

To MDC Staff,

It is my pleasure to present to you this MDC Employee Handbook. As you are aware, the MDC's mission is to "Ensure quality and value beyond customer expectations in providing safe, pure drinking water, environmentally responsible sewage collection and treatment, natural resource stewardship and other services." While the challenges are great, so, too, are the rewards.

This handbook has been developed to acquaint you with the mission and goals of the District and your responsibilities as an employee, and to answer general questions you may have concerning employee benefits, personnel policies and District work rules. It is not intended to be a comprehensive and complete treatment of personnel matters, nor does it establish the terms and conditions for employment. This handbook may not, for individual purposes, be used as a justification for entitlement to employment and/or benefits.

Please read this handbook and familiarize yourself with its contents. Wherever possible, we have identified additional sources of information. Your supervisors and Human Resource Representatives will also be happy to answer any questions you may have concerning your employment.

I wish you continued success here at the MDC. I hope you find this Handbook a useful tool both now and in the future. This Handbook is also available on the Human Resources web site for your convenience.

Sincerely,

Patricia Speicher Werbner  
Director of Human Resources

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## **1. HISTORY AND ORGANIZATION OF THE MDC**

The Metropolitan District (MDC) - a public, non-profit municipal corporation - was created by the Connecticut General Assembly in 1929 to provide quality, potable water as well as sanitary sewer and mapping systems for people and businesses in the Hartford area. Additional powers granted the MDC through legislative amendments to its charter include the development, construction and operation of hydroelectric power facilities and the operation of interim and long-term regional solid waste disposal services in conjunction with the Connecticut Resources Recovery Authority.

On July 1, 1930, the MDC started operations by assuming responsibility for the 9.5 billion gallon Nepaug Reservoir – located where Burlington, Canton and New Hartford meet – and six smaller reservoirs in West Hartford. A year later, construction of the beautiful Barkhamsted Reservoir began. Today, Barkhamsted is the largest single water supply reservoir in the state, with a capacity of over 30 billion gallons!

In 1938, the MDC built a major water pollution control facility in Hartford's South Meadows. This was the very first facility on the Connecticut River to provide sewage treatment to better the conditions of this vital waterway. This important job continues today.

Growth marked the District's operations during the war years. Construction of the Saville Dam and Barkhamsted Reservoir was completed in 1940. In 1941 and 1943, East Hartford and Rocky Hill became the sixth and seventh member towns. By the end of the 1940's, water consumption in the District averaged 32 million gallons a day – over 50 percent more than in 1930.

In the early 1950's, the District foresaw the need to install additional water pollution control facilities in order to continue to provide high-grade service to the public. The first of the new facilities to be installed was the East Hartford Water Pollution Control Facility, which was completed in 1954. This was followed by the installation of the Rocky Hill Water Pollution Control Facility, completed in 1958.

In anticipation of further growth, the West Branch Reservoir and Goodwin Dam (once known as Hogback) were begun in 1955 and completed in 1960. Today, Goodwin is the site of an important hydroelectric power facility.

The 1960's began with the expansion of the West Hartford water purification facility and the fluoridation of the MDC's water supply – a program that dramatically reduced cavities in the Hartford-area school children.

In 1965, a modern wastewater treatment plant was placed in operation in the Poquonock section of Windsor. A few years later, construction began on the state-of-the-art Reservoir #6 water treatment facility in Bloomfield.

Between 1972 and 1976, upgrades at three of the MDC's water pollution control plants enabled the District to remove 90 percent of sewer pollutants prior to discharge into the Connecticut River. This dramatically improved the river's water quality.

Two new services geared to reducing the region's dependence on fossil fuels became an integral part of MDC operations in the 1980's: hydroelectric power at the Goodwin and Colebrook River dams on the Farmington River, and resources recovery at the MDC-operated Mid-Connecticut trash-to-energy plant in Hartford's South Meadows. The decade also saw the District welcome its eighth member town – West Hartford – the first addition to the MDC family in 41 years.

Today, the District provides quality water supply, water pollution control, Geographic Information System (GIS) services, recreational opportunities and household hazardous waste collection to eight member municipalities – Bloomfield, East Hartford, Hartford, Newington, Rocky Hill, West Hartford, Wethersfield and Windsor – and to over one hundred other towns in the State. In addition, the District provides solid waste services through its Mid-Connecticut operation for CRRA. The total population served by the District is approximately 412,000.

The establishment of policy for the MDC is the responsibility of a twenty-nine member Commission, commonly referred to as the District Board. Seventeen of the Commissioners are appointed by member town councils, eight are appointed by the Governor, and four are appointed by designated members of the General Assembly. All Commissioners serve without remuneration during their respective terms.

Responsibility for the overall administration and management of MDC policy, operations and services rests with the Chief Executive Officer. Assisting the Chief Executive Officer are the Chief Administrative Officer, Chief Operating Officer, and eleven department heads responsible for the administration of the following departments: Human Resources; Information Systems; Financial Control, Treasury; Environmental Health and Safety; Engineering and Planning; Operations; Maintenance; Water Treatment, Supply Solid Waste Processing and Water Pollution Control. As of June 2002, there were approximately 680 full-time employees at the Metropolitan District, including those responsible for the operations of the Mid-Connecticut Resources Recovery Project.

## **THE DISTRICT VISION STATEMENT**

"Effectively and efficiently provide clean pure water and responsible environmental services for the benefit of all we serve."

## **THE DISTRICT MISSION STATEMENT**

"Ensure quality and value beyond customer expectations in providing safe, pure drinking water, environmentally responsible sewage collection and treatment, natural resource stewardship and other services."

## **THE DISTRICT GOALS AND OBJECTIVES**

The following five goals and objectives are taken from the District's Strategic Plan:

- GOAL #1: Operate competitively, flexibly and safely in providing high quality services at the lowest possible cost; expand provision of existing services and develop new services.
- GOAL #2: Maximize internal and external customer service.
- GOAL #3: Develop a highly qualified, well-trained and empowered workforce with a focus on teamwork.
- GOAL #4: Be an industry leader; make investments in the future for our operations, the environment, and our service delivery that go beyond the requirements.
- GOAL #5: Address and promote equal opportunity hiring and promotional practices in the District; and enhance the District's involvement in issues and activities that are important to all of our employees, constituents and communities.

## **AFFIRMATIVE ACTION and EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Metropolitan District Commission (District) reaffirms its policy of equal employment opportunity for all qualified individuals without discrimination against any applicant or employee who is a member of any legally protected status, on the basis of, but not necessarily limited to: race, color, religion, age, marital status, sex, special disabled veterans and veterans of the Vietnam era, national origin, ancestry, sexual orientation, blindness, or any disability when such applicant or employee can, with reasonable accommodation, perform the essential functions of the job.

