



LANCASTER COUNTY CONSERVATION DISTRICT

MONTHLY BOARD MEETING DAY OF PACKET

Wednesday June 2, 2021
Lancaster Farm & Home Center
<https://zoom.us/j/91731607863>
Business Meeting 7:30PM

7:55 III. Additional Business

- *8. Spotted Lanternfly Control Program Grant - Gregory (attachment) 1
- *9. Employee Manual Update – Thompson (day of packet)..... 3

***Action Required**

Spotted Lanternfly Control Program Grant Application and Acknowledgement

Project Narrative and Proposed Budget

PROJECT NARRATIVE – *This proposal will support Lancaster County Conservation District staff in addressing concerns regarding spotted lanternfly from the public or clients during agricultural or construction site visits and participation in the SLF Community Engagement Taskforce. Staff will be able to continue managing the Farm and Home Center campus as a demonstration area of spotted lanternfly traps and improve community understanding. Education presentations to schools and community organizations are included in the proposal. The final component of the proposal allows for flyswatters – a control method, to be purchased. The tool promotes egg scraping with the flat edge and nymph/adult squashing.*

PROPOSED PROJECT COSTS FOR FY 2021/2022 (July 1, 2021 – May 31, 2022)

Personnel/Administrative Costs

District staff communications and inquiry assistance.

District staff education presentation.

District staff administrative support in grant management.

\$ 5,500

Operational Costs

Supplies: Flyswatters \$ 1,000

Training/Education Costs

Educational Materials \$ 0.00

Meeting Expenses \$ 0.00

Travel \$ 0.00

\$ 1,000

Other

\$ 0.00

TOTAL BUDGET

\$ 6,500

Statement of Acknowledgement:

The **Lancaster County Conservation District** acknowledges and agrees to abide by the suggested use of funds outlined in the *'Spotted Lanternfly Statement of Work and Funding for Conservation Districts Request for Proposal'* (June 2021) and as described in its attached narrative made part of this proposal.

Action was taken by **Lancaster County Conservation District Board of Directors** on **July 7, 2021** to approve this project proposal.

_____ District Chairman/District Manager
(Signature) (circle one)



LANCASTER COUNTY
CONSERVATION DISTRICT



Employee Manual

Approval Pending
July 7, 2021



LANCASTER COUNTY CONSERVATION DISTRICT



Welcome to Lancaster County Conservation District!

Whether you have just joined us or have been with us for a while, we want you to know that we are dedicated to recruiting and retaining loyal, honest employees. We welcome you and hope you will enjoy being a part of our successful and growing team!

This manual is designed to familiarize you with the District and the policies that affect your employment, but it is not intended to create a contract of employment. Unless otherwise specified, the policies in this manual apply to new and existing employees of the District, including all full-time, intermediate and part-time employees.

Because it is impossible to anticipate every situation that might arise, this manual will highlight general policies and benefits. Our needs may change from time to time and we reserve the right to implement, rescind or modify any policy at any time, without prior notice. The District Board of Directors' interpretation of any policy contained in this manual will be final.

When questions arise about your employment, you should consult this manual first. If it does not resolve your question, please contact your Supervisor. Throughout this manual you will find a common reference to "your Supervisor". Depending on the situation or question your supervisor may be a Program Manager, Business Manager, District Manager or Administrator in Charge for the day. Although a significant effort has been made to address all areas of concern and to not only meet but exceed the law, from time to time additional clarity will be needed. The Board of Directors reserves the right to adjust, revise and develop new policies as needed or as required.



LANCASTER COUNTY CONSERVATION DISTRICT



For over 70 years the purpose of the Conservation District has been to increase awareness of the relationship between human activities and our natural environment. The District helps to focus attention on the wise use of the land, water, and related natural resources. It provides assistance to individuals and public and private organizations in solving the complex problems of our environment.

Mission

To promote the stewardship of natural resources for Lancaster County.

Vision

The Lancaster County Conservation District will be a respected leader of conservation efforts in the county, trusted to engage and guide the community through proactive education, advocacy, and the administration of innovative stewardship principles.

Philosophy

The Lancaster County Conservation District operates under the philosophy that the best way to advance the cause of conservation is to educate local citizens to become better environmental stewards. By building partnerships, providing technical assistance, and sharing information, we strive to achieve environmental compliance using common sense to build a culture of responsible stewardship.



LANCASTER COUNTY CONSERVATION DISTRICT



Table of Contents

Diversity & Compliance

- ❖ Equal Employment Opportunity.....5
- ❖ Affirmative Action.....5
- ❖ Immigration & Naturalization.....5
- ❖ Anti-Harassment.....6
- ❖ Americans with Disabilities Act (ADA).....7
- ❖ Fair Labor Standards Act (FLSA).....9

Employment at LCCD

- ❖ At-Will Employment.....9
- ❖ Announcement of Vacancies.....9
- ❖ Application for Employment.....10
- ❖ Employment of Prior Employees or Board Members.....10
- ❖ Employee Relations & Suggestions.....10
- ❖ Confidential Information.....11
- ❖ Political Activity.....12
- ❖ Conflicts of Interest.....12
- ❖ Introductory Period.....13
- ❖ Personnel Files.....13
- ❖ Employee Performance Evaluations.....14
- ❖ Ending Employment.....14

Compensation

- ❖ Employee Classifications.....14
- ❖ Work Hours.....15
- ❖ Timekeeping.....17
- ❖ Pay Periods.....17
- ❖ Recovering Advanced Funds.....18

General Employment Policies

- ❖ Attendance & Punctuality18
- ❖ Standards of Conduct.....19
- ❖ Smoking & Vaping.....20
- ❖ Drugs, Alcohol & Controlled Substances.....20
- ❖ Safety & Reporting Workplace Incidents.....23
- ❖ Technology & Electronic Devices Policy.....24
- ❖ Cell Phone Policy.....28



LANCASTER COUNTY CONSERVATION DISTRICT



Employee Benefits

- ❖ Workers' Compensation.....28
- ❖ **Social Security**.....30
- ❖ Unemployment Compensation.....29
- ❖ Health Insurance Coverage.....29
- ❖ Life Insurance.....30
- ❖ Disability Insurance.....30
- ❖ Pension Program.....31
- ❖ Vacation Policy.....32
- ❖ Holidays.....34
- ❖ Paid Time Off.....35
- ❖ Unscheduled Paid Time Off.....34
- ❖ Military Leave.....37
- ❖ Jury Duty.....38
- ❖ Bereavement Policy.....38
- ❖ **Travel Policy**....40
- ❖ Cell Phone Reimbursement.....40
- ❖ Telework Policy.....42
- ❖ Separation Benefits.....43

Workplace Expectations

- ❖ Dress Code & Clothing Reimbursement Policy.....44
- ❖ **Visitors**.....48
- ❖ Outside Employment & Moonlighting.....48
- ❖ Solicitation & Distribution of Literature.....48
- ❖ Progressive Discipline.....51
- ❖ **Open Door Policy**.....54
- ❖ **Emergency Closures**.....54



DIVERSITY & COMPLIANCE

❖ **Equal Employment Opportunity Statement**

The District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

The District complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation and training.

The District expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of District employees to perform their expected job duties will not be tolerated.

❖ **Affirmative Action**

The District will maintain and conduct all practices related to employment or hiring, promotions, job reassignments, discipline, lay-offs, re-employment, and termination without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The District will monitor the composition of its workforce to ensure, to the best extent possible, that its workforce is representative of the population it serves in Lancaster County.

❖ **Immigration and Naturalization – Form I-9**

The U.S. Immigration and Naturalization Service (INS) requires that LCCD and candidates for employment provide specific documents that represent employment eligibility and authorization within three (3) days of their hire date. Section 1 of the I-9



LANCASTER COUNTY CONSERVATION DISTRICT



document must be completed after the job offer acceptance but no later than the first day of employment.

Employees may present identity and employment authorization documents from the list of acceptable documents on Form I-9.

❖ **Anti-Harassment Policy**

The District is committed to providing a work environment that is free from any form of discrimination and/or harassment. The District will not tolerate actions, words, jokes, or comments based on an individual's sex, pregnancy, race, ethnic background, age, religion, sexual orientation or any other legally protected characteristic, if such conduct would be offensive to a reasonable person. Sexual conduct (both overt and subtle) can serve to create an offensive work environment and therefore is absolutely prohibited. The District maintains a zero tolerance policy toward any form of harassment.

It is both illegal and against District policy for any individual, male or female, to sexually harass another person by (a) making unwanted sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature as a condition of any employee's continued employment; (b) making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or (c) creating an intimidating, hostile, or offensive working environment by such conduct. No manager, supervisor, officer, executive, employee or other individual has the LCCD to condition an employee's job or job benefits on the exchange of sexual favors.

This policy applies to all employees, vendors, customers, visitors and anyone conducting business with the District.

Employees who believe they have been the subject of impermissible harassment must report the alleged act immediately to their supervisor, the Executive Director or the Human Resources representative. If, for any reason, employees feel that they have been the subject of harassment of any kind but do not feel comfortable reporting the incident to their immediate supervisor they may report the incident to any member of management. If the alleged harasser is a supervisor or a member of management, the incident should be reported to the Executive Director or Human Resources representative. Any employee that witnesses harassment of any kind should report the incident to their immediate supervisor, the Executive Director, the Human Resources representative, or other management personnel. Employees making a good faith



LANCASTER COUNTY CONSERVATION DISTRICT



report of inappropriate and/or unlawful hostile or harassing behavior will not be subject to liability or retaliation.

A confidential investigation of all complaints will be undertaken immediately. The District will, to the extent possible, keep all aspects of the investigation confidential. Information surrounding the investigation will be communicated only to those persons that have a need to know. All parties to the investigation must keep the information obtained through the investigatory process confidential. Any supervisor, agent or other employee who has been determined by the investigation to have harassed another employee will be subject to the appropriate discipline, based upon circumstances, up to and including termination.

Employees who utilize any social media to harass or discriminate against employees, for any reason, within or outside the physical workplace, are subject to this policy and discipline up to and including termination.

Employees are apprised that if they believe they are victims of impermissible harassment, they also have the right under state and federal law to file a complaint with the Pennsylvania Human Relations Commission (PHRC) and the federal Equal Employment Opportunity Commission (EEOC). Such a complaint must be filed with the PHRC within 180 days of the last date of unlawful harassment and with the EEOC within 300 days of the last incident of unlawful harassment. The aforementioned for filing with the PHRC and/or EEOC extends from the last date of unlawful harassment and not from the date that the complaint to the employer is resolved.

Upon report of an alleged incident of harassment and/or discrimination, The District will commence a prompt and thorough investigation. All aspects of the investigation will be kept confidential to every extent possible. Employees proving good faith concerns about possible violations of the Anti-Harassment and Anti-Discrimination policy will not be subject to liability, retribution or retaliation of any kind.

The District will take all appropriate measures to immediately remedy any abusive, hostile, harassing or discriminatory behavior. Substantiated claims of harassment or discrimination will result in disciplinary action up to and including termination. All employees should avail themselves to recommended remedial action as recommended. Failure to consider remedial alternatives to reduce or eliminate harassment or discrimination and/or failure to cooperate with the District's investigation may compromise the employees' legal rights.

❖ **Employment Provisions of the Americans with Disabilities Act (ADA)**



LANCASTER COUNTY CONSERVATION DISTRICT



The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. The District complies with all federal and state laws concerning the employment of persons with disabilities. It is the District's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

An individual with a disability, who can be reasonably accommodated for a job without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, may not be hired. Current employees who pose a direct threat to the health or safety of other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation. The District may require employees to undergo a physical examination to determine whether they pose a safety risk to themselves or others.

