

**EDGEFIELD COUNTY WATER & SEWER AUTHORITY
BOARD MEETING MINUTES**

The March Regular Board of Directors Meeting of Edgefield County Water and Sewer Authority was held on March 27, 2023, starting at 5:30 p.m. at 100 Waterworks Rd., Edgefield, SC (ECWSA Administrative Building). No individual or organization requested a copy of the Agenda. Notice of this Board of Directors Meeting was posted in the Administration Office 4 weeks prior to meeting and the Agenda was posted March 23, 2023.

CALL TO ORDER: Kennamer, 5:30 p.m.

INVOCATION: Creswell

MEMBERS PRESENT: Kennamer, Johnson, Smith, Creswell, Kitchens, Clark, Washington

MEMBERS ABSENT: None

STAFF PRESENT: Administrator Hare, Business Manager Carroway

GUEST PRESENT: None

AGENDA: A motion was made by Johnson to approve the March 27, 2023 Agenda. Second by Smith. Vote unanimous to approve the agenda.

MINUTES: A motion was made by Johnson to approve the February 27, 2023 Minutes. Second by Creswell. Vote unanimous.

PUBLIC COMMENT: None

FINANCIAL STATEMENT: After the reading of the bank balances, Administrator Hare discussed the Financial Statement ending February 28, 2023. Budget should be at 66.67%, Revenues are 73.55%, and Expenses are at 63.34%. Water & Sewer sales are still ahead of last year.

REPORTS:

John Hare, Administrator covered the following items during the report section:

- Administrator Hare discussed SCIIP awards potentially being announced in April.
- Direct deposit is available to any Board members that would prefer to receive their per diem payment in that manner.

BUSINESS

A. Employee Handbook Revisions

Administrator Hare presented the Board with a series of minor revisions to the Employee Handbook. These changes are shown below:



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RESTRICTIONS ON USE OF AUTHORITY VEHICLES AND EQUIPMENT

Authority vehicles shall be operated in a safe and courteous manner at all times.

1. Authority employees are authorized to drive a vehicle home at night, only when one of the following conditions prevails:
 - A vehicle is assigned to an employee as a condition of employment
 - The employee's position frequently requires him/her to operate Authority vehicles after normal work hours and the job description includes the responsibility of being on call 24 hours per day/ 7 days per week. *For the purpose of this policy these employees are generally: General Manager, Superintendents and Persons On Call*
 - In the normal performance of his/her daily duties, the employee does not drive to a central office or shop, but reports in via cell phone and goes immediately to a field assignment in an Authority vehicle
 - The Department Head may grant, on a daily basis, permission to take a vehicle home at night when necessary to conduct Authority business

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Authority vehicles should be used ONLY for official Authority business. In those situations where an employee is authorized to drive an Authority vehicle home at the end of the day they are prohibited from using Authority vehicles for personal errands and personal business. No vehicles may be driven outside of the ECW&SA service area without prior approval of the employee's supervisor.

2. Only those employees with a valid drivers' license or CDL (when required) will be permitted to operate Authority vehicles. In the event an employee's license is revoked or suspended, he/she shall immediately inform his/her supervisor.
3. Persons not employed by the Authority shall NOT operate an Authority owned vehicle unless authorized by the Authority to pick up and deliver the vehicle for repairs.
4. No driver of Authority vehicles or equipment will permit the carrying of passengers in or on any vehicles with these exceptions:
 - Other Authority employees on Authority business
 - Others engaged in advising or assisting in matters related to Authority business
 - Family members ONLY when being transported while the employee is directly on route to or from work
5. Authority owned vehicles, when not in use, shall have all windows closed, doors and toolbox locked. At no time shall keys be left in a vehicle when it is unattended in Authority designated parking locations.
6. Authority equipment shall be used for official Authority business only. This rule prohibits the use of Authority equipment for personal use.

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OPERATOR RESPONSIBILITIES

It is the responsibility of the driver of an authority vehicles or equipment to operate that vehicle in a courteous and safe manner, in compliance with all traffic and parking laws, at all times. Operators will be responsible for any violations. If seat belts are installed, they shall be work at all times while the vehicle is in operation.

of management. If the appearance is unduly distracting or the clothing is inappropriate, the employee may be sent home to correct the problem. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

There is no way that an all-inclusive list can be made. We expect our employees to use good judgment at all times regarding their appearance. If you have questions regarding appropriate attire, please contact your supervisor.

SMOKING

Due to health and safety concerns, smoking is permitted only in designated areas. Please consult with your Supervisor/department manager to identify the designated area for your department. Smoking anywhere else on company property is prohibited. Smoking is not allowed in Authority vehicles. Smoking is allowed during scheduled breaks only. Employees smoking at times other than scheduled breaks and/or in places other than the designated areas may result in disciplinary action, up to and including termination.