Underscoring this policy is our strong concern for our employees' dignity and well being and our commitment to provide for a safe, productive and professional work environment.

Every effort will be made to ensure that our policies regarding hiring, salary administration, promotion and transfer are based solely on job requirements, job performance and job related criteria. In addition, personnel policies and practices, including those relating to compensation, benefits, retention, termination, training, self-development opportunities, as well as social and recreational programs are administered without discrimination.

The District's continued success in affirmative action depends in large measure not only on the commitment and involvement of those directly responsible for the plan's implementation but also on the dedication of all our employees. Ensuring equal employment opportunity is a fundamental and direct responsibility of all levels of management.

The District will make every effort to comply with the spirit and intent of all applicable federal and state laws pertaining to affirmative action and equal employment opportunity. This policy will be administered by the Affirmative Action Officer and has the full support of the Chief Executive Officer. All employees are expected to support this policy.

If you have any questions or concerns relating to our Affirmative Action Plan, please contact the Affirmative Action Officer, your Supervisor, Department Manager or the Human Resources Department.

If you would like to access the Commission on Human Rights and Opportunities' web-site for general information and/or frequently asked questions, you may do so at <http://www.state.ct.us/chro>.

## **SEXUAL HARASSMENT IN THE WORKPLACE**

The District is committed to maintaining a productive work environment in which all individuals are treated with respect and dignity and free from sexual harassment. In keeping with this commitment, the District will not tolerate the sexual harassment of employees by anyone, including any supervisor, co-worker, vendor or customer, whether in the workplace, at assignments outside the workplace, at District sponsored social functions or elsewhere.

## **WORKPLACE VIOLENCE**

The District will not tolerate violence in the workplace and will make every reasonable effort to prevent violence or threats of violence from occurring.

According to the National Institute for Occupational Safety and Health (NIOSH), workplace violence is defined as:

Any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes but is not limited to beatings, stabbings, suicides, rapes, near suicides, psychological traumas such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as being followed, sworn at, or shouted at.

The term “violence” refers to a range of inappropriate behaviors that include but are not limited to:

- Intimidating or threatening behaviors
- Physical or verbal abuse
- Vandalism
- Arson
- Sabotage
- Carrying or possessing explosives, explosive devices or triggering mechanisms, unless properly authorized
- Using such weapons or devices
- Any other act(s) which a reasonable person would consider as inappropriate and/or posing a danger or threat of danger/violence in the workplace. Such behavior includes, but is not limited to oral, written or e-mail statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- Offensive comments regarding violent events and/or behaviors.

Employees who feel they are or have been subjected to any kind of inappropriate behaviors identified above must immediately report the incident to their supervisor. Employees may also contact the Human Resources Department directly.

**If you believe that there is a serious threat to your safety or the safety of others, notify proper law enforcement authorities and/or security immediately.**

## **COLLECTIVE BARGAINING**

The majority of District employees are represented by one of three affiliated units of AFSCME, Council 4. The bargaining representatives of these units negotiate salary increases, work schedules and other terms and conditions of employment. New employees covered under collective bargaining will receive a copy of their Collective Bargaining Agreement, usually during the initial orientation period. You should review the contract to familiarize yourself with the wage rates, benefits and conditions of employment. Benefits may vary from contract to contract. Questions concerning the contract articles should be directed to your supervisor, Union Steward, and/or the Human Resources Department.

An employee who is represented by a collective bargaining agreement shall be bound by the terms of that collective bargaining agreement; however, where the respective agreement does not address an issue, employees shall be bound by District policy and practices.

Copies of the collective bargaining agreements are available from the Human Resources page link to the Internet at <http://www.themdc.com>.

## **HOW TO USE THIS HANDBOOK**

The Employee Handbook is designed to illustrate the current policies and practices of the District. These policies have been carefully designed to promote a pleasant, efficient and professional environment for all employees. This handbook discusses our policies, in general. It is not the intent of the handbook to contain detailed information on each policy. The District may add to, modify, amend or revoke these policies at any time and shall be responsible for the interpretation of such policies.

Keep the handbook where you can easily refer to it. If you require more information about a policy mentioned in the handbook, please ask your supervisor or contact the Human Resources Department.

If you are a member of a collective bargaining unit and need detailed information on a policy or practice, please reference your pertinent Collective Bargaining Agreement or contact the Human Resources Department.

## **EMPLOYMENT-AT-WILL**

The personnel policies referenced herein are not intended to create nor should they be interpreted to be a contract, expressed or implied, or agreement of any type between the District and any employee. The contents of the policies contained herein can be changed, in whole or in part, at any time, with or without notice.

The District is an “at will” employer and makes no representation that employment with the District represents a lifetime job or lifetime security or a guarantee of continued employment. An employee may terminate employment at any time, with or without cause or notice, and the District may also terminate employment at any time, with or without cause or notice. An employee represented by a collective bargaining agreement may be terminated in accordance with that Agreement. No person at the District has the authority to make a commitment of guaranteed or continuing employment and neither this notice nor any other District publication should be understood to make any such guarantee.

Any modifications of the “at will” employment arrangement must be in writing, signed by the Chief Executive Officer and approved by the District Board.

## **2. ABOUT YOUR JOB**

### **ORIENTATION**

The District provides a general orientation program, including tours of the District, for new and existing employees. Additional orientation specific to the employee's department and job is provided by supervision. Orientation of newly-transferred employees is also the responsibility of supervision.

### **POSITION CLASSIFICATION**

Your job is one of many positions in the District classification system. Jobs involving basically the same types of duties and responsibilities, and experience and training requirements are grouped into a job classification. Formalized descriptions of each job classification, such as Administrative Clerk, Water Supply Maintainer, Engineering Drafter or any other classifications used by the District are available in the District's Human Resources Department. Please keep in mind, however, that any classification specification is intended to provide a general description of the tasks and responsibilities of a particular classification and does not necessarily include all aspects and duties assigned to a particular job. You may also find the classification specification at the MDC website: [www.themdc.com/humanresources.htm](http://www.themdc.com/humanresources.htm).

## **SALARY AND PAY PRACTICES**

The District provides competitive compensation in a manner that is non-discriminatory. Your job classification is assigned to a particular salary grade, which is the same for all positions within that classification. Each bargaining agreement salary grade consists of eight (8) steps within a minimum to maximum salary range for that grade. New non-managerial employees normally start on the first step and progress on their anniversary date to the next step by maintaining satisfactory work performance.

The weekly pay period runs from Sunday to midnight Saturday. Your overtime, attendance and absences are reported on a weekly Time and Attendance sheet. The information is submitted at the end of the payroll period to your supervisor.