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy:

- ❖ **"Disability"** refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having such impairment is a "disabled individual."
- ❖ **"Direct threat to safety"** means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- ❖ **"Qualified individual with a disability"** means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or for which the individual has applied.
- ❖ **"Reasonable accommodation"** means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.



LANCASTER COUNTY CONSERVATION DISTRICT



- ❖ **“Undue hardship”** means an action requiring significant difficulty or expense by the employer. The facts to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of person employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the District; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire organization; and (8) the relationship of the particular facility to the organization. These are not all of the factors but merely examples.
- ❖ **“Essential job functions”** refers to those activities that are fundamental duties of an employment position that cannot be modified.

❖ **Fair Labor Standards Act (FLSA)**

The District’s pay practices are governed by the Fair Labor Standards Act (FLSA), which was enacted in 1938. The purpose of the FLSA is to ensure that:

- all employees receive a minimum wage/salary;
- men and women are paid equally when performing the same job;
- the use of child labor meets strict requirements;
- non-exempt employees receive extra compensation for hours worked in excess of forty (40) in a workweek.

Employees who are non-exempt from the Federal Wage and Hour Law are expected to confine their work to the normal workday and work week (40 hours) unless overtime is authorized in advance by their supervisor and approved by the Executive Director.

Non-exempt employees will be paid overtime for all hours worked in excess of forty (40) hours per work week. Failure to obtain authorization in advance for any overtime hours worked may result in disciplinary action up to and including termination from employment.

EMPLOYMENT AT LCCD

❖ **At-Will Employment**

The right of the employee or LCCD to terminate the employment relationship “at-will” is recognized and affirmed as a condition of employment. “At-will” means that both



LANCASTER COUNTY CONSERVATION DISTRICT



the employee and LCCD have the right to terminate employment at any time, with or without advance notice, and with or without cause.

❖ **Announcement of Vacancies**

Where appropriate, LCCD will announce open vacancies by internal communication and through various recruitment venues such as newspaper, on-line job sourcing sites, and social media. All recruitment and appointment procedures will meet or exceed the Equal Employment Opportunities and Affirmative Action standards.

The Human Resources representative will coordinate the candidate screening and interview process, and management will make the final decision in selecting the most appropriate candidate.

❖ **Application for Employment**

All candidates for employment with LCCD must complete, date, and sign the Application for Employment form. A resume should also be included for consideration for employment.

LCCD may investigate any portion of the requested information and may deny or later terminate the employment of anyone giving false, misleading, or incomplete information. A signed application authorizes LCCD to process background checks related to criminal, child abuse and motor vehicle history. Successfully passing a mandatory drug screen is also part of the pre-employment process. Falsification of an application or failure to successfully complete any of the required background screenings may result in an offer of employment being rescinded or employment being terminated.

The completed application form will be made part of the employee's personnel file for those applicants accepted for employment. An application form completed by an applicant not selected for available openings may be maintained in an active file for up to thirty days and reviewed as positions become available.

❖ **Employment of Prior Employees or Board Members**

Prior LCCD employees may be considered for re-employment provided that their previous performance at LCCD was satisfactory and they satisfied the separation notice requirements.



LANCASTER COUNTY CONSERVATION DISTRICT



Individuals who have served as a LCCD Board Member will be considered for employment after a one-year period of leaving the Board. Salary will be based on the compensation range for the position considered.

Following State Conservation Commission policy, former LCCD employees may serve as LCCD Board members upon three (3) years of after the last day of employment.

❖ **Employee Relations & Suggestions**

If you have a question or concern about your wages, benefits or District policies and procedures, we encourage you to discuss it with your Supervisor, the Human Resources Representative or the District Manager. Employees should never feel that their concern is too small to deserve attention.

The District wants everyone to know that while all ideas, suggestions, and comments cannot be adopted, they are genuinely encouraged and appreciated. Please submit any suggestions you feel may improve operations, reduce costs, or better the District in any way to the appropriate staff representative.

❖ **Confidential Information**

Directors and staff, including temporary employees, are required to maintain the confidentiality of private and protected information including: personal identifiers, financial and medical information, passwords, and electronic signatures information of fellow Board members and staff, coworkers, vendors and our clients. Employees will be held personally responsible for safeguarding this information and must strictly adhere to the standards listed below that govern use of sensitive and confidential information. Failure to do so will result in disciplinary action, including possible termination of employment.

Expectations for use of confidential information:

- ❖ Confidential information/ data will be used as needed or as necessary to perform duties as an employee of LCCD. Confidential information includes, but is not limited to, an employee's personal identifiers, information relating to finances, salaries, benefits, and medical records.
- ❖ Staff will not in any way misuse, alter or destroy any confidential information/ data except as properly authorized within the scope of his or her professional activities affiliated with LCCD.



LANCASTER COUNTY CONSERVATION DISTRICT



- ❖ Staff will safeguard and will not disclose computer password or any other authorization that provides unauthorized access confidential information/ data.
- ❖ Staff will notify his or her supervisor and the Executive Director immediately, but no later than one business day, after any actual or suspected inappropriate use, access, or disclosure of confidential information, whether by that particular staff member or anyone else, whether intentional or accidental.
- ❖ LCCD reserves the right to monitor and record all network and application activity including employee email accounts, with or without notice, and therefore users should have no expectations of privacy in the use of these resources.
- ❖ Employees are responsible for maintaining control of confidential information in their possession and are responsible for any unauthorized access or use of confidential information resulting from his or her negligence to these standards.
- ❖ Staff acknowledge that their obligations under this Agreement will continue after their employment with LCCD terminates.
- ❖ Staff acknowledge that LCCD may take disciplinary action against an employee up to and including termination in the event of a violation of this Confidentiality Policy. In addition, the District may initiate legal action including but not limited to civil litigation or criminal prosecution, where appropriate.

The services you perform for the District may pertain to confidential information, which must be held in strict confidence. All client information is considered confidential even if it is not stamped or marked confidential. Employees must not discuss confidential matters with any outside parties. If you are not sure about whether particular information is subject to this confidentiality policy, refer inquiries to your supervisor. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

❖ **Political Activity**

The Lancaster Conservation District will not authorize any federal funds to be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

It is the policy of the Lancaster Conservation District to encourage our employees to exercise the voting rights and responsibilities of citizenship. However, LCCD employees are prohibited from actively campaigning or soliciting for funds during paid work-hours for an elected position personally or for another candidate. This includes signing and circulating political petitions.



LANCASTER COUNTY CONSERVATION DISTRICT



If an employee seeks an elected office in a partisan election strict adherence to the Federal, State and local laws and regulations is required.

Likewise, employees are prohibited from engaging in activities that interfere with another employee's rights to voluntarily participate or refrain from participating in political activities.

Violations of this policy may lead to disciplinary action up to and including termination from employment.

❖ **Conflicts of Interest**

Employees who are in a position of trust, such as a program manager who supervises a technician, shall not be related to each other. An Assistant Program Manager may supervise a related employee who is a technician in the same program as part of their responsibilities for a limited time period, but not on a permanent position. Employees are prohibited from developing Conservation Plans, Ag E&S Plans, Nutrient Management Plans, Manure Management Plans or Construction E&S Plan for land parcels within Lancaster County for a fee that is directly paid to the employee. Additionally, employees are prohibited from having a financial interest in companies affiliated with, or suppliers to, the Lancaster County Conservation District. Employees are required to file a State Ethics form each year by May 1st. Violations of this policy may lead to disciplinary action up to and including termination from employment.

❖ **Introductory Period**

Your first ninety (90) calendar days of employment will be an introductory period, during which time the District will assess your performance and you can assess whether the position is the right fit for you. At the end of the introductory period, you may be asked for feedback. Please be advised that successful completion of the introductory period does not alter the at-will nature of the employment relationship.

❖ **Personnel Files**

Personnel files are the property of the District, and access to the information they contain is restricted. Only authorized personnel (District Manager, Business Manager, or Human Resources) who have a legitimate reason(s) to review information in a file are authorized to do so. These files are confidential in nature and are managed by the Business Manager and the Human Resources Representative. They will not be copied or removed from the premises unless there is a legitimate business reason to do so.



LANCASTER COUNTY CONSERVATION DISTRICT



Employees are responsible for promptly notifying the Business Manager or the Human Resources Representative of any change in name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, spouses health insurance coverage or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other District files.

All employees may request copies of their clearances and/or view their personnel file by contacting the Business Manager or District Manager during normal business hours. With reasonable advance notice, employees may review their own personnel files in the District's offices, and in the presence of an individual appointed by the District to maintain the files, during regular business hours. No employee may photocopy, alter or remove any document in his or her personnel file.

Please be advised that former District employees are not permitted access to their personnel file.

❖ **Employee Performance Evaluations**

The District endeavors to provide timely, constructive feedback to all employees. As such, management will make every effort to conduct performance evaluations on an annual basis. During that time, merit increases may be awarded dependent upon performance and the financial health of the organization.

❖ **Ending Employment**

Every organization must plan its future personnel needs in order to operate efficiently. Should you decide to leave the District, we request at least two weeks of notice in writing. Leadership level staff are expected to provide at least thirty (30) days notice to appropriately align staffing. Paid time off is not permitted during the notice period. Failure to provide appropriate notice as outlined above may result in the partial or complete loss of separation benefits.

On your last day worked, you must return all District property, including any electronic information which may be stored on your District computer or any electronic devices. All passcodes, passwords or other security barriers must also be provided to the appropriate District personnel.



LANCASTER COUNTY CONSERVATION DISTRICT



COMPENSATION

❖ **Employee Classifications**

All employed positions at the Lancaster County Conservation District are classified as exempt employees. Exempt employees are salaried and earn a straight hour for hour for each hour worked over 40 in any given work week. The work week starts at 12:00 AM Sunday and ends at midnight on the following Saturday.

Additionally, for purposes of determining eligibility under the District's benefits plans and complying with employment and tax laws, employees will be classified as full-time, intermediate or part-time.

Full-time employees are scheduled to work at least 40 hours per week in a position designed as full-time by management. Intermediate employees are scheduled to work between 30 and 39 hours per week in a position designed as intermediate by management. Part-time employees are scheduled to work less than 30 hours per week in a position designed as part-time by management. However, in some employment positions with the District, such as an intern, the management may classify the employee as a part-time employee as the position is for a limited time frame even though the employee works more than 30 hours per week. These classifications are relevant only to determine which benefits are available to an employee (eg. employees who are classed as part-time, are not eligible to participate in the District pension plan even though they may be working more than 30 hours per week).

Employee classifications are made at the discretion of the District Manager with Personnel Committee approval and the District's designation is controlling for all purposes. If an employee believes that he or she is improperly classified, the employee should contact the District Manager.

❖ **Work Hours**

The office hours for the public are Monday through Friday 7:30 AM to 4:00 PM.

Upon satisfactory completion of the introductory period, employees may request a flexible schedule to accommodate seasonal weather conditions in-field project schedules, but supervisors will ensure that the office is adequately staffed during business hours to meet client needs. Full-time exempt and nonexempt employees are expected to work a 40 hour work week and may schedule their work hours between the hours of 6:30 AM to 5:00 PM.



LANCASTER COUNTY CONSERVATION DISTRICT



No single work day should exceed 10 hours, but exceptions will be made for work hours that include travel, training and approved meetings. It is each employee's responsibility to communicate and seek prior approval for any proposed changes to their flexible schedule. All changes must be pre-approved by your supervisor. Non-exempt employees are expected to adjust their work schedule so that they do not need to work more than 40 hours during any given work week unless they have received supervisory permission to do so. Employees are provided paid and unpaid work breaks as described below and will receive overtime compensation, also described below, for any hours worked over 40 hours during any given work week.