PERSONAL CELL PHONE USE POLICY

Edgefield County Water and Sewer Authority employees may not use their personal cell phones while driving an Authority vehicle/operating equipment. The use of personal cell phones may be allowed during breaks, lunch hours or in emergency situations only. The Edgefield County Water and Sewer Authority also does not permit texting while operating a Authority Vehicle or equipment. Texting while driving or operating equipment poses a significant safety hazard to you and others.

For some positions, the Authority may provide cell phones to certain employees to conduct Authority business. These cell phones should be used for Authority business. Texting while operating an Authority Vehicle or equipment is never allowed. Use of "hands free" devices in vehicles is allowed.

Employees in violation of this policy are subject to disciplinary action, up to and including the possibility of termination.

TELEPHONE CALLS

The Authority has installed sufficient telephone service to conduct the business of the Authority. All available service must be held open for Authority business. Personal outgoing calls should be kept to a minimum and incoming calls kept brief. The Authority discourages the use of its telephone equipment to transact personal business and excessive personal use may be grounds for additional disciplinary action, up to and including the possibility of termination.

HOUSEKEEPING

The Authority requires all employees to make every possible effort to maintain a clean and healthful working atmosphere. Employees are asked to do their part in maintaining tools, work space, vehicles and equipment in a neat and orderly fashion. Failure to do so may result in disciplinary action.

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SAFETY, HEALTH AND SECURITY

SAFETY AND HEALTH

Safety and health protection is a quality of work life issue which has a high priority in all of our business activities. Our goal is to minimize human injury or illness and property loss or business interruption caused by accidents, fire, or other hazards. We believe this will be achieved to the degree that all Authority employees accept and fulfill the safety and

Following are specific areas of responsibility. The employee is responsible for seeing that the following items are performed at regular intervals. This is not an all inclusive list; other items may be added based on the vehicle or equipment in question.

- Proper tire inflation
- Checking of all lights and turn signals
- Checking of windshield washer fluid and wiper blade condition
- Checking of transmission fluid and power steering fluid levels
- Oil and water checked- each time vehicle is refueled
- Checking of radiator for water and anti-freeze, in accordance with proper vehicular operation and in harmony with prevailing weather conditions
- Checking for hose leaks and hose wear
- Checking of battery post and/or terminal corrosion
- Cleanliness of interior and exterior
- Immediately reporting any and all damages to and malfunction of the vehicle to his/her immediate supervisor. After reporting, the employee shall take proper steps to see the damage or malfunction is corrected immediately

Evidence of deliberate abuse or lack of reasonable care of an Authority vehicle may be grounds for disciplinary action, up to and including the possibility of termination.

ACCIDENT REPORTING

Any employee involved in an automobile accident while operating an Authority vehicle shall follow each of the following steps unless prevented by serious injury.

1. Render necessary aid to anyone injured without putting yourself in danger
2. Immediately report the accident to the appropriate law enforcement agency
3. Make no statement which could be considered as an admission of fault, or which might obligate the Authority or its insurance carrier
4. Obtain the name, address, insurance company and policy number of the other party. Additionally, obtain the license plate number, year and make of his/her vehicle as soon as it is practical to do so.
5. Notify the Business Manager, Superintendent or Administrator as soon as possible.
6. Stay with the vehicle until it is removed for repair or released by a Law Enforcement Officer.
7. ECW&SA reserves the right to require a drug/alcohol screening test immediately after a job-related accident or incident to either confirm or refute drug or alcohol use as a probable cause. Failure to comply with this request may be grounds for disciplinary action, up to and including the possibility of termination.

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ACCIDENT REVIEW BOARD

An Accident Review Board has been established with the following responsibilities:

- Review all accidents or losses which exceed \$5,000.00, which involve Authority operated vehicles/equipment
- Establish responsibility for each loss
- Establish corrective action and discipline and/or reimbursement to the Authority for each accident or loss

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The Accident Review Board will consist of the following personnel:

- The Authority's Board of Directors Member Appointee, who shall also serve as chairperson of the accident board
- The Administrator
- The Business Manager who shall serve as secretary

At Edgefield County Water and Sewer Authority's sole discretion, any violation of Edgefield County Water and Sewer Authority policies, as well as any other conduct considered by Edgefield County Water and Sewer Authority to be inappropriate or unsatisfactory, may subject the employee to disciplinary action up to and including termination without prior notice or discipline. Discharge can be at any time and for any reason not prohibited by law.