Your paycheck contains both your regular and overtime pay minus any optional or mandatory deductions. Federal and State withholding taxes, FICA (Social Security), pension contributions and Union Dues are examples of mandatory deductions. Optional deductions may include group life insurance, deferred compensation, United Way donations, Credit Union, and other elected and authorized payments.

## **CREDIT UNION**

Direct deposit of the net (after deductions) amount of your payroll check to the Metropolitan District Employees Credit Union is available to all District employees. Instead of receiving an actual paycheck, the employee receives a statement showing the deductions and deposits to his/her Credit Union account for that pay period. Monies so deposited are available for withdrawal by the employee on the afternoon of their normal pay day. Employees interested in direct deposit must fill out a Payroll Deduction Card available from the Credit Union, and return it to the Credit Union Office. The Credit Union may be reached at (860) 278-7850, Ext: 3470. An employee may elect to direct-deposit all or a portion of their pay into the Credit Union.

## **PROBATIONARY PERIODS**

### **New Employee**

To achieve regular status in your new job, you will be required to satisfactorily complete an initial probationary period. During this time your supervisor will familiarize you with your duties and evaluate your work habits, job skills, and performance. Exempt and Excluded employees must satisfactorily complete a sixty (60) working day probation period.

## **Transfer Employee**

Unless waived by supervision, a bargaining unit employee who is transferred, promoted or demoted, must serve a probationary period subject to the terms of the collective bargaining Agreement. Exempt and Excluded employees have a transfer probationary period of sixty (60) working days. During this period your supervisor will evaluate your ability to perform the new job. Should you be unsuccessful in the new position or should you exercise your right to vacate the new position during your transfer probationary period, you may be returned to a former position or to a comparable job classification. If no work is available, you may be laid off until appropriate work is available.

## **PERFORMANCE APPRAISALS**

Performance appraisals are used to evaluate an employee's overall job performance. You will receive an Annual Performance Appraisal prior to your appraisal date. An employee's Performance Improvement Plan (PIP) may be initiated at any point in the review cycle. An employee with an overall satisfactory performance appraisal rating is eligible for a step increment until such time that his/her salary rate equals the maximum of the salary range. Exempt and Excluded employees in Grades 15 and above shall participate in a Performance-Based Compensation Plan. Performance appraisals of managerial personnel shall include the individual's compliance with the District's sexual harassment, Affirmative Action and Equal Employment Opportunity policies.

## **PERSONNEL FILES**

The Human Resources Department maintains your official personnel file. Your personnel file contains information and documents related to your work status, such as transfer information, promotions, performance ratings, pay increases, discipline documents and other information related to your employment with the District.

You may review the contents of your personnel file by contacting the Human Resources Department and requesting an appointment to view your file. You may also make a written request of the Human Resources Department for copies of documents contained in your file.

Any changes in basic employment information such as name, address, marital status, dependents and beneficiary designations should be immediately brought to the attention of the Human Resources Department. You must also complete an employee withholding allowance certificate (Federal W4 Form and CT W4 Form) each time you change your name, address, or revise the number of claimed tax exemptions. In addition, you must also change your address on all health and dental insurance forms.

Employment inquiries and verifications from banks, credit companies and other similar situations will not be processed without your written consent.

## **HOURS OF WORK**

The regular workweek is established according to work center and reflects the work involved or organizational need.

You are expected to arrive at your desk or worksite on time and be prepared to start work at the start of your work shift or schedule. You are expected to return promptly from lunch, breaks and authorized time off. Requests for time off must receive prior approval through supervision.

**Breaks:** Employees may be allowed two (2) breaks per day, usually one in mid-morning and one in mid-afternoon, dependent upon work requirements.

**Overtime:** Overtime may be required dependent upon operational needs. Overtime work will be assigned and authorized through supervision.

Payment for overtime work is made in accordance with the collective bargaining agreement contracts, personnel policies and Labor Department laws.

Employees assigned to salary grades EE-01 through EE-08 are paid straight time from 37.5 hours to 40 hours and time and one half for hours worked past 40 hours in any one pay period. Employees assigned to salary grades EE-09 through EE-12 shall receive compensatory time in lieu of paid overtime on an hour for hour basis. Compensatory Time must be used in the current calendar year and cannot be carried into the subsequent year. In addition, compensatory time is not payable upon termination of employment. Employees assigned to salary grades EE-13 and above do not receive any overtime or compensatory time.

## **EMPLOYMENT OUTSIDE THE DISTRICT**

You are permitted to hold employment outside the District. However, your activity and conduct away from the job must not compete with, conflict with, or in any way compromise the District's interests, or adversely affect your job performance and ability to fulfill all responsibilities to the District. You shall not accept employment with a consultant, contractor, organization, appraiser, or individual with whom you have direct involvement, oversight or influence through the District. For questions or more information, please call the Human Resources Department.

## **CONFLICT OF INTEREST**

Ethical standards of conduct shall govern District employees in the performance of District business and the duties of their respective jobs. Conflicts of interest consist of, but are not limited to, gifts or favors, outside employment and related areas that could be perceived as indebting an employee to the outside entity. An employee shall avoid doing anything that compromises, or appears to compromise, judgment or job performance, or places personal interest and District interest at odds. It shall be the responsibility of the employee to notify his/her manager and the Chief Executive Officer (CEO) of an existing or potential conflict of interest, or change in the employee's status that has the potential for a conflict of interest. Allegations of violations of conflict of interest must be reported to the CEO in writing. Please refer to the District's Code of Ethics for more information.

District employees are prohibited from:

- a. Soliciting or accepting gifts from persons or organizations doing business with the District. A gift is a thing of material value and can include, but is not limited to, such items as cash payment, loan, gratuity, honoraria, service, favor or promise of future employment. Acceptance of gifts, entertainment, meal or social invitation is allowable only if it:
  - Is offered infrequently and is of nominal value;
  - Imposes no sense of obligation on the giver or recipient;
  - Involves no special treatment, such as free services or special discounts;
  - Is not a loan or payment from a vendor, contractor, or other business contact;
  - Would not be perceived as likely to influence business judgment;
- b. Revealing any proprietary information shared with the District.
- c. Using or distributing District information, equipment or materials for other than District business.
- d. Having a financial interest, either directly or indirectly, in any business, firm or enterprise doing business with the District that would constitute or create the appearance of a conflict of interest. An employee shall not use his or her position to obtain financial or material gain.

If you fail to disclose a conflict of interest, or if you perpetuate a conflict of interest situation after remedial action is directed, you will be subject to severe disciplinary action, including the possibility of terminating your employment relationship with the District.

## **EMPLOYMENT OF RELATIVES**

Immediate relatives (mother, father, sister, brother, husband, wife, or child) may be employed by the District and in the same Activity at the discretion of management. The District will carefully consider the merits of, and avoid where practical, the promotion of a relative to a supervisory position over other relative(s) in the same Activity.