Overtime

Exempt employees will be compensated hour for hour for any time worked above the expected 40 hour work week. Accumulated compensatory time should be used as soon as possible after accrual provided such usage does not disrupt the operations of the agency. The approval process for the use of compensatory time should be similar to the approval process for annual leave. Approval for the usage of compensatory time should not be unreasonably withheld. All non-exempt employees will receive compensation time at the rate of one and one half times for time worked in excess of 40 hours in any week. All overtime must be authorized (written or verbal) in advance by the employee's Supervisor. Employees who work unauthorized overtime must report the hours and will be compensated for the unauthorized overtime. Failure to obtain prior permission to work overtime may result in disciplinary action. Repeatedly working unauthorized overtime will be grounds for disciplinary action, up to and including termination.

- ❖ **Meal Periods** - Exempt and Nonexempt employees will be provided a non-compensated meal period of 30 minutes for every four hour work period completed. This meal period should be used in close proximity to the regularly scheduled break time. Exempt employees are provided the meal period only as operational needs permit. Nonexempt employees must be relieved completely from duty during the meal period. Otherwise, time is to be compensated. Nonexempt employees must receive supervisory permission to work through a meal period. When the duration of the lunch exceeds one half ($\frac{1}{2}$) hour, the employee is expected to keep their Supervisor informed, use PTO to make up the difference and record the appropriate documentation of the time on the electronic pay period spreadsheet.
- ❖ **Rest/Break Periods** - Nonexempt employees are permitted a 15 minute rest period each four-hour work period that are included as work time on the employee time record.



LANCASTER COUNTY CONSERVATION DISTRICT



- ❖ **Special Exception Break Periods** - With supervisory approval, employees may utilize scheduled Paid Time Off (PTO) for District endorsed activities (staff parties and luncheons) or for break periods activities like nursing and/or expressing breast milk, doctor prescribed rehab therapy or exercise.
- ❖ Meal, Rest or Special Exception break periods are not to be used (1) to offset late arrival or early departure from the worksite, (2) to extend the meal period, or (3) to accumulate paid time off from one day to the next.
- ❖ **Training Time** - Training sessions during the nonexempt employee's regular work hours is compensable time. Therefore, nonexempt employee training time is typically paid unless all four of the following criteria are met: (1) attendance is in fact voluntary; (2) attendance is outside of the employee's regular working hours; (3) the course, lecture, or meeting is not directly related to the employee's job; and (4) the employee does not perform any productive work during such attendance.
- ❖ **Travel Time** - In ordinary situations where a nonexempt employee commutes to and from the office, the employee is not entitled to compensation for travel time. Excluding normal commuting time, employees will be compensated for all travel time unless it is overnight, outside of regular working hours or on a common carrier, where no work is performed. Single-day out-of-town travel is considered compensable time, excluding normal commute home-to-work travel time. Time the employee spends in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile and is free to relax, is not considered compensable time. Regular meal time while traveling is not considered compensable time.

❖ **Timekeeping**

The District must keep accurate records of an employee's working hours to: (1) comply with federal and state laws; (2) ensure paychecks are written for the correct amounts; (3) adjust an employee's accrued leave balances and other benefit accounts dependent upon the employee's earnings or hours worked; and (4) allocate costs to the appropriate District accounts.

Accordingly, all employees must keep accurate records of their working hours and report those hours in accordance with this policy. An electronic pay period spreadsheet will be provided by the Business Manager to each employee for the purpose of allocating and recording their work hours. Supervisors are responsible for reviewing



LANCASTER COUNTY CONSERVATION DISTRICT



timesheets and will approve the electronic pay period time sheets on or before noon on the first business day following the last day of the pay period.

Misrepresenting working hours or falsifying signatures or information on computerized time sheets are serious offenses. Employees having found to have engaged in any of these prohibited activities are subject to immediate discipline, up to and including termination.

❖ **Pay Periods**

The pay period is two weeks (80 hours) with 26 pay dates per year. Paychecks are distributed bi-weekly on every other Thursday. If the pay day falls on a holiday, paychecks will be distributed on the day prior to the holiday.

Upon separation of employment, employees will receive their final paychecks on the next normally scheduled pay date after their last work date, not on the last day of employment.

❖ **Recovering Advanced Funds**

Employees who are eligible to receive the Signing/Retention Bonus must complete the Signing/Retention Bonus Agreement. Signing this document provides a process of fund recovery if the employee terminates prior to 24 months of employment.

Similarly, a plan to recover any advancements such as PTO hours, vacation hours, or HSA payments must be submitted to the District Manager before advancements are utilized and a negative balance is created.

Failure to repay advanced funds owed to LCCD may result in the account being turned over to collections for payment.

GENERAL EMPLOYMENT POLICIES

❖ **Attendance and Punctuality**

Employee attendance is vital to the District's ability to meet goals and objectives. The District expects and requires regular and prompt attendance from all employees.

The District recognizes that situations will arise where an employee will find it necessary to be absent from work. Prior knowledge of absences allows management to



LANCASTER COUNTY CONSERVATION DISTRICT



adjust workload and personnel to relieve the burden of the absence. An employee must notify his or her Supervisor as far in advance as possible, and no later than 30 minutes prior to the start of his or her work day. If an employee will be late (15 minutes or more) or absent for part or the entire day they must contact their supervisor as soon as possible via text, email or phone call. Failure to follow notification procedure can result in disciplinary action including termination of employment.

The District will consider any employee who fails to report or notify absences for three (3) consecutive days to have resigned their employment with the District. This action is known as job abandonment. An employee who has terminated employment through job abandonment will be ineligible for separation benefits.

Frequent or extended absence impairs an operation and diminishes an employee's value to the organization. Frequent and/or excessive absences may result in disciplinary action, up to and including termination of employment.

Likewise, employees are expected to be prepared to begin work at the start of their workday. A continued lack of punctuality places an unfair burden on other employees and may result in disciplinary action, up to and including termination of employment. The Conservation District allows on a discretionary and pre-approved basis the ability to adjust the start time & end time of employees at their request.

❖ **Standards of Conduct**

When an employee's personal conduct impairs performance on the job, affects another employee, or reflects adversely on the District, it is a matter of great concern to the District. To assure orderly operation and to provide a safe and productive work environment for all, certain general conduct rules have been established as guidelines for all employees. While this list is not meant to be all inclusive, the following are examples of unacceptable conduct, which may result in disciplinary action up to, and including termination of employment:

- ❖ Violation of any of the District's policies, including but not limited to the Equal Employment Opportunity policy, the Policy Against Discriminatory Harassment, Electronic Communications, Resources and Access policy, and the Drugs, Alcohol and Controlled Substances policy.
- ❖ Threatened or actual violence while on District premises or on District business.
- ❖ Unauthorized use of, removal of, theft of or damage to property of the District, an employee, an independent contractor or any property on District premises at any time.



LANCASTER COUNTY CONSERVATION DISTRICT



- ❖ Dishonesty, false, fraudulent or misleading statements, actions or omissions involving another employee or any records or information provided the District (whether oral or written), including, but not limited to, employment applications, time and pay records, claims pertaining to injuries occurring on the District's premises, and claims for any benefits provided by the District.
- ❖ Abuse, inconsiderate treatment or inability to cooperate with co-workers, supervisors, employees or members of the public. This includes, but is not limited to, the use of profane, abusive or threatening language.
- ❖ Engaging in horseplay, practical jokes, and/or gambling while on District time or property.
- ❖ Failure to follow District dress code and maintain a neat, well-groomed appearance.
- ❖ Insufficient, careless work performance, neglect of duties or repeated unsatisfactory work performance.
- ❖ Insubordination, failure or refusal to perform work assigned or follow instructions.
- ❖ Excessive or prohibited personal use of the District's property or resources, including but not limited to computers, equipment or any other District-provided resource.

All employees are expected to know and understand the above guidelines. Failure to abide by these guidelines may result in disciplinary action, up to and including termination of employment.

Disciplinary action is exclusively at the District's discretion and may call for any of four steps - verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the situation and the number of occurrences. Additionally, there may be circumstances when one or more steps prior to termination of employment are bypassed.

❖ **Smoking & Vaping**

All District Office and meeting facilities within the Farm and Home Building are designated as "smoke-free".



LANCASTER COUNTY CONSERVATION DISTRICT



All District vehicles are designated as “smoke-free”.

- ❖ Employees wishing to smoke may do so outside the Farm and Home Center building in designated areas.
- ❖ Please be advised that the above also applies to vaping and e-cigarettes.

Violations of this policy may result in disciplinary action up to and including termination from employment.

❖ **Drugs, Alcohol & Controlled Substances**

The goal of this policy is to maintain a drug and alcohol-free environment and to reduce the potential for unnecessary accidents, injuries, and fatalities. We have an obligation to our employees and the public at large to take the necessary and reasonable steps to assure safety in the workplace. The use of alcohol and drugs can pose a serious threat, and we intend to do all that we can to maintain a safe, healthful, and productive working environment. Accordingly, the District has adopted this policy, which is applicable to all applicants and employees. Any questions regarding this policy or the District's drug and alcohol testing program should be directed to the District Manager.

Prohibited Conduct

Employees may not report to work under the influence of alcohol or illegal drugs. Employees may not consume alcohol on or off District property during working hours, lunch periods, or break or relief periods. "Under the influence" means that the employee is affected by alcohol or drugs or the combination of both in any detectable manner. This may be established by professional opinion, a scientifically valid test, or, in some cases, by observation of impairment of physical or mental ability, such as slurring of speech, difficulty in maintaining balance, etc. With respect to alcohol, an employee is under the influence if the employee's blood alcohol level is 0.04 or greater.

- ❖ Employees may not possess, use, purchase, sell, or transfer alcohol on District property (including parking lots), or in District vehicles (either owned by or leased to the District), or while on District business. Employees may not manufacture, possess, use, purchase, sell, or transfer illegal drugs or controlled substances of any amount on District property or Farm and Home Center Property (including parking lots), or in District vehicles (either owned by or leased to the District), or while on District business. Illegal drugs and controlled



LANCASTER COUNTY CONSERVATION DISTRICT



substances are those which cannot be legally obtained, including controlled dangerous substances and controlled substance analogues, as well as those drugs which, although legal, have been illegally obtained (i.e., prescribed drugs not being used for prescribed purposes, including amphetamines and barbiturates). Examples of illegal drugs include marijuana, cocaine, "crack", heroin, morphine, phencyclidine (PCP), hallucinogens, methamphetamine and other narcotics.

- ❖ Employees may not use or consume illegal drugs or substances on or off District property during working hours, lunch periods, or break or relief periods, or while on District trainings.
- ❖ Employees are prohibited from bringing drug paraphernalia onto District and Farm and Home Center property (including parking lots) at any time.
- ❖ Refusal to submit to any alcohol or drug test is considered a "positive" result and will result in termination from employment.
- ❖ Any employee who tests positive for any illegal drug on a drug test is in violation of this Policy.

Prescription Medication and Legal Drugs

The District recognizes that on occasion employees must use prescription or over-the-counter drugs for medical purposes. Any employee taking a prescription or over-the-counter drug that is known or advertised as possibly affecting or impairing judgment, coordination or other senses (including dizziness or drowsiness), or which may adversely affect the employee's physical or mental ability to perform work in a safe and productive manner, must obtain written certification from the prescribing physician or a pharmacist that the drug will not interfere with safe and productive job performance. This certification should be maintained by the employee and should not be provided to the District, except upon request. If the physician or pharmacist suggests work restrictions, those restrictions must immediately be made known to the District.