HIRING AND RECRUITING

We are an equal opportunity employer and will not discriminate in the hiring process on the basis of sex, religion, race, color, age, disability, marital or veteran status, genetic information or national origin. Records of the hiring process will be kept in accordance with applicable law, and all job openings not filled from within the Authority will be placed as equal employment opportunity (EOE) ads.

The Authority will always try to hire the best qualified applicant. Whenever possible, new positions for which the Authority will advertise will be posted internally. Files of applicants will be maintained in Human Resources. We may review these files when seeking new employees.

The Authority may conduct its employee selection policies and procedures so as to achieve the best possible match between applicants for jobs and open positions. In no way may any Authority employee or manager exert personal or professional prejudice against any applicant because of sex, color, race, religion, age, disability, marital or veteran status, or national origin.

Applicants who falsify their job applications or who furnish misleading information are subject to immediate termination at the time that any such misleading or false information is discovered. Applicants shall be asked to provide a criminal background check and current South Carolina driving record prior to employment.

NEPOTISM

No applicants will be considered for hire at the Authority if they are of direct relation (spouse, brother, sister, father, mother, grandparent, aunt, uncle, or in-law) to a current employee or if they cohabit with a current employee of the Authority.

EMPLOYMENT CLASSIFICATIONS

It is the intent of Edgefield County Water and Sewer Authority to clearly define the aspects of employment classifications so that employees understand their employment status and benefit eligibility.

Regardless of an employee's classification, all employees of Edgefield County Water and Sewer Authority are at-will employees. See the cover of the Employee Manual.

EMPLOYEE CATEGORIES

The Authority has established four (4) categories of employees:

Classification	Description
Part Time	An employee who is hired to perform a task with tenure not to routinely exceed 40 hours per week. While the employee will receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), he or she is ineligible for all of the Authority's other benefit programs, except the S.C. Retirement System. Supervisors shall generally complete an employee performance evaluation annually.

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An employee may hold a job with another organization as long as he or she satisfactorily performs his or her responsibilities with the Authority. All employees will be judged by the same performance standards and subject to Authority scheduling demands, regardless of any existing outside work requirements.

If the General Manager and Administrator determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Authority as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the Authority.

REFERENCES

~~The Business Manager or Administrator is the only representatives of the Authority authorized to give employment references to prospective employers of current or former Authority employees.~~

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~~The Business Manager or Administrator will usually give as employment references only the following information: date of hire, date of termination and job titles. All requests for employment references should be forwarded to the Administrative offices.~~

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This procedure means that supervisors, department heads and other Authority employees may not write letters of recommendation or respond to requests for employment references.

ORIENTATION

The Authority provides an orientation program to help new employees become acquainted with their positions and Authority policies as quickly and as beneficially as possible. It is the duty of the Human Resources department to acquaint new employees with the Authority's benefit program, code of conduct, and employment policies.

It is the responsibility of new employees' immediate supervisor to instruct new employees in their job responsibilities and how to perform required tasks. All policies and practices that have a direct bearing on employees and how their positions contribute to the Authority's successful operation will be explained by the supervisor.

PAYDAYS

All Authority employees are paid every two (2) weeks (26 pay periods per calendar year).

Water Distribution and Sewer Collection/Water Treatment Plant/Wastewater

Regular schedule runs from Monday morning at the employee's scheduled starting time through Sunday evening at the scheduled end of shift for fourteen (14) days.

All other staff

All employees will receive pay via direct deposit on the Thursday following the end of the pay period. Check stubs may be picked up at the Administrative Offices of the Authority at 100 Waterworks Rd. Edgefield, SC 29824.

WORK SCHEDULES

OFFICE/ADMINISTRATIVE STAFF

The normal working hours for the non-exempt office staff will be at the discretion of the Administrator. These hours will be 40 hours per week. Those employees will receive 30 minutes for lunch each day.

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WASTEWATER TREATMENT, WATER DISTRIBUTION AND COLLECTION

The normal working hours for the wastewater treatment, water distribution and collection will be at the discretion of the Administrator. These hours will be 40 hours per week. Those employees will receive a thirty (30) minute lunch break each day.

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WATER TREATMENT

The normal working hours for the water treatment employees will generally be from 8:00am until 4:30pm, five (5) days per week. Those employees will receive a thirty (30) minute lunch break each day. However, work hours may be determined on demand and will be at the discretion of the supervisor. Hours may be scheduled from 36-48 hours per week.

However, some departments may, from time to time, operate outside the Authority's normal hours of business and schedules of employees of those departments may differ from the Authority's normal hours. Each department is responsible for scheduling its employees so as to meet the needs of the Authority. Employees may be required to work overtime.

REST PERIODS

Employees will generally be provided two (2) paid ten (10) minute rest periods in any eight (8) hour period, at the discretion of the supervisor.