## **COMMUNICATION DEVICES, NETWORK AND USE**

The District provides various communication devices including the means to access the District's communication channels to its employees. These allowances are made entirely to advance District business needs and not to enhance personal concerns. The District has the ability to monitor the use of telephones and computers. District message beepers and cell phones should be used for District business only. The use of personal message beepers and cell phones for non-District business should be minimized so as to not adversely affect your work performance or your work center's performance.

## **USE OF DISTRICT VEHICLES AND EQUIPMENT**

The District provides various types of vehicles and equipment to deliver service and maintain continuity of its operations. If your job requires you to have a valid driver's license, it is your responsibility to maintain your credentials. Any changes, suspensions or revocations of your license must be reported to supervision immediately.

**Allowance for "limited" personal use:** Employees, depending upon job responsibilities, may be assigned a District vehicle to use for "limited" personal use, including travel to and from work. These vehicles should be parked and locked when not in use. The operation of these vehicles is limited to the District's employee.

**Allowance for operational use:** During regular work shifts and off-hours, the District provides vehicles and equipment for District business. Employees are required to adhere to the rules and regulations for operation as established by supervision. This usage may entail the periodic checking of operating fluids, tire air pressure and basic controls.

**Allowance for use of "personal" vehicles:** Employees who, in the course of District business, use their personal vehicles, assuming appropriate advance approval, will be reimbursed the standard travel expenses (applicable mileage allowance). Employees shall produce evidence of the required liability insurance coverage. Employees who are approved to use their own vehicles on District business will be responsible for any and all vehicle damage.

## **TRAINING AND CAREER DEVELOPMENT**

The District has an established career development program to help you identify career objectives and the actions required to attain those objectives. You may register in the Human Resources Department. You will be counseled on the skills, abilities and experience needed to meet the chosen objective.

To meet its responsibilities, the District offers courses of instruction, provides career and educational counseling, and coordinates the District's participation in other activities, such as tuition reimbursement and internal training.

Tuition Reimbursement is intended for off-duty job related studies at an accredited college or university, for the purpose of improving performance on the job or keeping up with changing concepts or developments in the current field. Qualifications and funding limits for reimbursable educational programs are established by Human Resources within budget limitations and are reviewed periodically. Advance approval is necessary for entrance into the District's Tuition Reimbursement program.

Internal training programs provide the majority of formal employee training. They are usually of limited duration, dealing with specific job-related information, competencies or skills, or courses dealing with topics of general interest to the employee for career development. Participation in internal training programs is usually voluntary; however, the Department may select and direct employees to undertake training considered necessary to accomplish the District's mission or the Department's objectives.

For more information on education and training benefits please call the Human Resources Department at (860) 278-7850, or visit the Human Resources Education and Training web-site at <http://www.themdc.com/humanresources.htm>.

### **3. BENEFITS**

The following provides an overview of employee benefits including medical and pension benefits. Any specific questions regarding any of the following benefits should be directed to Human Resources.

#### **PREMIUM CONVERSION PLAN – SECTION 125**

The District offers a Premium Conversion Plan (qualified under Section 125 of the Internal Revenue Code) which allows you to deduct your contributions for group life insurance and dependent health and dental premiums on a pre-tax basis. Under this Plan, employee insurance premium co-pay expenses are deducted before any Federal, State, or Social Security taxes are withheld.

Although enrollment in the Plan is voluntary, your participation remains in effect for the rest of the plan year and may not be revoked or changed except upon the addition or loss of a dependent, addition or loss of a spouse's employment, or a change in marital status. Participation will automatically be carried into succeeding years unless you revoke or change the election.

#### **MEDICAL COVERAGE**

All regular full-time employees are eligible for medical coverage. There is no premium cost if you choose individual medical coverage. Coverage for your family (spouse, unmarried children under age 19 or age 23 if a full time student, or a certified disabled child) is also available, with the District and you contributing a designated amount towards the premium cost. Your co-payment is made weekly as a payroll deduction.

If you choose medical coverage for yourself and a minimum of one additional person, you will contribute five percent (5%) of the difference in cost between the individual coverage and the cost of the coverage selected.

Medical coverage is provided through Anthem Blue Cross / Blue Shield and is effective on the first of the month following thirty (30) days of continuous employment.

#### **DENTAL COVERAGE**

All regular full-time employees are eligible for dental coverage. There is no premium cost if you choose individual dental coverage. Coverage for your family (spouse, unmarried children up to age 25, or a certified disabled child) is also available with the District and you contributing a designated amount towards the premium cost.

Dental coverage is provided through Anthem Blue Cross / Blue Shield. Coverage is for full-time employees and is effective on the first of the month following thirty (30) days of continuous employment.

For more detailed information on medical or dental coverage, please refer to the benefit plan summary available through the Human Resources Department or visit our website at [www.themdc.com/humanresources.htm](http://www.themdc.com/humanresources.htm).

### **CHANGES IN COVERAGE**

In the event of a life change (i.e. marriage, divorce, birth of a child, etc.) you are responsible for notifying the Human Resources Department within thirty (30) days of the event. Any life change event notification must be received and processed by the 15th of the month in order to be effective for the first of the following month.

### **COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows a covered employee, his/her spouse and dependent(s) to elect to continue coverage at their own expense when it would otherwise cease (i.e. termination of employment). Under the provisions for COBRA, an employee may elect to continue medical and/or dental benefits for up to eighteen (18) months after the cessation of coverage. In addition, in a situation of an employee's legal separation, divorce or death, the spouse, over-age dependent, and/or dependent(s) may continue coverage for up to thirty-six (36) months. You are responsible for payment arrangements with the Human Resources Department.

### **GROUP LIFE INSURANCE**

The District provides a group term life insurance policy to all regular full-time employees. See below for policy amount:

- Exempt & Excluded \$10,000
- Local 184 \$ 5,000
- Local 3713 \$ 5,000
- Local 1026 \$ 2,000

An enrollment card is completed on the first day of employment, with coverage effective on the first day of the month following 30 days of continuous employment. No medical examination is required.

A retiree from active service will be eligible to receive one half (1/2) of their Group Life Insurance.

## **SUPPLEMENTAL LIFE INSURANCE**

Supplemental Life Insurance is available at your own expense.

A retiree from active service will be eligible to receive one half (1/2) of their Supplemental Life Insurance (if applicable).

For more information please contact the Human Resources Department.

## **RETIREMENT – MDC PENSION PLAN**

The District provides a retirement plan for all regular full-time and part-time (working beyond 1000 hours per year) employees. Participation is mandatory. You contribute five percent (5%) of your regular pay through weekly pre-tax payroll deduction. The management of the retirement plan is vested with the Personnel, Pension and Insurance Committee, a sub-committee of District Board.