Reasonable Suspicion Drug and Alcohol Testing

When the District has reasonable suspicion to suspect illegal drug or alcohol use in violation of this policy, the District will require the employee(s) to submit to drug and/or alcohol testing. Reasonable suspicion may exist in a variety of circumstances, including but not limited to: (1) where an employee manifests physical or behavioral symptoms or reactions commonly attributed to the use of illegal drugs or alcohol, which could include appearance, conduct, speech, or odor, or (2) the District otherwise receives reliable information indicating that an employee or group of employees may be



LANCASTER COUNTY CONSERVATION DISTRICT



engaging in conduct that violates this policy. Reasonable suspicion will be determined at the discretion of District management.

Refusal to Test

Failure to submit to an alcohol or drug test is considered a violation of this policy and subjects an employee to disciplinary action up to and including termination from employment. Refusal to submit to the types of drug and alcohol tests employed by the District will be grounds for termination of employment. A "refusal to test" is defined as any conduct that would obstruct the proper administration of a test. A delay in providing a urine or breath specimen may constitute a refusal. If an individual cannot provide a sufficient urine specimen or adequate breath, he/she will be evaluated by a physician of the District's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either urine or breath), the individual will be considered to have refused to test.

Reporting Violations

Each employee is required to immediately report any violation of the District's Drugs, Alcohol & Controlled Substances policy to his or her supervisor. An employee who fails to report such a violation is subject to disciplinary action, up to and including discharge. Employees must notify their Supervisor or the District Manager within five (5) days, of any conviction for violation of a criminal drug statute, where the violation involved conduct in the workplace.

Inspection of Work Areas, Possessions and Vehicles

Where the District has reason to believe that an employee is in violation of the District's alcohol and drug policies, he or she may be asked to submit immediately to a search of his or her person and/or to make his or her work areas, locker room, lunch box, briefcase, purse, packages, personal belongings, desk, vehicles or any other receptacle he or she uses or has access to, available for inspection. Such search or inspection typically will be conducted in the presence of at least one witness other than the District representative performing the search or inspection. Entry onto District premises (including parking lots) constitutes consent to search and inspection. Refusal to consent to search or inspection shall be considered grounds for which an employee may be disciplined, up to and including termination of employment.

Consequences of Policy Violation

Any employee who engages in prohibited conduct as set forth herein will be subject to disciplinary action, up to and including termination of employment. The employment of any individual who tests positive for alcohol and/or illegal drugs, or who refuses a test under this policy, will be terminated.



LANCASTER COUNTY CONSERVATION DISTRICT



❖ Safety & Reporting Workplace Incidents

Maintaining a safe work environment requires the continuous cooperation of all employees. The District strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

Employees should contact their supervisor and dial 911 in the event of an accident or emergency. Employees who are involved in an accident or emergency while on District premises or while on District business must immediately report the accident and/or injury. The Lancaster County Conservation District Vehicle Accident Report shall be completed for any personal or District vehicle involved in an accident. Reports must be completed by each employee involved within 24 hours of the occurrence and forwarded to their supervisor as soon as possible.

If an employee is injured on the job, the District provides coverage and protection in accordance with the Workers' Compensation Law. When an injury is sustained while at work, it must be reported as soon as possible to the employee's Supervisor, no later than 24 hours after the injury occurs.

Failure to report work-related injuries or accidents is a serious matter as it may impact an employee's coverage under Workers' Compensation Insurance and may result in disciplinary action, up to and including termination. In the event of a work-related injury or illness, it is required that you treat with one of the District's panel health care providers during the first 90 days of treatment following the date of injury or illness. The names, addresses and phone numbers of the District's panel health care providers are posted on the bulletin board or may be obtained from Business Manager or District Manager. Payment for unauthorized, non-emergency treatment by a non-panel health care provider during this 90 day period may be denied by the District and/or its workers' compensation carrier. Should you choose treatment with non-panel health care providers after the initial 90 days of treatment, you must notify the District within five (5) days of treatment with the non-panel health care provider.

❖ Technology & Electronic Devices Policy

All newly hired employees will be required to complete a Technology Committee approved "Security Training Module" within the first 30 days of employment.

The District's electronic resources or devices leased or loaned from USDA/NRCS or other agencies or entities, including but not limited to, computers, laptops, tablets, telephones, handheld devices, cell phones Digital Cameras, tablets, networks, email



LANCASTER COUNTY CONSERVATION DISTRICT



systems, facsimile, voicemail and communication hardware/software systems, were installed for the purpose of facilitating business communications and furthering the best interests of the District. It is the policy of the District that employees use these systems exclusively for that stated purpose. These electronic resources are provided for business purposes. Limited personal use is permitted so long as it does not interfere with the performance of your job, consume significant resources, give rise to more than nominal additional costs or interfere with the activities of other employees. Under no circumstances shall such facilities be used for personal financial gain or to solicit others for activities unrelated to the District's business.

Email and other electronic communications, including communications sent via any of the District's electronic resources or communications systems will be referred to as "email" throughout this policy. Email must also be used for business purposes only, with limited personal use permitted as outlined above. Employees should not consider their email private.

You are not permitted to alter, delete, encrypt or add programs or applications to any electronic resources, including the one on which you perform your work. Any alterations, deletions, encryptions or additions must be approved by the Technology Committee and administered by the Business Manager. Do not load any software, change settings or use the computer for anything other than business usage.

All information created, accessed, or stored using the District's electronic resources and systems is the property of the District. Users do not have a right to privacy with regard to any activity conducted using the District's systems. The District can review, read, access or otherwise monitor all activities, including email and Internet activity, on its electronic resource or system, or on any other system accessed by use of the District's electronic resources. Even when activity is erased, deleted, or password protected it is still possible to review and/or retrieve the activity or communication. Further, the use of passwords for security does not guarantee confidentiality.

Employees may not use the District's electronic resources or systems in any manner that violates federal, state or local and/or District policy, including but not limited to the District's Policy Against Discriminatory Harassment (e.g., transmissions of sexually explicit messages, ethnic or racial slurs, etc.), the Confidential Information policy, and the Internet Posting and Social Media policy. Confidential and proprietary information must not be shared outside of the District, without authorization, at any time. These electronic resources may not be used to send or receive copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization. Employees must not hide or misrepresent their identity when using the District's electronic resources.



LANCASTER COUNTY CONSERVATION DISTRICT



Internet use, during work time and using the District's electronic resources, is authorized for business purposes, with only limited personal use permissible as outlined above. Furthermore, all Internet access and activity must comply with the District's Internet Posting and Social Media policy.

Employees are required to comply with applicable state, federal and local laws when utilizing electronic resources, including personal electronic resources, when driving vehicles and operating equipment. This includes talking on District-issued or personal phones; viewing email, text messages, images and other content; using devices to communicate in any manner; and using devices to input, upload and download data and other content. These regulations also apply to situations where an employee accesses a District computer from any other location using an internet based remote access module.

Employees are prohibited from using the District's electronic resources to:

- ❖ Run a personal business;
- ❖ Send widely distributed emails to offer to sell or give away any product or services;
- ❖ Send widely distributed emails regarding traffic, school closings, security threats, and related issues, without appropriate authorization;
- ❖ Download, upload, store, send, distribute, or display any content that is inappropriate to a professional business setting, including but not limited to content that:
 - may be considered obscene, lewd, lascivious, or pornographic;
 - is reasonably likely to harass, intimidate, threaten, embarrass, humiliate or degrade other individuals;
 - targets an individual or groups of individuals for purposes of harassing, intimidating, threatening, embarrassing, humiliating, degrading or discriminating on the basis of ethnic origin, race, sex, age, disability or other protected trait;
 - contains defamatory references or depictions of other individuals; and
 - discredits or causes embarrassment to the District;
- ❖ Load or download any software that has not been approved by District Technology Committee or its IT provider;
- ❖ Duplicate copyrighted or licensed software, or use illegal copies of software (which are violations of federal law);
- ❖ Gain or attempt to gain unauthorized access to, or make unauthorized use of, computer accounts, disks, files, equipment, networks, or facilities;



LANCASTER COUNTY CONSERVATION DISTRICT



- ❖ Violate the privacy of others by reading their files or computer mail or listening to their voice mail without consent;
- ❖ Intentionally erase stored information or modify equipment, accounts, disks, or files, other than for business purposes;
- ❖ Attempt to deceive other computer users through false representation or forgery;
- ❖ Attempt to defeat any security mechanisms;
- ❖ Intentionally introduce harmful software or release a virus, worm or other program that damages or otherwise harms a system or network;
- ❖ Interfere with any other person's fair use of computer systems;
- ❖ Compromise any component of any network or the intellectual property stored therein by releasing privileged or sensitive information, including personal passwords; and
- ❖ Violates any District policy.

Any employee who discovers a violation of this policy must notify their Supervisor or District Manager. Any employee who violates this policy or uses electronic resources for improper purposes will be subject to discipline, up to and including termination.

Internet Postings and Social Media

This policy applies to both business and personal use of any Internet web site, multimedia site, social networking site (such as Facebook or Instagram), blog, or other site where text, photos, videos, audio files, or other content may be posted. All employees should exercise good judgment and common sense when accessing and using the Internet. Internet access and usage via District-issued electronic devices must comply with the Electronic Communications and Access policy. Internet use, on the District's time, is authorized to conduct District business, with only limited personal use permitted as outlined in the Electronic Communications and Access policy.

Employee use of the Internet should be consistent with, and not in violation of, the District's policies, including the Discriminatory Harassment and Confidential Information policies. The Internet must be used in a lawful manner. Any Internet Posting regarding the District, current and potential employees, or clients, by any employee should be respectful and appropriate. Employees should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees or clients, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or another other trait protected by law or District policy.



LANCASTER COUNTY CONSERVATION DISTRICT



When speaking or posting about the District, or any aspect of the District's business, employees should clearly identify themselves as an employee of the District and include a disclaimer that the views expressed are the employee's own views and are not the views of the District. Employee postings should reflect their personal point of view, not necessarily the point of view of the District. When posting your point of view, you should not claim or imply you are speaking on the District's behalf, unless you are authorized in writing by District Manager to do so.

Posting of any of the District's non-public, confidential or proprietary information is prohibited.

Employees are legally responsible for their postings, which may subject employees to liability if posts are found to be defamatory, harassing, in violation of privacy rights or in violation of any other applicable law. Employees may also be liable for postings which include confidential or copyrighted information belonging to third parties. Internet postings should respect copyright, privacy, fair use, financial disclosure and other applicable laws.

Employees should not expect that they have privacy when making Internet postings. Even when content or postings are deleted or erased, it is still possible to retrieve and view that content or posting. Further, the use of passwords for security does not guarantee confidentiality. The District reserves the right to monitor Internet activity, and employees should be aware that their posts may be brought to the District's attention by third parties. The District also reserves the right to request that employees remove postings that are in violation of this policy.

Nothing in this policy is intended to conflict with applicable laws and employees are not prohibited from using social media to discuss their terms and conditions of employment. The District will not construe or apply this policy in a manner that improperly interferes with or limits employees' rights under any state or federal laws, including the National Labor Relations Act.

Any employee who discovers a violation of this policy should notify their Supervisor or the District Manager. Any employee who violates this policy may be subject to discipline, up to and including termination.

❖ **Cell Phone Policy**

The District recognizes that employees have access to and may use certain portable electronic communication devices (whether District-provided or personal) such as cell phones and Smartphones during working hours (collectively, "Portable Devices").