OVERTIME

Employees who are considered non-exempt (are paid hourly) and are entitled to overtime pay at the rate of one-and-one-half times their regular pay for hours worked in excess of 40 hours per work week. They will not be paid overtime for hours in excess of 8 per day, or for work on Saturdays, Sundays, holidays, or regular day of rest, if the 40-hour work requirement has not been met.

The Authority will make every reasonable effort to distribute overtime as equitably as possible among employees qualified to do the work required within their own job classifications. Overtime is considered a condition of employment and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination.

No employee shall work overtime without direct authorization from his/her immediate supervisor.

Any non-exempt employee who is called into work during emergencies will be paid at one and ½ times the normal rate of pay for actual hours worked during an emergency.

EMERGENCY STAND BY PAY

TRAINING EXPENSES

The Authority encourages all employees to participate in training course to further their education and knowledge.

Expenses for registration fees, time, travel, seminars, short schools or other training courses may be paid by the Authority when approved by the Administrator. No employee should apply for reimbursement of any expenses without prior approval by the Administrator.

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Expenses will generally only be approved when they have clear alignment between the employee's educational ambitions, the organization's needs, the employee's performance management agreement and individual development plan.

Employees who schedule non-required training courses during their off work time shall not be compensated for time. When the Authority schedules training and requires attendance the employee will be compensated for time.

CERTIFICATIONS, LICENSES, ETC.

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The Authority will pay for employee certification and/or license fee cost, to include renewal of such certification for employee while employed with the Authority, when approved by the General Manager or Administrator. The Authority will generally pay the license fee related to a Commercial Drivers License (CDL) for employees who successfully complete their CDL training and certification. Regular driver's license costs/expenses will remain the responsibility of the employee.

An Employee will be reimbursed by ECWSA for up to 3 exams, per certification level, if a score of at least 60 is achieved. A certification can only be reimbursed if the certification is directly related to the employee's current job position.

An increase in hourly pay of \$1.00 per hour will be given for a passed certification of Levels D, C, or B for certifications in the employee's department. If an employee passes an A certification, the hourly pay will be an increase of \$1.50 per hour.

RECORDS

Employees may examine their personnel records under the supervision of the Business Manager, General Manager or Administrator. Records exempt from this inspection include potential job assignments, predictions of future salary, and personnel planning information. They may be allowed to copy, but will not be allowed to remove documents or files from the Human Resources Department, and employee files remain the property of the Authority. Employees are asked to schedule an appointment to view the records, with the Business Manager, 24 hours in advance.

The Authority will retain all employee personnel records for five (5) years after separation from employment, or as required by law, whichever is greater.

When employees are hired, they complete forms and documents. Employees sign a statement on the employment application testifying that all of the information furnished is true. The statement also warns that falsification of employment records is considered a serious offense and may lead to termination at any point of employee's career with the Authority. If at some later date it is determined that an employment record has been falsified, the employee will be subject to immediate discipline, up to and including termination.

Appropriate discipline may also be dispensed for falsification of any reports pertaining to absence from work; claims made about injuries while on the job or on Authority premises, claims made for benefits provided by the Authority or government agencies as well as falsification of Authority communications, production or payroll records.

Any employee who is required to be on call to respond to afterhours emergencies shall receive \$10.00 per day that the employee is on call. This is in addition to any overtime payment for hours worked during an emergency (See Overtime Section above). Supervisors shall schedule and approve all stand-by requirements

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GARNISHMENT

The Authority will comply with all state and federal laws regarding earnings garnishments which are court-ordered deductions from earnings. All appropriate orders issued by either state or federal agencies will be followed by the Authority.

WITHHOLDING TAXES

By federal law, your income tax is withheld from each paycheck according to tax tables furnished by the US Treasury Department. The amount deducted from your paycheck is shown on the voucher in the block labeled "Federal Income Tax".

Your federal income withholding tax is sent to the US Treasury to be credited to your annual tax bill. In January you receive a form W-2 statement from the Accounting Department showing your total salary for the previous year and the total amount of the tax withheld. You will need the original copy of the statement to attach to your income tax report, so take good care of it.

The State of South Carolina also requires by law that a certain amount of your paycheck be withheld to pay towards your South Carolina income tax. This amount is also shown on your check voucher.

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SOCIAL SECURITY

All employees are covered by social security. By law, a certain percentage of your pay must be deducted and sent to the federal government. The Authority matches your deduction with an equal contribution to the social security fund for your retirement and family protection benefits. The amount of your contribution from each paycheck is shown on the voucher in the block labeled "Social Security Tax" or "FICA", which stands for Federal Insurance Contribution Act, the legal authority for the social security tax.