Vesting means your nonforfeitable right to a retirement pension. You will become 100% vested in a retirement benefit when you complete ten (10) Years of Service, or turn age sixty-five (65), whichever occurs first.

Year(s) of Service is used to determine your vested rights to a pension. Credited Service is used in the calculation of your retirement benefit. You receive Credited Service from your date of hire to your date of termination or retirement while you are an Eligible Employee (and making contributions to the Plan.) Generally, you must be receiving compensation from the District and you must be contributing to the Plan.

If you have an interruption in service of more than 90 non-paid days, you will not receive Credited Service unless you are eligible to purchase the service under the Service Buy-Back provisions of the Plan.

### **Eligibility**

- Normal Retirement: At age sixty-five (65) you may retire with a non-reduced retirement benefit.
- Rule of 85: When the numeral eighty-five (85) is attained by adding your age in years to your number of years of continuous service, you are eligible for retirement with a non-reduced benefit.

- **Early Retirement:** If you have attained age fifty-five (55) and have ten (10) or more Years of Service, you are eligible for early retirement. However, the retirement is reduced by five percent (5%) for each full year and .42% for each month or fraction of a month that your early retirement date precedes normal retirement. For example, the retirement benefit for an employee age fifty-five (55) with ten (10) Years of Service would be reduced by fifty percent (50%).
- **Disability Retirement:** If you have a minimum of ten (10) years of Credited Service and are medically certified as incapable of any gainful occupation or employment, you may apply for a disability retirement. If the application is approved, you will receive a non-reduced retirement benefit.

You should apply for retirement at least three (3) months prior to the anticipated date of retirement. All retirement dates are the first day of the calendar month.

### **Payment Options**

You may elect to receive your pension in any one of several forms:

1. The “normal form” of pension provides monthly annuity payments to you for life with a five (5) year certain period guarantee as of the date of retirement. If you die before receiving five (5) years of pension payments and you did not elect an annuitant option, the pension will continue to your designated beneficiary for the remainder of the five (5) year period.

In lieu of the normal form of pension benefit, one of the following options may be elected:

2. The “joint annuity” (straight) option allows you to designate all or a portion of your pension to your spouse or other dependent for as long as the designee lives after your death.
3. The “joint pop-up annuity” option is similar except that your pension reverts to your normal monthly pension if the Joint Annuitant dies prior to you. Only a spouse may be designated as an annuitant on this option.
4. The “ten year certain and continuous annuity” option provides payments to you for life. Should you die before ten (10) years, the pension will be paid to your beneficiary for the remainder of the ten (10) year period.

(If options 2, 3, or 4 are selected, the pension amount is actuarially reduced.)

An employee who retires from active service shall continue to be covered by the District's medical and dental insurance program. Subsequent to retirement, in the event the employee predeceases his/her spouse, all benefits will cease unless a joint annuity option had been chosen.

For additional information on the District's retirement plan, please refer to your Summary Plan Description or visit the Human Resources website linked to the MDC website at [www.themdc.com](http://www.themdc.com).

**DEFERRED COMPENSATION PLAN (457 b)**

All regular District employees have the option of deferring a portion of their income into the District's deferred compensation program by payroll deduction. The primary purpose of a Deferred Compensation Plan is to allow the employee to set aside a portion of salary for retirement and reduce their gross taxable income. Federal income taxes are not paid on these deferrals until they are withdrawn. Interest and dividends are also not taxed as they accumulate. An upper limit is set on such deferred earnings by Section 457 of the Internal Revenue Code.

This plan limit is subject to change periodically. The current levels are \$11,000 for 2002; \$12,000 for 2003; \$13,000 for 2004; \$14,000 for 2005 and \$15,000 for 2006. Contributions can be taken out of the Plan when the employee retires, leaves District employment, or under certain unforeseen emergency situations. For more information on the deferred compensation plan, call the Human Resources Department.

Rules and regulations regarding the Deferred Compensation Catch-Up provisions are available at the Human Resources department.

**LONGEVITY PAY**

In recognition of continuous service, a salaried employee with ten (10) or more years of service is eligible for an annual payment paid in two (2) equal installments. The payments are normally made no later than the first pay periods of July and December.

**Annual Longevity Total Payments**

<b>Years of Service</b>	<b>E&amp;E</b>
10 years but less than 15 years	\$250
15 years but less than 20 years	\$350
20 years but less than 25 years	\$575
25 years or more	\$800

Upon death or retirement, Exempt and Excluded employees are eligible for payment of the full calendar year less any payment(s) already received for that calendar year.

For further information concerning eligibility for longevity pay, please contact the Human Resources Department or refer to your Collective Bargaining Agreement.

## **HOLIDAYS**

The following are recognized as paid holidays. You shall receive a full day's pay at straight time or a half day's pay at straight time as applicable and defined below:

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	*1/2 Day before Christmas
Independence Day	Christmas Day
Labor Day	*1/2 Day before New Year's Day

\*Workday shall be four hours, or five hours in the case of the ten hour per day schedule.

Holidays that occur on a Saturday are celebrated on the preceding Friday, except when the Chief Executive Officer designates another day as a substitute for a Saturday holiday. Holidays that occur on a Sunday are celebrated on the subsequent Monday.

An employee assigned to work on a holiday shall be paid or receive compensatory time in accordance with District pay policies or Collective Bargaining Agreements.

In order to be eligible for holiday pay, Exempt and Excluded employees must work at least three (3) days in the week in which the holiday falls and they cannot have used a sick day for the day immediately before or after the holiday. Vacation, earned/personal time and paid sick leave will be counted as time worked for such purposes.

Bargaining Unit employees should refer to their Collective Bargaining Agreement contract for details on eligibility for holiday pay.

## **SERVICE RECOGNITION AWARDS**

The District recognizes extended service to the organization by presenting service awards. An employee with twenty-five (25) or more years of service becomes a member of the Twenty-Five Year Club. Additionally, at five year intervals thereafter, the employee receives a service recognition award.

## **VACATION**

If you have been on the active District payroll as of January 1st each year, you shall be entitled to time off for vacation with pay based upon your completed length of service on the following basis:

- 6 months to 1 year of service is entitled to 5 days.
- 1 year to 5 years of service is entitled to 10 days.
- 5 years to 10 years of service is entitled to 15 days.
- Between 10 years and 15 years of service, 1 additional day is given per year to a maximum of 20 days.
- 15 years of service is entitled to 20 days.

Full-time employees must be on payroll as of January 1st in order to be eligible to receive vacation time for that year. Employees hired between January 1st and June 30th will receive 10 days of vacation the following January. Employees hired between July 1st and December 31st will receive 5 days of vacation in the following January. Up to one week may be carried over to the following year with prior approval. Vacation credited on the first pay period of each year must be used prior to the expiration of the calendar year, with the exception that Exempt and Excluded employees may carry up to one week over into the new calendar year.