LANCASTER COUNTY CONSERVATION DISTRICT



Use of Portable Devices While Driving

The District prohibits the use of handheld Portable Devices while operating a vehicle during working time or otherwise while conducting the District's business, which includes but is not limited to making and receiving phone calls, texting, emailing or other messaging, and Internet browsing. Employees should direct any and all calls or messages to voicemail while they are on the road for District business. In the event that an employee feels that he or she must use a Portable Device while driving the device must be capable of hands-free operation; otherwise the employee first must pull off the road to a secure location and safely stop the vehicle before using a Portable Device to make or receive a call. All employees must ensure that their use of Portable Devices does not pose a safety hazard. In addition, employees must comply with all applicable federal, state and local laws governing the use of Portable Devices.

Personal Use of Portable Devices during Working Hours

The District discourages employees from accessing Portable Devices for personal use during working hours. The District recognizes that certain emergency situations may arise; in such an event, the employee should advise his or her supervisor of the need for use. Employees should be considerate of cubicle ethics and use their personal portable devices during breaks and over the lunch time.

Employee Benefits

❖ Workers' Compensation

The Pennsylvania Workers' Compensation Act provides that all employees be protected by workers' compensation insurance. The entire cost of this protection is paid by the Lancaster County Conservation District. Coverage is automatic and effective upon an employee's hire date. In the event an employee is injured on the job, they should report the injury immediately to their Program Manager or the Business Manager. A claim form will need to be completed and submitted to the Lancaster County Conservation District insurance company who will submit it to the carrier. It is the employee's responsibility to forward all medical bills to the adjuster. The District's current Workers' Compensation company has a provider panel of medical facilities for extended work related injuries. Should you require an additional copy of LCCD's Panel of Providers, please reach out to the Human Resources Representative. Failure to report the injury may result in a loss of benefits.



LANCASTER COUNTY CONSERVATION DISTRICT



❖ **Social Security**

Funding of the Social Security system is provided by equal contributions from the employer and employee. Each pay period the Lancaster County Conservation District pays into the Social Security system for its employees and each employee has his/her contributions deducted from their paychecks under the terms of the Federal Insurance Contribution Act (FICA). Medicare insurance payments are made in a similar fashion.

Employees nearing retirement should contact the Social Security office to determine how much their FICA retirement benefits will be.

❖ **Unemployment Compensation**

Required by state and federal laws, all employees are covered by unemployment insurance. The entire cost of this insurance is paid by the Lancaster County Conservation District.

❖ **Health Insurance Coverage**

The District offers health benefits on the first of the month after the hire date for each eligible full-time and intermediate employee and the employee's eligible family members. Intermediate employees will receive the same health insurance benefits but will be required to pay an additional pro-rated employee contribution for the employer's health insurance premium. Please consult the current health insurance summary plan description for full details regarding this benefit. Contact the Human Resources Representative with any questions or to request copies of summary plan description documents.

Employees will receive information outlining the available plan and applicable employee, spouse and dependent contribution to the employer's premium costs. The contribution flat rate or percentage will be determined annually by the Board of Directors.

Health Insurance will terminate on the last day of the month in which the employee worked, unless the employee is on an approved Leave of Absence. Employees terminating without notice or being discharged will have their coverage terminated on the last day worked. Employees, spouse or their dependents, have the option to continue coverage with the District's health insurance carrier at their own expense as per current COBRA regulations.



LANCASTER COUNTY CONSERVATION DISTRICT



Employees may opt into a District sponsored (base plan) Health Savings Account (HSA). Contribution rates in addition to the maximum match to the employee's HSA from the employer will be determined annually by the Board of Directors.

When a working spouse who has health insurance coverage provided by his/her employer elects to be covered by the District health insurance plan, the employee will pay full premium cost for their spouse. (When a working spouse has coverage provided by their employer, the spouse's employer-sponsored coverage will be primary and the District coverage will be secondary.) For employees who separate employment with LCCD, their coverage will end at the end of the calendar month in which they terminate employment.

❖ **Life Insurance**

Full-time and intermediate employees are eligible for group life insurance and accidental death and dismemberment insurance, effective 90 days after date of hire. The District pays premiums for group life insurance in full. At the time of enrollment, each employee will receive a Certificate of Insurance packet describing the group term policy with a detailed explanation of benefits. Insurance under the plan will terminate on the employee's last day of work. The current policy provides \$20,000.00 to the beneficiary of the employee. The terms of the life insurance benefit are set forth in the summary plan description and the plan documents. For specific details concerning eligibility and coverage, please consult the appropriate plan documents, which will govern the terms of this benefit. Contact the Business Manager with any questions or to request copies of plan documents.

❖ **Disability Insurance**

Long Term Disability Insurance

This employee benefit, effective 90 days after date of hire, is fully paid by the District for the benefit of the employee who experiences a qualifying long term disability. Please reach out to the Human Resources Representative for additional details.

❖ **LCCD Pension Program**

Employees must have a minimum of 1000 hours of service per year after one year of employment, and must be 21 years of age to participate in LCCD's Pension Program.

The District will match employee's contribution up to 5% of employee's annual base salary and overtime pay. Bonuses are excluded from retirement matching by the employer. As of July 1, 2011, the District offers both a 457 Deferred Compensation Plan



LANCASTER COUNTY CONSERVATION DISTRICT



and a Roth deferral option. For the 457 Plan, employee’s contribution is deducted from his/her paycheck before taxes are calculated. For the Roth Plan, employee’s contribution is deducted after taxes are withheld. Contributions from each employee and the company match will be forwarded to the pension company each pay period. Employees will receive a link on the shared drive to the pension booklet during orientation. Pension booklets are also provided at employees’ one year employment anniversary dates.

Employees are fully vested after completing six (6) full years of service with the District. Vesting percentage is based on years of service by using the schedule below:

Years	Percent
< 2	0
2	20
3	40
4	60
5	80
6 or more	100

Upon termination, any non-vested employer match funds are placed in a forfeiture account by the pension company. Employee will receive 100% of their deferred contributions upon retirement or termination. For account balances over \$5,000, employee may keep his/her funds with the District pension plan. Employees who voluntarily rolled funds into the LCCD Deferred Comp plan from an IRA or other qualified account can withdraw those funds at any time by completing the appropriate plan distribution request form which needs to be signed by the Plan Administrator. At the normal retirement age of 65 an employee is automatically fully vested. Three years before the normal retirement age of 65, the employee may be able to defer funds above the standard maximum level (based on his/her previous contribution history).

In-service withdrawals of employer match funds, employee 457 deferral funds, or Roth employee funds are not allowed until the employee has reached the age of 70½ (except in the case where there is an unforeseeable emergency). A loan provision is available, but the District would encourage the employee to meet with a financial planner before proceeding with a loan request against their retirement funds.

Basic plan information will be made available to new employees before the end of their introductory period. The Pension Plan Document is kept on file in the Administrative Office, and supersedes any plan summary or employee pension plan booklet. The District Pension Plan is overseen by Pension Trustees (made up of three members of the Board of Directors), the District Plan Administrator, and the Pension Company. Pension



LANCASTER COUNTY CONSERVATION DISTRICT



company representatives are available to provide seminars and answer questions on the retirement plan annually.

❖ Vacation Policy

It is the policy of the District to grant eligible employees vacation time with pay in recognition of their years of service. This policy applies to all eligible full time and intermediate time employees. Part time employees are not eligible for vacation.

Vacation time is accrued per pay period. Each eligible full-time employee will be eligible for a maximum vacation allotment with pay in each Vacation Year based upon length of continuous service that will be completed during that Vacation Year, according to the schedule below. A Vacation Year is the same as the calendar year. Intermediate employees will receive a pro-rated vacation time allotment. Intermediate employees will be credited with an additional year of experience towards the vacation allowance based on a calendar year of employment, not a prorated basis. Full-time employees accrue their maximum annual vacation allotment as follows:

Employment through 5 years of service	2 weeks
Beginning 6 th year of service through 10 years of service	3 weeks
Beginning 11 th year of service	4 weeks

The District will attempt to grant vacations in accordance with each employee’s request, but the scheduling of vacation is subject to the employee’s work requirements, as well as vacation requests of other employees, and management’s approval. When there are scheduling conflicts, preference typically will be given to employees with longer service. An employee is expected to notify their Supervisor as far in advance as possible for the period(s) desired for vacation. The employee’s annual vacation allotment should be taken during the Vacation Year. An employee may carry over up to a maximum of 40 hours into the next calendar year. T

The District Manager may authorize additional hours above 40 to be carried over into the following calendar year. Request for additional carry-over above 40 hours must be made in writing (email is acceptable) to the District Manager by December 15th. Paid time off for vacations will not be counted as hours worked for the computation of overtime for non-exempt employees.

Employees who have questions about the accrual of vacation time or this policy should contact the Human Resources Representative or Business Manager.



LANCASTER COUNTY CONSERVATION DISTRICT



❖ Holidays

The District observes the following paid holidays:

- ❖ New Year's Day
- ❖ Martin Luther King, Jr. Day
- ❖ President's Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Veterans' Day
- ❖ Thanksgiving
- ❖ Day after Thanksgiving
- ❖ Christmas Eve
- ❖ Christmas

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. The Lancaster County Conservation District office is closed on holidays.

Paid holiday time is granted to all eligible full time and intermediate employees immediately upon assignment to an eligible employment classification. Part-time employees are not eligible for holiday pay. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Holiday pay is not paid to employees while on unpaid Leave of Absence.

Holiday pay is calculated using the employee's straight-time pay rate (as of the date of the holiday) times 8 hours. The Holiday is considered to be an 8 hour holiday, even when it falls on an exempt employee's compressed day. Paid time off for holidays will not be counted as hours worked for the computation of overtime for non-exempt employees.



❖ Paid Time Off

Unscheduled Paid Time Off

Paid time off (PTO) serves two primary purposes: 1.) Provide employees with an annual benefit of paid time off in the event of personal injury, accident or illness on a short term basis (maximum 80 hours). 2.) Provide employees with the opportunity to use PTO for personal business, vacation or family needs. Employees can find additional clarification in the Standard Operating Procedures located on the Shared Drive.

Accumulated Sick Leave

Unused PTO time can be converted to sick leave on a one to one basis up to a maximum of 500 hours. Sick leave is payable by half at time of separation.

Any approved, medically related absence in excess of an employee's accumulated sick leave will be without pay. Unpaid leave must be requested in advance and approved by District Manager.

Compensatory Time

All full time and intermediate employees are eligible for compensatory time. Employees required by their Supervisor to work beyond their regularly scheduled work hours are eligible to receive compensatory time off on an equal basis for extra time worked. Nonexempt employees earn overtime compensation at time-and-one half for all hours worked above 40 hours in one work week. Compensatory time may be taken with the approval of the employee's supervisor. Records of compensatory time earned and used are recorded on the electronic payroll spreadsheet. Compensatory must be used within the same pay period it was earned and must be zeroed out at the end of each calendar year, and employees will not receive any additional compensation for any unused compensatory time off upon separation from employment.

Leave of Absence

Full time and intermediate employees may be eligible for an unpaid Leave of Absence. Employees may be provided with unpaid Leaves of Absence for personal medical reasons, adoption proceedings, pregnancy, and other medically related reasons as determined and approved by the District Manager or otherwise required by law. Employees should reach out to the Human Resources Representative with any questions regarding the Leave of Absence Procedure.