The total contributions you make to social security (FICA) during the year will be shown on your form W-2 statement is prepared by our Accounting Department each January for your income tax report.

EMERGENCY CLOSINGS

Emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Authority operations. In extreme cases these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions the time off from scheduled work will not be paid unless approved by the Authority's Board of Directors. Employees who are required to report to work during emergency closings will be notified by their supervisors.

The Authority has a commitment to the privacy of personal information kept in its personnel records. Medical files are kept separately from the personnel files.

TRAVEL

When approved, the actual cost of travel, means, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Authority. Employees are expected to limit expenses to reasonable amounts.

- Employees using their own vehicles for official business will be reimbursed for mileage at the current rate at which the State of South Carolina reimburses State employees. Requests for permission to use a private vehicle must receive prior approval by the Business Manager or Administrator.
- The Authority will pay the actual costs of the hotel/motel expenses at the single occupancy rate.
- Employees will be reimbursed for actual meal expenses incurred while traveling, not to exceed the amount allowed to State agencies
- When travel is completed, employees should submit completed travel expenses reports to their immediate supervisor within fifteen (15) days. Receipts for all individual expenses should accompany reports.
- Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issue.
- Travel advances may be made to cover anticipated expenses with approval from the General Manager or Administrator.

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Abuse of this business travel expense policy, including but not limited to falsifying expense reports to reflect costs NOT incurred by the employee, can be grounds for disciplinary action, up to and including the possibility of termination.

USE OF PRIVATELY OWNED VEHICLES

The Authority assumes no liability to third parties or to the vehicles for damages or mishap when the private vehicle is in operation on Authority business. An employee who operates a private vehicle on Authority business does so at his/her own risk and the Authority assumes no responsibility for the operation, maintenance, insurance or risk involved in the operation of such vehicle.

DISCIPLINARY PROCEDURES

It will be the continuing duty of all employees in the employment of the Authority to maintain a high standard of cooperation, efficiency, and economy in their work for the Authority.

When work habits, attitude, production, infraction or regulation or personal conduct of any employee falls below a desirable standard, supervisors should immediately point out the deficiencies. A written warning with sufficient time for improvement generally will precede formal discipline (when possible). **HOWEVER, THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE AUTHORITY. NOTHING IN ANY OF THE AUTHORITY'S POLICIES OR BY VIRTUE OF ANY PAST PRACTICE OF THE AUTHORITY REQUIRES THE AUTHORITY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE.**

Disciplinary action should be administered without personal feeling of anger or retaliation. Employees should, whenever possible, be subjected to disciplinary action privately. Additionally, discipline should be administered with regard to the seriousness of the offense or conduct, the service record of the individual and the future usefulness of the employee. Examples of disciplinary action utilized include, but are not limited to:

Type	Explanation
Reprimand	A supervisor will issue a written statement clearly indicating the manner in which the employee has failed to perform properly and providing clear guidance as to proper performance
Suspension	The Administrator or Business Manager may suspend an employee for a period of up to five (5) days with or without pay
Demotion	The Administrator or Business Manager has the authority to reduce employee in pay or position for reasonable cause
Dismissal	The Administrator or Business Manager has the authority to dismiss employees of the Authority. Any employee who receives two (2) reprimands for violation of safety rules will be automatically dismissed.
Employee grievances arising from disciplinary action will be handled in the same fashion as outlined under the Grievance Procedure of this handbook	

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Defendant Manager,

Defendant General Mh

Employees must sign counseling memoranda, policy statements, performance evaluations and other similar documents. The employee's signature does not necessarily indicate agreement with the contents of the document, only that he has been notified of the contents of the document. If an employee refuses to sign the document he will be relieved of duty without pay. If he does not sign the document by 5:00 pm at the end of his next scheduled work day, he will be presumed to have resigned.

EXAMPLES OF CONDUCT WARRANTING DISCIPLINARY ACTION

It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct is at the sole discretion of the Authority. The following are merely examples of some of the more obvious types of misconduct that may result in disciplinary action, up to and including discharge. **THE AUTHORITY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS HANDLED SIMILAR SITUATIONS.**

Conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude, any violent offense or any other criminal offense that affects the Authority's reputation or that reasonably could create concern on the part of fellow employees or the community. Employees who are arrested shall result in immediate termination.