### **Vacation Request**

You must submit a request for vacation time to supervision for advance approval. Approval shall be at the discretion of supervision, who shall consider operational needs. Please make your request well in advance to allow supervision time for scheduling. Request for a single day of vacation must be made to the supervisor twenty-four (24) hours in advance. The granting of such a request is at the supervisor's discretion.

The Request for Extension of Vacation Time form must be submitted to your Department Head before December 1st. The Department Head shall make a recommendation and forward the form to the Director of Human Resources. Vacation carry over beyond one week may be authorized by the Chief Administrative Officer or Chief Operating Officer. Any vacation time carried over from the previous year is expected to be used by the end of the first quarter.

Vacation time will normally be used in full days. Earned Time or Personal Time may be used for less than full day absences. If you do not have Earned or Personal Time, you may take vacation time in smaller increments but not less than one quarter (1/4) hour.

**Vacation Pay Advance**

You must make your request for advanced pay on a Vacation Advance Voucher Form, which must be submitted to supervision by the Monday preceding the week of vacation. Vacation pay advances (for a minimum of five days of vacation) will ordinarily be paid on the Thursday preceding the vacation. Failure to submit the request by the specified deadline may result in no advance pay being issued.

**Reduction of Vacation Accrual**

Each accumulation of twenty-five (25) consecutive work days of un-paid absence reduces the vacation credit by ten percent (10%).

**Advance Credit of Vacation**

If you have depleted your vacation and earned time balances, you may make a written request to your Department Head for an advanced credit of next year's vacation time. At the Department Head's discretion, approval/disapproval is recommended. The request is then forwarded to the Director of Human Resources for final review and authorization.

**Separation**

If you resign, retire or are discharged, you will be paid for unused vacation posted for the calendar year.

**Retirement**

If you retire between the first pay period of the year and June 30th, you will be credited with one half (1/2) of your annual vacation accrual for the following year in addition to the amount of unused vacation posted for the calendar year. If you retire between July 1st and the final pay period of the year, you will be credited with your entire annual vacation accrual for the following year in addition to the amount of unused vacation posted for the calendar year.

You will be credited with ten (10) additional days of vacation (in addition to that specified above) at the time your retirement request is approved.

**PERSONAL TIME**

If you are assigned to salary grades EE-13 and above, you are allowed the use of Personal Time. You do not accrue Personal Time but are allowed to use Personal Time at the discretion of your supervisor. Personal Time may be used in minimum increments of a quarter (1/4) hour.

## **EARNED TIME**

In January of each calendar year, Earned Time is credited to employees assigned to salary grades EE-01 through EE-12 and SS-08 through SS-10. Earned Time may be taken in minimum increments of a quarter (1/4) hour subject to the approval of supervision. It may also be used once all sick time has been exhausted.

### **Loading of Earned Time**

Exempt and Excluded employees in salary grades EE-01 through EE-12, and Local 1026 employees in salary grades SS-08 and above, who have successfully completed their probationary period and are on the payroll are credited with five (5) days of Earned Time as of January 1st of the new year. Exempt and Excluded employees in salary grades EE-13 and above have no Earned Time balances, but they do have available Personal Time.

### **Prorated Earned Time**

An Exempt and Excluded employee (EE-09 to EE-12 inclusively) hired or transferred into salary grades EE-09 through EE-12 after the beginning of the year and who completes probation in that calendar year, receives prorated Earned Time based upon the date of employment. (This also applies to Local 1026 employees assigned to SS-08 or above). A newly hired employee who has not completed the initial probationary period in the calendar year in which they were hired will receive both a prorated amount of Earned Time in the next calendar year and a full load for the succeeding year.

### **Carry Over**

A maximum of two days may be carried over into the succeeding year. In no case will your total annual allotment of Earned Time exceed seven days.

### **Separation**

If you separate your employment, or have your employment terminated, you will be paid for unused Earned Time posted for the calendar year.

## **SICK LEAVE**

- See Family Medical Leave Act (FMLA), as it may apply.

You shall be credited with one and one-quarter (1-1/4) days sick leave per month. If you start work on or before the sixth (6th) working day of the calendar month, you will accrue sick leave for that month. An employee who starts after the sixth (6th) working day of the calendar month will not commence sick leave accrual until the next full month of employment. Sick leave may be used in any increment but not less than one-quarter (1/4) hour. No sick leave credit shall be accrued in any calendar month during which an employee is absent in excess of six working days without pay. There is no maximum sick leave accumulation at this time.

Employees assigned to salary grades EE-13 and above shall not have recorded accrued sick time balances. However, sick time shall be recorded on time records since it is intended that

employees in these salary grades shall have at least the same sick time benefit as other employees in general. Absences for extended illness will be reviewed by the Director of Human Resources.

Paid sick leave can be requested when you are unable to come to work due to illness or injury. It is your responsibility to notify your supervisor as far in advance of your regular reporting time as possible of your illness and inability to come to work. You must state the nature of your illness and also provide an estimate of when you will be returning to work. Except for emergency situations, messages should not be left by friends or relatives or left with clerical staff or co-workers. If you are still unable to return to work within the estimated time, you must keep your supervisor posted as to when you will be able to return.

In addition to absence due to illness or injury, you may use sick leave for medical or dental appointments that cannot be scheduled outside of regular working hours; for serious illness in the immediate family which requires your presence; for death in the immediate family; to attend funerals of friends or relatives; and for parental leave. **Please consult your Supervisor, the Human Resources Department, and your Collective Bargaining Agreement concerning the limitations and restrictions on the use of sick leave.**

Although sick leave may be used for the above reasons, you are encouraged to accumulate your sick time for those instances when you will most need it, such as for long term illnesses and unforeseen accidents which may incapacitate you from working.

The District has a very strict policy against excessive use and abuse of sick leave, which can result in loss of pay and discipline, including termination, for violators. This policy is discussed in the Employee Conduct section of this Handbook (Section V).

Upon resignation of employment, retirement or death (payable to estate), an Exempt and Excluded employee who has completed at least ten (10) years of service with the District, except when discharged, shall on the basis of their wages at the time of separation, be paid for twenty five percent (25%) of their unused accumulated sick leave up to a maximum of sixty (60) working days or they may take a leave of absence with pay covering the number of days to which they would be entitled in the sixty (60) day period prior to retirement.

### **Loan of Sick Leave**

You may request a loan of sick leave when your sick leave balance has been exhausted. Loans will be considered only after all Vacation and Earned Time have been used. The request must be made in writing through supervision to the Human Resources Director. If you require a loan of sick leave to provide a bank of time to be used for a worker's compensation injury, you may do so without first exhausting your vacation or earned time bank.