LANCASTER COUNTY CONSERVATION DISTRICT



An employee who has requested and been approved for a Leave of Absence is by definition considered to be in a no-pay status, and a Leave of Absence will not be considered until the employee has exhausted 95% of their accrued paid vacation and sick leave. An employee will not accumulate sick or vacation hours when they are on a Leave of Absence.

All requests for a Leave of Absence should be in writing, if possible, and submitted to the District Manager. A Leave of Absence may be granted by the District Manager for a period not to exceed 90 calendar days, unless additional leave is required by law. A request for extension of the leave will be reviewed by the District Manager and the Board of Directors. An employee returning from a Leave of Absence may not be guaranteed the same job classification, description or benefits.

Special Considerations:

- ❖ Employee's health insurance typically remains in force during period of Leave of Absence. Employees must make prior provisions for payment of the employee's contribution to the employer's health insurance premium when the employee is in a no-pay status to avoid cancellation of his or her health insurance policy.
- ❖ Employee must decide if they prefer to continue making contributions to their HSA before they begin their Leave of Absence. The District contribution will cease if the employee stops contributing to their HSA. Details on the method of payment shall be put in writing before starting the Leave of Absence. The District may require a one month advance of the employee's contribution to the HSA.
- ❖ Life Insurance and Disability Insurance remain in force during the Leave of Absence.
- ❖ Contributions by the District to the employee's retirement account will be suspended during an unpaid Leave of Absence.

Full time employees will receive a maximum of 80 hours of PTO annually at a rate of 20 hours per quarter. (Allotment is prorated for intermediate / part time employees.) PTO hours are calculated based on 2080 hours per year, 260 days per year. Employees are responsible for accurately accounting for the usage of the hours on his or her time sheet.

- ❖ PTO hours are primarily intended to be used as paid leave for unplanned absences resulting from short-term illness or personal injury recovery. However, employees may also use PTO to attend to personal/family business matters, or to



LANCASTER COUNTY CONSERVATION DISTRICT



cover for unexpected weather or travel issues that cut into the work schedule, upon approval from his or her supervisor or the District Manager.

- ❖ Employees are expected to use their PTO Benefit, but they are also encouraged to budget/manage the allotted hours each quarter so there can reserved hours to be used to accommodate schedule flexibility for unplanned absences.
- ❖ If illness/injury recovery persists and upon approval from the Executive Director, employees may be permitted to accumulate a negative PTO balance, but his or her negative balance cannot exceed 80 hours total within one calendar year.
- ❖ Repeated requests by an employee to go negative in their PTO of hours balance may result in the denial of his or her request, and could result in an unexcused and unpaid absence if VTO or CTO hours are not used.
- ❖ If illness/injury recovery persists long-term, employees who have exhausted their allotted PTO will be allowed to make use of any accrued, unused Sick Leave. A doctor's note is required for use of Sick Leave.
- ❖ Holidays and full day office closures are based on a standard 8 hour work day. As a result, staff using the Compressed or Flex Schedule Benefit hours of PTO/Vacation/Comp Time must balance the daily time sheet accordingly.
- ❖ If an employee is identified as a primary care provider for a dependent, they may utilize accumulated Sick Leave to care for the loved one after their accumulated PTO has been exhausted. However, he or she must use 1:1 VTO time for every day of Sick Leave utilized. In this case, the maximum paid time off is limited by the number of vacation days used.
- ❖ PTO hours do not need an identifier when an employee requests time off, but employees are still required to contact their immediate supervisor notifying them when PTO hours are being used or when requesting approval to use PTO if they expect to be or have been off for 3 or more consecutive days. Under most circumstances, PTO should be noted on the LCCD Employee Calendar; however, short notice PTO will be noted on the electronic IN/OUT Board by the appropriate clerical staff at the direction of the employee's supervisor.
- ❖ Employees may choose to convert unused PTO hours into accumulated sick time on a 1:1 basis at the end of the calendar year if the employee has less than 500



LANCASTER COUNTY CONSERVATION DISTRICT



hours of accumulated sick leave hours. This option also applies to unused vacation days.

- ❖ Unused PTO hours remaining at the close of business on December 31st may be bought back by District at 50% of the employee's hourly base salary rate as of December 31st. Payment for unused PTO will occur the following year in January. Please be advised that this practice is contingent upon the financial health of the District.
- ❖ PTO hours remaining un-used at the time of separation may be converted on a 1:1 conversion into unused sick time on a pro-rated basis for employees with less than 240 hours of accumulated sick time. Employees eligible for payout of unused sick time must provide and fully work each day of their resignation period in order to be eligible for the payout outlined above. Payout of PTO or any other accrued, unused time off is contingent upon the financial health of the District.

Any questions related to this policy should be directed to your supervisor, Human Resources or the Executive Director.

❖ **Military Leave**

Employees are eligible for leave under this policy when they are absent from work due to service in any of the Armed Services, including Reserve units, the National Guard or any other category of service designated by the President of the United States in time of war or emergency. For purposes of this policy, "service" includes active duty, active and inactive duty for training, full-time National Guard duty and absence to take an examination to determine fitness for any of the foregoing type of duty. The cumulative length of an employee's military leave generally may not exceed five (5) years unless one of the legal exceptions to the five-year limitation applies.

Employees are required to provide the District with advance notice of their uniformed service obligations, unless giving advance notice is impossible, unreasonable, or precluded by military necessity. Notice may include copies of military orders, training notices or induction information, or other written or oral notice. Military Leave should be requested in writing with as much advance notice as possible. Thirty (30) days' advance notification is expected for scheduled reserve summer duty. The advance notice requirement may be waived for employees called up for immediate active service.

Leave under this policy is unpaid, except as follows:



LANCASTER COUNTY CONSERVATION DISTRICT



- ❖ An exempt employee absent for a part of a workweek due to uniformed service will be paid his or her salary for that entire workweek; however, the District will credit the compensation received from the United States government for the workweek in question against the employee's salary for that workweek.
- ❖ As required by law, upon his or her request, an employee may use his or her accrued paid leave time during military leave but will not be required to do so. As during any unpaid leave, the accrual of paid time off ceases.

❖ **Jury Duty**

If you are called to serve on a jury for any non-District related legal issue, you may be granted paid time off for up to a maximum of 10 days (maximum of 8 hours per day, less any jury fee or other compensation paid). Any additional time off for jury duty will be unpaid. If the jury is dismissed early, such as at noon, it is expected that an employee will return to work. Employees must contact their Supervisor as soon as you receive notice to serve, and you must provide your Supervisor with a copy of the subpoena, jury certification, or court order before leave is granted. Depending on the time of day and the location of the court you must report to work when not serving duty to qualify for this benefit. Please contact either your Supervisor or the District Manager if you are in doubt about returning to work.

❖ **Bereavement**

In the unfortunate event that you are faced with the death of an immediate family member, eligible employees are provided time off without loss in pay for a period of up to three days. Eligibility for this benefit begins upon hire. You must notify your supervisor immediately of your need for time away from work under this policy. For purposes of this policy, an "immediate family member" would include the employee's mother, father, spouse, child, brother, sister, mother in law, father in law, step parent, step grandparent, step child, grandparent, grandchild, brother in law, or sister in law.

Up to 8 hours of paid bereavement leave, may be granted by the district manager for the funeral of any other relative. The employee must notify their supervisor and district manager to arrange for leave. Under certain circumstances, proof of death may be required.

The District Manager may grant additional paid bereavement leave for staff facing extenuating circumstances: (ie: Executor of an estate, long distance travel, etc).



LANCASTER COUNTY CONSERVATION DISTRICT



Employees who qualify for benefits, but are classified as anything other than full-time shall be provided bereavement leave according to their prorated schedule.

❖ Travel Policy

Employees will be reimbursed for the use of their personal vehicles, when on official business, at the current rate established by the Internal Revenue Service for business use of a car, plus applicable charges for parking, toll bridges and toll roads. The Administrator may adjust rates where larger passenger vehicles or trucks are required or are more economical.

Lodging costs will be reimbursed based on the going rate of the area of travel or the requirements to stay at a particular hotel/motel due to the nature of the business. Reimbursement for lodging is not allowable for an employee within reasonable commuting distance from the employee's residence or headquarters, unless justification can be provided.

Meal reimbursement is generally not allowed when traveling within the County of Lancaster. Meal reimbursement for out of county travel is at the discretion of the employee's supervisor. A \$40.00 per day maximum is considered adequate unless the conference or convention dictates a higher cost per meal.

Travel expenses are paid upon submission of an expense report reviewed and approved by the employee's supervisor. Receipts are required for all expenses. Other forms of documentation when a receipt is not available may be used.

When using your personal vehicle for business, mileage is calculated from the office to the field or meeting, and back to the office. In the event that an employee goes directly from home to a field site or a meeting that is closer than the office, mileage should be calculated from office to field site unless the starting point is closer to site than the office. The mileage calculation should begin at the first site or meeting. If the site is further than your normal distance to the office, then subtract that normal distance to determine starting calculation. If returning to home from the field site or meeting that is closer to home than the office, mileage calculations should end at the field or meeting site. If the employee is required or requested by the district to make a second trip into the office (example - attend board meeting) or to another location for an evening meeting, or an activity on a non-working day (example - Conservation Expo on Saturday), mileage for that extra trip should be calculated round trip from the employee's home.

Advance payment for planes, rooms, and registration, when possible, will be paid by using the District credit card. Employees must submit an advance payment request to their Supervisor.



LANCASTER COUNTY CONSERVATION DISTRICT



The District Manager, at their discretion, may authorize an employee to carry a District credit card for the purpose of paying travel expenses or long distance calls. These cards are for use on authorized District activities only. Employee use for unauthorized personal purchases could result in disciplinary action.

❖ **Cell Phone Reimbursement**

Eligible employees who use their smart phone for work will receive a stipend approved by the Board of Directors. This benefit provides multiple options for employee safety and communication formats, and facilitates response timeliness to those we serve. Employees who receive this allowance are not eligible to receive an additional cell phone allowance.

The phone will be verified to ensure it is District email, calendar, voice mail, and text message compatible. A copy of the invoice should be attached to the monthly expense account. Do not attach the individual call/text message summary.

When using your personal smart phone for work, please be advised that:

- ❖ Administration will partially reimburse employees as noted above, (eligible employee- defined as an employee who has a job description where part of their time is spent away from the office. Usually but not limited to, “in the field”.) who use their personal cell phones for company business at a rate determined by the Personnel Committee. A designated cell phone stipend will be itemized and paid as none taxable income in the last pay period of the month. During Open Enrollment each January, a copy of a phone bill will be required of each employee verifying phone plan.
- ❖ After receiving Department Manager & District Manager approval, employees must advise the Administrative Secretary they are participating in this program for recordkeeping and auditing purposes. The employee can opt out of this program at any point during their employment with the District.
- ❖ During working hours communication (email, text, phone calls) must be returned as soon as possible and when appropriate. “Appropriate” means that unless the communication is noted as urgent then a meeting, conference or workshop should not be interrupted to return the communication.
- ❖ During non-working hours you do not need to return correspondence unless the communication is noted as urgent.



LANCASTER COUNTY CONSERVATION DISTRICT



❖ **Telework Policy**

This policy is designed to explain what the telework benefit entails, who can receive the benefit, and restrictions to ensure a productive workplace. (See Telework SOP)

Criteria to Receive Telework Benefit:

- ❖ Employee must have completed the 3-month probationary period.
- ❖ Employee must have exhibited good work ethic and punctual attendance.
- ❖ Employee must have the technology and connectivity to telework.
- ❖ Employee must have an appropriate area to work that reflects well on the District's professional image and has no distractions.
- ❖ Employee must have a history of good communication skills by e-mail, phone, and using the in/out board.
- ❖ Employee routinely has work that they are able to do remotely.