- Incompetence
- Unauthorized absence or tardiness or a pattern of absenteeism or tardiness
- Insubordination, including disrespect for authority, or other conduct that tends to undermine authority
- Failure or refusal to carry out instructions
- Unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of Authority property or the property of others
- Violation of safety rules; neglect; engaging in unsafe practices
- Interference with the work of others
- Threatening, coercing or intimidating fellow employees, including "joking" threats
- Dishonesty
- Failure to provide information; falsifying Authority records; providing falsified records to the Authority for any purpose
- Failure to report personal injury or property damage
- Neglect or carelessness
- Introduction, possession or use of illegal or unauthorized prescription drugs or intoxicating beverages on Authority property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating

beverages; off-the-job illegal use or possession of drugs. For purposes of this policy, an employee is "under the influence" if he has any detectable amount of any such substance in his system

- Unsatisfactory performance
- Violation of Authority policies
- Lack of good judgment
- Conduct detrimental to employee morale
- Verbal harassment
- Any other reason that, in the Authority's sole determination, warrants discipline

DISMISSALS

Any employee who, without valid reason or authorization, fails to report to work for two consecutive workdays may be separated from the payroll and considered to have resigned without notice. Normally, such an employee is not eligible for re-employment.

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ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the Authority expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Authority. In the rare instances when an employee cannot avoid being late to work or unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including the possibility of termination of employment.

GRIEVANCE PROCEDURE

It is the policy for the ECW&SA to address grievances of employees promptly and fairly. Any employee who believes that he/she has received inequitable treatment because of some condition of employment may appeal personally for relief from that condition. A written report shall be made at each step.

1. Grievances should first be taken up with the immediate Supervisor and if the matter is not settled then the employee may present his case to the Superintendent of the employee's department
2. If settlement cannot be achieved, or if the matter is beyond the control of the Supervisor and the Superintendent, the grievance may be taken to the General Manager or Business Manager.

If the grievance is still not settled the employee may present their case to the Administrator.

3. If settlement cannot be achieved, or if it is a matter beyond the control of the Supervisor, Superintendent, General Manager, Business Manager and Administrator, the grievance may be taken to the Board of Directors.

At any time within ten (10) days, following the review by the Board, the Board will make their finding/disposition known to the employee. The decision of the Board will be final in all cases

RESIGNATIONS/SEPERATION/TERMINATION/DEPARTING EMPLOYEES

If you resign your position with Edgefield County Water and Sewer Authority, you are asked, but not required, to give two (2) weeks written notice so that a suitable replacement can be hired to fill your position. However, in some situations you may or may not be asked to work a two-week notice. Matters relating to your final pay check, return of Edgefield County Water and Sewer Authority property, and insurance conversion privileges will be arranged before your last day of employment.

Your supervisor is responsible for collecting Edgefield County Water and Sewer Authority equipment or other Edgefield County Water and Sewer Authority property from the departing employee (i.e., identification cards, keys, credit cards, tools, uniforms, cell phones, etc.) if the employee owes Edgefield County Water and Sewer Authority any money or is responsible for any lost or damaged property, those accounts are to be settled as originally agreed or by deduction from final pay, unless prohibited by law.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation	Voluntary employment termination initiated by an employee
Discharge	Involuntary employment termination initiated by the organization
Layoff	Involuntary employment termination initiated by the organization for non-disciplinary reasons
Retirement	Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization

Since employment with the Authority is based on mutual consent, both the employee and the Authority have the right to terminate employment, at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable law.

AUTOMATIC RESIGNATION

Unauthorized absences from work for a period of two (2) consecutive days will be considered an automatic resignation and the employment of the individual will be terminated effective the last day worked.

EQUIPMENT UPON TERMINATION

Cash, debts owed the Edgefield County Water and Sewer Authority, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, cell phones, Edgefield County Water and Sewer Authority ID cards and other items belonging to the Edgefield County Water and Sewer Authority and advanced or issued to an employee and not repaid or returned by him at the time of his termination are considered advances of wages, the value of which may be deducted from the employee's final pay check(s).

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TIME AWAY FROM WORK

ANNUAL LEAVE

The Edgefield County Water & Sewer Authority provides Annual Leave time with pay to eligible employees to provide opportunities for rest, relaxation, and personal pursuits according to the following:

The Authority provides paid sick leave benefits to employees for periods of temporary absences due to illness or injuries. Sick leave is a privilege given by the Authority to employees to provide a feeling of financial security and to prevent the employee from endangering his or her health or the health of fellow employees. Sick leave should be used only when an employee is too ill to be able to work safely or when his or her presence on the job would endanger the health of others. Examinations by a physician of the Authority's choice may be required at the discretion of the Authority.

Sick leave benefits will apply to all regular and career employees of the Authority. Sick leave will be accrued at the rate of 6.67 hours per month. No sick leave will be granted to introductory employees during the first six (6) months of employment. Unused sick leave may be accumulated up to a maximum of 50 work days, equalling 720 hours.