An employee requesting a loan of sick leave time does so with the understanding that the time loaned must be replaced in the bank from future accruals. Contact the Human Resources Department for more details.

### **MATERNITY LEAVE**

The purpose of maternity leave is to allow a pregnant employee time off from work during the period she is medically disabled and unable to perform her job. For maternity leave the employee is allowed six (6) weeks for a normal delivery or eight (8) weeks for a caesarian. An employee's accrued sick time may be used during the six (6) or eight (8) week period. Under FMLA an employee is entitled to a total of twelve (12) weeks of leave. This includes the six (6) or eight (8) week period taken for maternity leave. The length of time which the employee is approved for maternity leave depends on the length of time she is disabled as documented by acceptable medical validation. At the end of the six (6) or eight (8) week period, if the employee, though medically able to return to work, requires additional time off to care for the infant, only Vacation or Earned Time may be used as paid time.

### **PATERNITY LEAVE**

The purpose of paternity leave is to allow five (5) days of sick leave for the birth or adoption of a child.

### **JURY DUTY/SUBPOENA**

If you are summoned to court to serve as a juror, you will be paid the difference between regular pay and Jury Duty pay. Weekly pay checks can be continued provided you make a prior agreement to endorse your Jury Duty pay to the District.

### **Court Witnesses**

District Representation – When you are subpoenaed and/or appear as a witness in a court case representing the District, you shall notify your supervisor and the MDC Claims Agent. All time in court will be considered as time worked, subject to the overtime provisions of this agreement.

When you make a court appearance as a plaintiff or a defendant in a court case, time spent in courts is not considered as time worked. You may elect to use paid time, i.e.: Earned Time or Vacation Time. However, use of Sick Leave is not allowed.

## **MILITARY LEAVE WITH PAY**

In the event any employee enters the Armed Forces of the United States, the District extends all rights and benefits granted to military personnel under the Universal Military Training and Service Act, as amended, provided that such employee shall comply with all requirements for reinstatement after the end of their service as set forth in the Act.

For more information regarding rights and benefits under this section, refer to your Bargaining Unit Agreement, which can be found on our website, or contact the Human Resources Department.

## **FAMILY MEDICAL LEAVE ACT**

The Family and Medical Leave Act (FMLA) is a federal law enacted as of August 5, 1993. The District is required to provide eligible employees with up to twelve (12) weeks of paid and/or unpaid, job protected leave for certain family and medical reasons. The District requires accrued paid time to be used prior to using unpaid leave. The District's policies regarding the use of accrued time such as Sick Leave, Vacation Time, Earned Time, or Personal Time coordinate with the FMLA policy. For more information on FMLA, refer to the Management Directive or contact the Human Resources Department.

## **OTHER BENEFITS**

### **Worker's Compensation**

In accordance with all applicable laws and regulations, the District provides Worker's Compensation coverage for all employees. If you suffer a work related injury or condition, regardless of how minor, you must report the incident to your supervisor. The supervisor will complete an accident form and arrange for immediate treatment (if warranted), and refer you to the Risk Services Department for further follow-up.

You are required to:

- 1) Follow your doctor's instructions for treatment, medication, and activity restrictions.
- 2) Keep scheduled appointments.
- 3) Provide your doctors with an accurate account of your job duties and availability of light duty assignments.
- 4) Maintain contact with supervisors to update your condition and prognosis for return to work, and available light duty with restrictions.
- 5) Provide your supervisor or designee with updated medical documentation.

- 6) Return to work with medical authorization for regular or light duty.
- 7) Inform the District's Human Resources department of any concurrent employment while receiving worker's compensation benefits.

The above rules are intended to improve communications between you, your doctors and your supervisor to ensure a safe return to work.

### **Employee Assistance Program (EAP)**

At some time during employment, you and/or your immediate family members may experience personal problems that negatively affect job performance. These problems may be related to alcohol and/or drug abuse, emotional difficulties, family, marriage and other personal problems. Sometimes these problems are of such a serious nature that they require outside confidential, professional help.

The District strongly supports the Employee Assistance Program and is committed to helping employees with personal, alcohol and other substance abuse problems. You may call the EAP at 1-800-275-3327 twenty four (24) hours a day.

#### **4. EMPLOYEE CODE OF CONDUCT**

Rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the District. The following work rules are applicable to all MDC employees:

1. Employees shall use assigned parking areas and observe posted speed limits for each work site.
2. Employees shall observe all work site safety regulations, using protective gear as required, and shall immediately report unsafe or hazardous conditions to a supervisor.
3. Employees shall dress in clothing appropriate to their work assignments and surroundings.
4. Employees shall provide current and accurate personal data, including home phone number and emergency contact information, to their supervisor and the Human Resources Department.
5. Employees shall not conduct any personal business during working hours. The use of District telephones to place or receive personal calls will be kept to a minimum.
6. Employees shall immediately report all work-related injuries to their supervisor or the supervisor on duty.
7. Employees shall comply with all policies, procedures and regulations.
8. Smoking within District buildings or District-controlled facilities is permitted in designated areas only. Smoking is prohibited in District-owned or District-controlled vehicles.
9. Employees shall be responsible for all property and equipment assigned to them and shall immediately report lost, missing or damaged property or equipment to their supervisor.
10. Unauthorized possession, duplication, or use of MDC keys, badges, or identification cards is prohibited.
11. Employees unable to report for work shall personally call their supervisor or designee at the start of their scheduled workday (by 8:15 a.m. with Local 3713) to report their absence from work and to provide the reason for their tardiness or absence and/or to request the use of sick time, as required.

12. Employees shall be at their assigned work stations at the designated hour ready to work and shall remain at such work stations unless excused by their immediate supervisor.
13. Employees may be assigned to work overtime as required.
14. Employees shall not refuse or fail to perform work assigned to them.
15. Employees shall report for and remain at work at all times in a fit physical and mental condition.
16. An employee shall not interfere with the productivity of other employees nor cause any interruption of work.
17. Sleeping or inattentiveness on duty is prohibited.
18. Time away from work during the regular work schedule must be approved in advance through supervision.
19. Unauthorized tape recordings, videos, or photographing of employees is prohibited.
20. Racial, ethnic, or sexual harassment of any person is prohibited.
21. Physical violence, verbal abuse, inappropriate or indecent conduct and behavior that endangers the safety and welfare of persons or property is prohibited.
22. Falsifying or altering any District record or report, including but not limited to an application for employment, a medical report, a production record, a time record or an expense account is prohibited.
23. Firearms, weapons or explosive devices, unless authorized for District use, are prohibited on District property, facilities, or District controlled work sites, including employee parking areas.
24. Possession, ingestion or distribution of alcoholic beverages and/or illegal or controlled substances at work sites is prohibited.
25. An employee taking prescribed medication(s) under the orders of a physician shall report the fact to her/his supervisor if the medication(s) may affect her/his performance or ability to operate machinery or vehicles.
26. The removal or destruction of District property, documents, and/or other equipment or material, including customer property or records, from work sites without authorization is prohibited.
27. Employees shall immediately report alleged violations of existing work rules, policies, procedures or regulations to a supervisor.