Schedules & Communication

Full-time employees can request to telework up to two days a week (16 hours) and they may be in a row. However, days cannot be both Monday and Friday. Intermediate employees can request to telework up to one day a week (8 hours).

Employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices. They must obtain supervisor approval prior to working in excess of a 40-hour work week. The eight-hour telework day must be in the time frame of 6:30 am-5pm from Monday to Friday. Employees must be available by phone or e-mail during their eight hour timeframe and must update the in/out board regularly. Telework dates should be listed in Outlook calendar.

Employees must check their work phone at least two times a day. Suggested times are 9am and 1pm.

Traveling & Office Time while Teleworking:

Remote employees, like employees working in the office, will not receive travel reimbursement for commuting to and from the office. When possible, managers will give 24 hours' notice if an employee is required in the office on their telework day. However, as emergencies arise, employees are expected to come into the office if requested by their manager.



LANCASTER COUNTY CONSERVATION DISTRICT



Employee can use district vehicles or personal vehicles while remote teleworking. Employees are asked to choose the most cost-effective option and to reference the Travel & Meals SOP for more details on travel time. On telework days, travel time to site visits is part of the workday. Employees may conduct meetings using Zoom or in-person while teleworking. However, Zoom meetings must have a professional backdrop and maintain as little noise as possible.

Employees must come into the office and work if they do not have any work to do remotely. Employees must come into the office if there is an important meeting or training that is better served in-person than remotely.

Leave Time & Other Benefits

- ❖ Employees must choose either flex schedule or telework.
- ❖ Employees are expected to use their leave time as needed for non-work activities during the scheduled workday.
- ❖ Employees are still expected to telework on inclement weather days.
- ❖ The employee is responsible for adequate technology and connectivity needed specifically for telework.
- ❖ Technology that has already been provided for regular job duties, i.e. Microsoft Surface Tablets, may also be used for telework. However, employees are responsible for maintaining a safe working environment while teleworking to avoid damaged, lost, or stolen electronic items.

Managerial Requirements

Managers have the right to revoke this benefit if: formatting of bullets is out of line below

- ❖ An employee's quality and/or quantity of work declines.
- ❖ An employee is not communicating regularly with their supervisor or clients.
- ❖ An employee appears to be not working while remote.
- ❖ Dependent care interferes with telework or it is not accounted for accurately in their timesheet.
- ❖ Any other indication that the employee is not following the policy's parameters or is not suited for telework.
- ❖ Operational needs change and management determines discontinuing remote work is in the best interest of the District.



LANCASTER COUNTY CONSERVATION DISTRICT



Managers will decide on the appropriate reporting metric to measure employee productivity for their respective departments. Department managers must approve non-home telework before an employee changes their telework location. Employees on vacation are strongly encouraged to not telework, understanding that managers have the right to deny this request to support healthy work-life balances. Other extenuating circumstances will be reviewed on a case-by-case basis by department managers.

Legal Considerations & Restrictions

Family, friends or pets may not participate in field visits or site inspections even if the employee is using their personal vehicle. In the event of a job-related injury while teleworking, the employee must report the incident as soon as possible to the Human Resources Representative.

Employees teleworking are expected to comply with all of the same District policies as if the employee was working at the office. Any abuse or violations of this policy may result in the revocation of telework privileges and or disciplinary action up to and including termination from employment.

❖ Separation Benefits

All full time and intermediate employees in good standing may be eligible for separation benefits. Separation benefits are available to employees upon resignation or retirement if they submitted written notice of their resignation/retirement at least two weeks in advance. These benefits are not available to employees who have been terminated by the District or resign/abandon their employments without proper advance notice. The payment of the separation benefits will occur on or before the second District pay date following the employee's last work day.

Accrued vacation time, plus allowable carry-over (maximum of 160 hours) will be paid at the employee's current hourly rate upon resignation for employees who have completed the Introductory Period and provided proper advance notice. Employees who are discharged by the District or who fail to provide proper advance notice of their resignation will not receive any accrued unused vacation time upon separation. Employees are not permitted to use PTO or vacation during their resignation notice period.

Employees are entitled to receive payment based on their current hourly rate for one-half of accumulated sick leave (maximum payment - 120 hours) up to and including the last day worked. Employees who are discharged by the District or who fail to provide proper advance notice of their resignation/retirement will not receive any accumulated unused sick time upon separation.



LANCASTER COUNTY CONSERVATION DISTRICT



District health insurance plan will terminate on the employee's last day of the month in which the employee was employed unless arrangements have been made to continue with the District's health insurance plan through a COBRA benefit and with the payment of a monthly premium.

Life insurance and Disability Insurance under the District's plan will terminate on the last day of work.

The employee retains full ownership of their Health Savings Account (HSA) upon resignation or retirement. Employees may continue to use HSA funds for health related expenses until the account is depleted.

Workplace Expectations

❖ **Dress Code & Clothing Reimbursement Policy**

All employees are expected to maintain a neat, clean and professional appearance when in the workplace or while on District business. All employees are expected to dress in business casual or for field operations. Proper personal hygiene and grooming are essential elements of projecting a professional image.

In order to promote a professional work environment both in the office and in the field, team members are encouraged to maintain appropriate dress. As a District team member, you will work with a diverse group of individuals. You should be prepared for different situations throughout the day and your dress should reflect the occasion.

The following are examples of appropriate attire:

Typical Field Attire:

- ❖ Site specific required safety equipment such as hard hats, vests, etc
- ❖ An individual's dress should not limit their ability to perform job duties
- ❖ Boots, Jeans and weather appropriate outerwear
- ❖ Appropriate length shorts are acceptable for certain activities

Typical Office Attire:

- ❖ Maintain a professional appearance
- ❖ Footwear, pants/skirts, appropriate shirts



LANCASTER COUNTY CONSERVATION DISTRICT



Meeting/Conference/Workshop Attire:

- ❖ Convey a professional appearance
- ❖ Footwear, Nice pants/slacks/skirts, collared District logo shirt

Discouraged Attire:

- ❖ Sleeveless shirts
- ❖ Clothing with lettering other than that which promotes District activities
- ❖ Workout apparel
- ❖ Halter/Strapless Tops
- ❖ Cut-off Shorts
- ❖ Flip Flops
- ❖ Stocking/Bare Feet
- ❖ Worn or Torn Clothing
- ❖ Sweat pants/Sleepwear

It is expected that all garments purchased with District funds (except for a few supervisor approved exclusions) will be monogrammed with a LCCD approved logo and worn on the job and at special events that help promote a positive and professional district.

All District staff will receive an annual allowance in January that can be used to purchase monogrammed clothing (work shirts, hats, coats etc..), footwear and work supplies.

Reimbursement Levels - The annual level of reimbursement shall be \$150.00 for all Full-time employees and prorated proportional to days worked, \$120 for Intermediate Employees (working 30 to 39 hours per week) \$90 for Part-time employees (working 29 or less hours per week). New employees, regardless of employment status, will receive a full allowance of \$150 to help defray required clothing and equipment expenses. Any unspent balances can be carried over into the next year for a maximum of \$300 for Full-time employees, \$240 for Intermediate employees (working 30 to 39 hours per week) \$180 for Part-time employees (working 29 or less hours per week).

Clothing Ordering & Purchasing - Orders for District clothing will be coordinated twice a year (spring and fall) to accommodate seasonal clothing needs and to take advantage of bulk order discounts. Additionally, staff may use their clothing allowance to purchase items individually and have the item embroidered with one of the two district logos. Items ordered through the District will be coded and paid for directly by the District and deducted from your allowance. Items purchased by an individual employee, as well as the monogramming fee, should be listed on their monthly personal expense sheet along with the attached receipt and coded with the appropriate "clothing



LANCASTER COUNTY CONSERVATION DISTRICT



allowance” account number. All clothing with District logos is to be returned or destroyed by your last day of employment.

Examples of items that qualify for reimbursement include:

- ❖ Shirts, jackets, sweatshirts, caps and hats
- ❖ Embroidering fee for LCCD logo
- ❖ Other monogrammed items (eg. Brief case, tote bags, etc.)

Examples of reimbursable items that do not require the LCCD monogram:

- ❖ Rain Gear such as insulated rain jackets or rain coats
- ❖ Insulated outerwear/underwear
- ❖ Footwear for the field, including over-the-shoe boots
- ❖ Personal work equipment & supplies (Sunscreen, sunglasses etc..)

Program Supplies

Items that are important for health care and protection from the elements and outdoor nature of our work (eg. sun screen, insect repellent, etc.) and items that are specifically required for job duties (eg. steel toed boots, hard hats, hip and chest waders, etc.) may be paid for as a program supply. The cost of these items will not count against the individual’s clothing allowance; however, written email permission from the Program Manager should accompany the bill when submitted for payment. The District has limits that it will pay for these supply items as well as expected life spans. Employees are welcome to purchase an item that costs more the approved amount, but they should expect to pay the difference. Additionally, if the item is lost, damaged or determined to be unusable before the expected lifespan is reached the employee will be expected to replace the item at their own expense. Items purchased as program supplies should be available for others to use and they will normally stay with the District when the employee leaves employment.

Examples of Program Supply items, maximum reimbursement and expected life-span:

❖ Hard hat and required head coverings	\$40	3 years
❖ Safety Glasses	\$15	2 years
❖ Fire Retardant Clothing	\$200	3 years
❖ Steel toed boots	\$130	2 years
❖ Hip Waders	\$50	2 years
❖ Chest Waders	\$200	2 years
❖ Messenger Bag	\$50	3 years



LANCASTER COUNTY CONSERVATION DISTRICT



If you have questions about appropriate workplace attire, please contact District Manager. Please be advised that failure to follow the dress code as outlined above may result in disciplinary action up to and including termination from employment.

❖ **Visitors**

Only authorized visitors are allowed in the areas of the workplace not open to the general public. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All non-employee visitors should enter the District's premises at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors at all times while on District premises.

If an unauthorized individual is observed on District premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area located inside the main entrance to the District office.

❖ **Outside Employment & Moonlighting**

The District wants to ensure that you are able to provide your best effort to your job and that you are able to work in a safe and healthy manner. We are concerned with employees maintaining other employment or other significant business activities outside the District that could negatively impact job performance. In the event that you engage in secondary employment or an outside business interest or are considering such, you should notify the District Manager immediately.

If an employee's outside work or business interest interferes with their ability to perform or to meet the District's requirements, the employee will be required to make adjustments or terminate employment with LCCD. The District prohibits any employment that could be defined as a conflict of interest and/or an ethics violation.

❖ **Solicitation & Distribution of Literature**

The purpose of this policy is to provide guidance to employees regarding solicitation and distribution of literature in the workplace. This policy applies without exception to all District employees.



LANCASTER COUNTY CONSERVATION DISTRICT



In order to maintain a productive work environment, protect the privacy and safety of employees, and eliminate interruptions unrelated to the District's mission, it is the policy of the District to prohibit solicitation and distribution of literature on its premises by non-employees. Employees may engage in solicitation and distribution of literature, but only as outlined in the guidelines below.

Definition of Terms

"Solicitation" includes, but is not limited to, approaching any person for any of the following purposes:

- ❖ offering anything for sale (whether for commercial or charitable purposes)
- ❖ appeals for contributions to organizations, charitable or otherwise
- ❖ collecting funds
- ❖ canvassing
- ❖ seeking to promote, encourage, or discourage participation in or support for any organization, activity, or event, or membership in any organization (whether it be political, social, religious, or other)
- ❖ handing out or delivering membership cards, applications, or petitions for any organizations

This definition includes the use of any form of electronic communication such as e-mail to solicit co-workers or members of the public.