SICK LEAVE

Employee Classification	Accrual of Annual Leave
Regular Employee	Maximum of forty (40) days equalling 320 hours
Career Employee	Maximum of fifty five (55) days equalling 440 hours
Employees > 20 years of service	Maximum of fifty five (55) days equalling 440 hours
In each case the employee shall forfeit the excess. Upon termination of employment or retirement the employee will be paid for unused Annual Leave that has been earned through the last day of work, not to exceed 45 days	

Annual Leave earned but not used may be accumulated by an employee up to a maximum of:

Annual leave in which the employee will be away from the place of employment for more than two (2) consecutive weeks will be granted only by special arrangement and by the Administrator. Scheduling of all Annual Leave will be at the discretion of the Department Head or Administrator, who will avoid hitting replacement personnel. Scheduling will be considered in leave scheduling.

Outdated General M
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Employee Classification	Accrual of Annual Leave
Part Time Employees	Accrue NO Annual Leave
Introductory Employees	Do not accumulate Annual Leave during the first half year (6 months) of employment with the Authority. However, an employee who has successfully completed the introductory period will receive credit for the introductory period at the rate of 40 hours.
Regular Employees	Following the completion of the introductory period, a regular employee will accumulate Annual Leave at the rate of 6.67 hours per month
Career Employees	Following the completion of ten (10) successive years of service with the Authority, the employee will begin to accumulate Annual Leave at the rate of 10.00 hours per month
Following the completion of twenty (20) successive years of service with the Authority, the employee will begin to accumulate Annual Leave at the rate of 13.34 hours per month	

Outdated Temporary

An employee eligible for sick leave will be granted such leave for the following reasons:

Personal Illness	Illness resulting from causes beyond the employees control when not otherwise caused by being gainfully employed by persons or firms other than the Authority
Family Illness	The illness of a member of the employees immediate family member that requires the employee's personal care and attendance
Routine Exam by Doctor or Dentist	A statement from the health care provider is required to document the visit. Routine visits should generally not exceed four hours of sick leave.
Quarantine	Enforced quarantine of the employee in accordance with community regulations
Bereavement Leave	See definition of immediate family under Bereavement Leave

Employees who are unable to report to work due to illness or injury should notify their direct supervisor BEFORE the scheduled start of their workday when possible. The director supervisor must also be contacted on each day of additional absence.

An employee who does not report to work due to illness or injury for a period of three (3) or more consecutive workdays must provide a doctor's statement prior to returning to work.

When absences chargeable to sick leave exceed the amount of earned and authorized, the pay on an employee will be discontinued until he or she returns to work. However, an employee with Annual Leave credits, upon written request, may use all or any part of the Annual Leave credit as sick leave with pay.

Sick leave benefits are intended solely to provide income protection in the event of illness, doctor's visits, injury or qualifying bereavement leave and may NOT be used for any other absences. Sick leave benefits cease when the employee or Authority gives a notice of termination.

Should an employee terminate employment with the Authority accrued and/or unused sick leave will NOT be paid to the employee.

HOLIDAYS

The following holidays are generally observed by the Edgefield County Water & Sewer Authority.

Holiday	Date Generally Observed by the Authority
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	3 rd Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day/Day after Thanksgiving	4 th Thursday in November and Friday after
Christmas Eve/Christmas Day	Three days, at the discretion of the Authority, to be announced at the start of each calendar year.

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Holiday pay is equal to the regular number of hours in the employee's current workday (eight (8)) times their current hourly rate.

When the holiday falls on Saturday, the preceding Friday is usually observed. When the holiday falls on Sunday, the following Monday is usually observed as the holiday.

To receive holiday pay, the employee must work his last scheduled working day before, and first scheduled working day after a holiday or have approved annual leave, pre-approved sick leave or provide a doctor's excuse.

PERSONAL LEAVE

The Authority may provide leaves of absence without pay to regular and career employees who wish to take time off from work duties to fulfill personal obligations. Employees may request personal leave only after having successfully completed the initial six (6) month introductory period. Employees would be eligible to use any accumulated Annual Leave during these leaves of absence.

The approval of personal leave without pay will be decided by the Administrator based on the needs of the Authority and merit of the request.

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MEDICAL LEAVE

The Authority may provide medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For the purpose of this policy, serious health conditions or disabilities include, but may not be limited to:



- Inpatient care in a hospital, hospice or residential medical care facility
- Continuing treatment by a health care provider
- Temporary disabilities associated with pregnancy, childbirth and related medical conditions

Employees would be eligible to use any accumulated sick leave during medical leaves of absence.

