew leader – can lead crew. Must have at least 2 years experience, High School graduate, ability to obtain Grade II Water Distribution or Grade C surface Water Certificate, Grade II Wastewater Collection or C Wastewater Operators Certificate, Class C TDL and good driving record required. Pre-employment drug screening.

Maintenance Worker I

Reports to the Field Operations Supervisor. Operate heavy equipment including dump truck and jackhammer. Have limited use and knowledge of a backhoe. Check and repair water leaks, which includes digging to mains, replacing service lines, meters, and site clean up. Check and repair wastewater stoppages, which may include operating line rodding tools, and/or digging. Read meters, locate lines, paint, mow, trim trees, set meters, adjust meter boxes, and other duties as assigned. Position requires working outdoors in hot and cold weather, encountering hazardous conditions, lifting heavy objects and safe handling of hazardous substances. Frequent on call status. High School graduate, ability to obtain Grade I Water Distribution or D Surface Water Operators Certificate, Grade I Wastewater Collection License or D Operators Certificate, ability to obtain Class C TDL and good driving record required. Pre-employment drug screening.

Customer Service Representative

Reports to Field Operations Supervisor. Responds to requests for customer service from the District Office. Retrieve and respond to work orders including read, set, turn on/off meters and run errands. Call in for line locations and light maintenance at the District Office. Perform wastewater tie-in inspections, fill in for field crew, and load trucks with backhoe. Promote safety in the workplace and/or work zone. Assist in solving customer problems or complaints. Be able to identify problems and report clearly to the supervisor. Frequent on-call status. Able to perform the same duties as Field Maintenance/Trainee. Position requires ability to treat customers in a professional manner and working outdoors in hot and cold weather, encountering hazardous conditions, lifting heavy objects and safe handling of hazardous substances. In the absence of the Field Operations Supervisor - assigns work to maintenance employees using Supervisor's project list; respond to minor emergencies and make the proper decisions; and respond and relate any problems that may arise to the General Manager. Must have 3 years experience. High School graduate, ability to obtain Grade II Water Distribution or C Surface Water Operators Certificate, Grade II Wastewater Collection License or C Wastewater Operators Certificate. Must have a Class C TDL and good driving record. Other duties as assigned. Pre-employment drug screening.

Operator D - Water

Reports to the Plant Operations Supervisor - Water. Responsible for the operation and maintenance of the water production plants and distribution system including pumping stations and elevated storage. Perform water analysis, maintain and calibrate on-line water analyzers, trouble shoot filtration equipment, solve process problems, read and compute basic math equations, maintain records, maintain process equipment, keep buildings and sites neat and clean. Position requires working outdoors in hot and cold weather, encountering hazardous conditions, lifting heavy objects and safe handling of hazardous substances. Frequent on call status. Other duties and special projects as assigned. High school graduate and a TDL with good driving record. Ability to obtain Grade D Certificate within one year of hire. Pre-employment drug screening.

Operator D - Wastewater

Reports to the Plant Operations Supervisor - Wastewater. Responsible for the operation of wastewater treatment plants, sludge handling equipment, lift stations, impoundment ponds, and irrigation systems. Maintain process equipment including pumps, blowers, chlorinators, collect samples, perform activated sludge process control testing, read and compute basic math equations, prepare state and federal reporting forms, use proper sanitation techniques, maintain records, keep buildings and sites neat and clean. Position requires working outdoors in hot and cold weather, encountering hazardous conditions, lifting heavy objects and safe handling of hazardous substances. Frequent on call status. Other duties and special projects as assigned. High school graduate and a TDL with good driving record. Ability to obtain Grade D Certificate within one year of hire. Pre-employment drug screening.