"Distribution of literature" or other materials includes the sharing, display, handing out, or delivering to any person of any literature or other materials, such as circulars, notices, flyers, brochures, leaflets, papers, or other printed or written matter that are not work-related. This definition also includes the use of any form of electronic communication such as e-mail to distribute to co-workers or members of the public.

"Working time" is the time assigned for the performance of an employee's job (i.e., the time when an employee is scheduled to work and be at his or her work station). Working time does not include break time, lunch breaks, and hours before or after the employee is scheduled to work or other periods during which the employee is relieved from the duty of performing assigned tasks. For the purposes of this policy, the phrase "working time" includes the working time of both the employee or employees doing the solicitation or distribution, and the employee or employees to whom such solicitation or distribution is directed.

"Non-working time" includes time before and after scheduled work hours, break time, lunch breaks or other periods during which the employee is relieved from the duty of performing assigned tasks.



LANCASTER COUNTY CONSERVATION DISTRICT



Individuals not employed by the District are prohibited from soliciting employees or the general public for any purposes, and are prohibited from distributing literature of any kind, at any time, on District premises, including parking lots, or at any District work site without prior authorization by the District Manager. Any such activity should immediately be brought to the attention of the District Manager and/or the Farm and Home Building Manager.

Employees of the District are prohibited from soliciting other employees for any purposes during working time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time. This includes the use of any form of electronic communication to solicit/distribute to employees. Employees may place order forms and other information in the lunch room.

As the District's e-mail and internet systems are intended to be used for work purposes, employees are not permitted to send or receive e-mails or instant messages, or communicate via Internet browser for non-work purposes, including but not limited to solicitation on behalf of any organization or commercial enterprise. Using District stationery, supplies or equipment, including photocopy machines, fax machines, interoffice mail and voice mail, for solicitation or distribution is also prohibited. An exception is granted for District-sponsored charitable activities.

Events that benefit the community at large, such as a blood drive, are permitted and endorsed by the District. Such types of charitable solicitations directly support the community and District employees, and all employees are invited to participate in these District-sponsored activities and events.

The District maintains bulletin boards to keep employees informed about new policies, changes in procedures, schedules, and notices regarding meetings and District events. Other notices which may be posted on the bulletin boards include posters required by federal, state, or local governments, internal job postings, departmental rules and procedures, and events deemed by the District to be of interest to employees.

Suspected violations of this policy should be reported to the District Manager. Non-employees who solicit District employees while working will be asked to leave, and appropriate legal action may be taken.

Violation of this policy by an employee is grounds for disciplinary action, up to and including termination of employment.



❖ Progressive Discipline

Goal of Progressive Discipline

To effectively, equitably, consistently and timely modify employee behavior or conduct which is inconsistent with or counterproductive to effective, efficient and safe District business operations.

Supervisor's Role

The primary responsibility for preventing or correcting disciplinary problems rests with the immediate supervisor who has first-hand knowledge of the employee's performance. The immediate supervisor is the best person to observe unsatisfactory behavior or performance and to take early corrective measures. Early intervention is crucial to the proper execution of the progressive disciplinary procedure.

Documentation of poor performance on an employee's performance evaluation can be used as a previous warning if there is a corrective action plan associated with it.

Factors to Consider When Determining Type of Discipline

When a violation occurs that warrants disciplinary measures, a supervisor may begin disciplinary action in any of the four levels/steps outlined on the following pages depending on the seriousness of the offense. However, prior to the level of discipline being determined and prior to any discipline being issued the District Manager must be consulted.

- ❖ Seriousness of infraction.
- ❖ Work history.
- ❖ Prior discipline.
- ❖ Employee's knowledge/ understanding of rules and procedures.
- ❖ Mitigating circumstances.
- ❖ Public or private conduct.
- ❖ How others were treated under same circumstances.

Violations of District Operating Practices and Policies

The District has established Standard Operating Practices and Policies we believe are reasonable and critical to the successful operation of our business. The primary responsibility for preventing or correcting disciplinary problems rests with the immediate supervisor who has first-hand knowledge of the employee's performance.

The following is a list of violations for District Practices and Policies that constitute sufficient ground for disciplinary action, ranging from a verbal warning to immediate termination depending upon the seriousness of the offense. Progressive discipline will



LANCASTER COUNTY CONSERVATION DISTRICT



be utilized in most instances (unless the severity of the incident warrants otherwise) and will include all infractions.

Level I Infractions include but are not limited to: bullets are offset

- ❖ Tardiness (failure to report at the scheduled starting time including extending break or lunch period beyond allotted time) or leaving early.
- ❖ Treating director(s), supervisor(s), co-worker(s), and/or customer(s) with disrespect.
- ❖ Misuse of District property - Fleet vehicle, computer, telephone and/or electronic communications systems.
- ❖ Disregard for policies, procedures and rules in performance of job duties.
- ❖ Neglect or failure to perform assigned duties.
- ❖ Wasting time or loitering during working hours.
- ❖ The use of threatening, profane, insolent, sarcastic or insulting language/action between employees, clients or directors.

Level 2 Infractions include but are not limited to:

- ❖ Unexcused absences.
- ❖ Habitual tardiness/absenteeism.
- ❖ Insubordination (willful disobedience of authority).
- ❖ Theft or any form of dishonesty including, but not limited to reporting hours worked, miles driven etc.
- ❖ Use of alcohol or drugs, being under the influence of alcohol or drugs, and/or possession of alcohol or drugs while on the job.
- ❖ Willful damage to District property or property of others.
- ❖ Provoking or instigating a fight or being determined to be the aggressor in a fight.
- ❖ Sexual harassment.
- ❖ Unlawful conduct or Criminal conviction.
- ❖ Willful conflict of interest violations.
- ❖ Intentionally giving false or misleading information as a means of obtaining employment.
- ❖ Discourtesy to clients, directors or fellow employees.
- ❖ Instigating dissatisfaction among fellow employees.
- ❖ Sleeping while on duty.
- ❖ Breach of confidentiality policy.
- ❖ The use of threatening, profane, insolent, sarcastic or insulting language/action between an employee and his/her supervisor.



LANCASTER COUNTY CONSERVATION DISTRICT



- ❖ Making maliciously false or slanderous statements regarding another employee, supervisor, director, the District or the public.
- ❖ Accepting gifts, gratuities or payment from other than the employer in connection with District services.
- ❖ Repetitive minor infractions.
- ❖ Committing an unsafe act or endangering others.

Progressive Discipline Process

Depending on the severity of the problem and the number of occurrences, disciplinary action may call for any of the four steps - verbal warning, written warning, suspension (with or without pay) or employment termination, but there may be grievances made where one or more steps to termination are bypassed. A written record of disciplinary procedures (Disciplinary Action Form) must be generated for any action forward and a copy will be maintained in the personnel file for the duration of the employment. The age of any particular discipline matter will determine the weight of discipline to be given relative to subsequent disciplinary actions, promotions, etc.

Verbal Warning

For Level I infractions as outlined in B.1 above, a verbal warning should be given. Verbal warnings should be presented in writing for purposes of documentation.

Written Warning

For Level II infractions as outlined in B.2 above or if the employee fails to correct deficiencies after a previous verbal warning, then a written warning should be given.

Suspension (Without Pay)

For Level II infractions as outlined in B.2 above or if the employee fails to correct deficiencies identified in a written warning, then a suspension should be administered. Employees may be placed directly on suspension based on the seriousness of the offense, the circumstances surrounding the disciplinary problem, and the need to investigate the situation before determining the proper level of discipline to issue.

Termination

Serious infractions or repeat infractions could result in termination. Employee termination may result immediately after the occurrence of an infraction without a verbal or written warning, probation, and/or suspension if the supervisor and District Manager, in consultation with the Personnel Committee determine that the seriousness of the infraction warrants immediate termination. Involuntarily termination will have a direct impact on an employee's separation benefits. See the Policy for additional details.



LANCASTER COUNTY CONSERVATION DISTRICT



The District retains the right to terminate the employment of any person at any time for any reason that does not violate applicable state or federal law.

Exit Interview

After an employee has been terminated, if an exit interview is unable to be done in person, he or she will be sent an exit interview form to complete. Along with the exit interview there will be a review of the employee's benefits that will be affected because of the termination.

❖ Open Door Policy

The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to our employees. Our open door policy means that employees are free to talk with any supervisor at any time about any topic.

If any area of your work is causing you concern, you have the responsibility to address your concern with a supervisor. Whether you have a problem, a complaint, a suggestion, or an observation, we want to hear from you.

Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. But, an open door policy means that you may also discuss your issues and concerns with the next levels of management and/or Human Resources. No matter how you approach your problem, complaint, or suggestion, you will find managers at all levels of the organization willing to listen and to help bring about a solution or a clarification.

❖ Emergency Closures

The District will make every effort to maintain normal work hours even during inclement weather or emergency situations. Employees will be expected to make reasonable efforts to get to work or notify their supervisor to [telework \(see policy\)](#). All employees who are unable to work should call their supervisor and report their absence prior to the start of their work day.

On days when weather conditions worsen as the day progresses, it may be determined that the District office will close early. In such cases, a decision by the District Manager or Administrator in Charge (AIC) will be made and communicated to all staff via public address and/or intercom and/or cell phone and/or email. Employees will be expected to leave the office and resume the balance of their work day remotely.



LANCASTER COUNTY CONSERVATION DISTRICT



Please note: In situations where the governor has declared a State of Emergency that results in road closures, an employee will not be disciplined for failing to report to work because of such closures either in Lancaster County or the county in which the employee resides.

Lancaster County Conservation District office will follow the Lancaster County Court House closure announcement as a primary basis. Therefore, if the Court House is closed the District office is also closed. Late starts and early closures at the office will also follow the Court House announcement/schedule. However, staff will be expected to telework or use PTO to account for their scheduled work day hours.

For payroll purposes, the employee must be aware that for a day when the office is closed for the entire day a maximum of 8 hours of Administrative Leave may be credited at the discretion of the District Manager. If an employee was scheduled to work 9 hours then 1 hour must be made up from vacation, paid time off, or compensatory time.

Employees who anticipate inclement weather are permitted to take work home.

If an employee was scheduled off and the office closed the employee may not change their pre-determined rationale for a paid day off (vacation, paid time off, compressed, compensatory). Therefore, the day would remain a vacation, paid time off, compressed, compensatory day.

Employees should check the internet, listen to local radio, or TV stations for closings information. Please consider your own and other drivers safety first before attempting to drive during poor weather conditions. If the LCCD office is open employees should make an attempt to come to work when they feel the roads are passable. If the District office is open and other employees can make it in and an employee decides that they would rather not drive in those conditions, a paid time off day or vacation day may be charged at the discretion of the District Manager. The District Manager may also provide Administrative Leave in unique situations where weather conditions are significantly different from one area of the county to another.



LANCASTER COUNTY
CONSERVATION DISTRICT



EMPLOYEE MANUAL ACKNOWLEDGMENT FORM

I have received the Lancaster County Conservation District Employee Manual and understand that this information is provided for my use and that it is my responsibility to familiarize myself with its contents.

Additionally, I acknowledge I have received, read and understand the LCCD Confidentiality & Information Security Agreement.

I acknowledge that this Manual does not constitute a contract between the District and any of its employees, including myself. I further recognize that my employment relationship with the District is based on the concept of employment at will and, as such, I may terminate my employment at any time with or without cause and the District may do the same.

Signature of Employee

Printed Name of Employee

Date