As soon as an employee becomes aware of a need for a medical leave of absence, they should request a leave from their supervisor. A physician's statement must be provided verifying the medical disability and its beginning and expected ending dates. Any changes in this information should be promptly reports to the employer. Employees returning from medical leave must provide a physician's verification of their fitness to return to work, except in cases of leave due to child birth.

Eligible employees are generally granted leave for the period of the disability, up to a maximum of twelve (12) weeks within any rolling twelve (12) month period. Any combination of medical leave and family leave may not exceed a maximum of twelve (12) weeks. If the initial period of approved absence proves insufficient, consideration may be given to a request for an extension, but is not guaranteed.

FAMILY LEAVE

Edgefield County Water and Sewer Authority provides family leaves of absence, with or without pay, to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to:

- Childbirth
- Adoption
- Placement of a foster child
- To care for a child, spouse, or parent with a serious health condition



BEREAVEMENT

The Authority recognizes the problems involved when a member of one's immediate family passes away. To lend assistance, the Authority allows the use of Sick Leave to employees up to a maximum of three scheduled workdays in order to arrange for and/or attend the funeral service. This cannot be construed as an automatic guarantee of three days in every case.

"Immediate Family", for the purposes of this policy, is defined as an employee's spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandchild, grandparents, step sister, step brother, step child or anyone residing in the employee's immediate household. If additional time off from work is requested, arrangements to utilize annual leave may be made with the employee's supervisor.

CLASSIFICATION AND COMPENSATION

The Authority strives to maintain a comprehensive pay plan that:

- ✓ Is competitive within the labor market(s) in which the Authority competes for personnel
- ✓ Provides for internal pay equity based on bona fide job requirements
- ✓ Provides for classification/reclassification of positions based on a position questionnaire describing duties and responsibilities
- ✓ Provides a classification listing consisting of class titles, pay grades and their assigned pay ranges

An employee may obtain information on the plan from his/her department head.

SALARIES



Salaries are based on salary schedules, by position

CLASSIFICATION PLAN

A position is the assignment of duties and responsibilities during the full or part-time employment of one person. A class is a position or a group of positions that have similar duties and responsibilities and require similar qualifications.

An employee's pay is generally based upon his classification. However, assignment to a classification does not guarantee a particular salary. Pay ranges are set periodically for each class based upon labor market conditions and relative comparisons of similar classes in other governmental jurisdictions and within commerce and industry in the area. Pay ranges are established with an entry level, market and a maximum rate.

PERFORMANCE EVALUATIONS

The Performance Evaluation program is a way to clarify what is expected on the job by setting forth what quality of work is adequate and acceptable for a particular job. More important to the employee, performance evaluations identify strong and weak points in individual achievement and let the employee know where he stands with respect to his work.

Evaluations for new employees are normally conducted at the end of the employee's introductory period.

Reviews are generally based on an annual (fiscal year) performance evaluation and the recommendations of the department. All performance evaluations are reviewed by the Administrator prior to being reviewed by the supervisor and employee in a joint meeting.

into the retirement account through payroll deduction. The Authority contributes a percentage as determined by the Budget and Control Board. Membership in the SCRS begins with the effective date of employment.

UNUSED LEAVE AT RETIREMENT

Annual Leave

At retirement, the payment for up to forty five (45) days of unused annual leave may be included before averaging the twelve (12) highest consecutive quarters of earnable compensation. This leave amount is paid by the employer and is reported after the retiree retires. This may change in accordance with changes to SCRS rules and regulations. Please refer to www.ocba.org for specific up to date information.

Sick Leave

At retirement an employee may receive service credit for up to ninety (90) days of unused sick leave. One month of service credit is granted for each twenty (20) days of unused sick leave. Sick leave is generally not included in estimated annuity amounts and cannot be used to meet eligibility for retirement. The employer reports an employee's sick leave after the employee retires. This may change in accordance with changes to SCRS rules and regulations.

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CLOSING STATEMENT

We thank you for taking the time to thoroughly read your Employee Handbook.

We expect everyone to abide and follow the policies as set forth and described. However, all employees are encouraged to bring forward their suggestions and good ideas about how the Authority can be made a better place to work, our jobs improved, and our services to our customers enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. They can help you bring your idea to the attention of the people in the Authority who are responsible for possibly implementing it. All suggestions are valued and listened to.

A motion was made by Washington to approve the changes. Second by Smith. No discussion. Vote unanimous.

EXECUTIVE SESSION – A motion was made by Kitchens to enter into Executive Session to discuss a personnel and a legal matter. Second by Smith. The Board exited Executive Session with no action taken.

Minutes of Board Meeting
February 27, 2023
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Motion was made by Johnson to adjourn.
Second by Washington
Time: 6:53 p.m., March 27, 2023
Vote Unanimous

Approved


James Earl Kennamer, Chairman