28. Disclosing confidential District information is prohibited.

The examples of impermissible behavior described above are not intended to be an all-inclusive list.

### **WORK ASSIGNMENTS**

Your job is comprised of a variety of tasks that should be completed in an efficient manner. If you complete an assignment earlier than expected, move on to other work or request a new assignment from your supervisor.

Unauthorized coffee or rest breaks, excessive smoking breaks, extended meal periods, roundabout travel routes, and failure to perform a work assignment can result in a loss of pay for the nonproductive period and disciplinary action.

Refusal of a direct order to perform a given work assignment is considered insubordination, a very serious offense which may be cause for severe disciplinary action, up to and including the termination of the employment relationship.

### **ATTENDANCE**

The District's efficiency and productivity depends on the attendance and punctuality of its employees. Employees, unless excused in advance by supervision, are expected to report to work at the designated starting time and remain at work unless excused by your immediate supervisor. Excessive absences and/or incidents of tardiness may jeopardize your employment status.

## **SICK LEAVE USAGE POLICY**

If you are suspected of abusing or excessively using your sick leave privilege, you may be required to produce appropriate medical validation for each absence chargeable to sick leave or you may be denied sick time accrual. Abuse of sick leave is also grounds for disciplinary action.

You must submit appropriate medical validation to substantiate a request for sick leave under the following circumstances:

- 1) to document an absence from work due to illness for more than three (3) consecutive working days (see also the Family Medical Leave Act Section of Handbook):
- 2) to change part of your vacation leave to sick leave if you become ill while on vacation:
- 3) if you have been placed on a Medical Certificate Requirement due to excessive use of sick leave:
- 4) at any time evidence indicates reasonable cause for such a requirement.

Generally, medical validations that are based on over-the-phone diagnoses will not be accepted. The doctor must have actually examined the employee in order for the certificate to be valid. The validation should state the reason for the absence and the expected duration of the absence. The submission of altered medical validations may be considered as cause for discharge.

## **PUBLIC IMAGE**

Your behavior on the job not only reflects upon you as an individual but also on your fellow employees and the District.

You are expected to do your job properly, be courteous and helpful to your co-workers and the general public, obey work and safety rules, adhere to established work hours, meal and rest periods, and utilize District material, equipment, and supplies for authorized District purposes only.

You are very much in the public eye and must act in such a way as to bring credit to the District. Politeness, co-operation, and efficiency are characteristics that we must all strive to maintain regardless of circumstances.

## **CO-WORKERS**

In addition to projecting a positive image you are expected to maintain harmonious working relationships with your co-workers and supervisors. There may be times when you will have differences of opinion with your fellow employees. If you cannot resolve the matter with your co-worker, you should discuss the difficulty with your supervisor, who can assist in finding a satisfactory solution to the problem.

The use of racial, ethnic, sexual remarks, slurs and/or sexual humor is not tolerated under any circumstance in the work place and is in violation of the District's Affirmative Action Policy.

Such offensive behavior not only undermines morale in the work place but may also be grounds for disciplinary action, including the possibility of terminating the employment relationship.

## **APPEARANCE AND DRESS**

Your appearance is important. Like your conduct, it not only reflects upon you as an individual but upon your co-workers and the District as a whole. Your attire should be neat and clean and appropriate to your particular type of job. Shorts, halter tops, and other types of beach-type casual wear are not suitable business attire. If your job requires the use of safety or protective gear, such as reflective vests and steel-toed safety shoes, you must wear them as required.

Although the District does not have a formalized dress code, individual work units may have District-provided uniforms. In addition, the District may establish a casual attire day or days. You should consult your supervisor concerning the specific dress requirements of your unit.

## **DRUGS AND ALCOHOL**

The District has very strict policies against the possession, use, transportation, or distribution of drugs or alcoholic beverages while on the job, or on District Property and/or District facilities. The District also has strict policies against its employees operating District vehicles or District-controlled vehicles and equipment while intoxicated, under the influence, impaired or otherwise unfit for duty. Violations of these policies will result in very severe disciplinary action being taken, which may include lengthy suspensions or dismissal. The District complies with all applicable Federal, State and local rules and regulations in its efforts to maintain a drug-free work environment.

Each employee has a right to come to work and perform his or her job in a work environment that is totally free from the illegal use of controlled substances or drugs. Accordingly, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or drug is strictly prohibited at all District work locations, and in all District vehicles, and by all District employees while they are acting in their capacity as employees.

Under Federal regulations, all employees who perform safety-sensitive functions, and all applicants for and incumbent employees seeking transfer to safety-sensitive positions, will be in a drug and alcohol testing program in accordance with the Omnibus Transportation Employee Testing Act and the Department of Transportation Controlled Substance and Alcohol Use and Testing Regulations, Title 49, CFR, Parts 382, et.al.

Upon authorization and approval of the District Chairman, alcohol may be served and consumed at MDC sponsored special events on MDC property. Written approval must be obtained prior to the event.

### **DISTRICT DRIVING PRIVILEGES**

District equipment and vehicles, as well as District-controlled vehicles, are to be used for District business only. The use of District equipment or vehicles, or District-controlled vehicles, for personal travel is absolutely prohibited. If you are at least eighteen (18) years old and have occasion to drive a District car, be sure to familiarize yourself with the latest rules and regulations governing its operation. Obey all traffic regulations and speed limits. Do not take chances or drive recklessly. Drive carefully, courteously, and within the law.

Failure to follow the rules governing the use of District vehicles and equipment or to report any incidents or accidents may jeopardize your driving privileges and result in disciplinary action being taken. You will also be responsible for all traffic violations and fines. If your State license is revoked or suspended, notify your supervisor immediately.

The unauthorized removal from the workplace of any of the District's materials, equipment, tools, supplies, or other property, for whatever reason, will be considered a very serious offense and will be treated for disciplinary purposes in the same manner as if these items had been stolen from the District.

If you are involved in an accident while operating a District owned vehicle, it is your responsibility to report the accident to the District's Claims Agent at (860) 278-7850, Ext: 3600, and to your supervisor so that the proper forms can be completed for the Risk Services Department.

## **SAFETY**

Safety is a top priority in all District operations and activities. It is the policy of the District to comply with all applicable federal, state and local health and safety regulations and to provide a work environment as free as practicable from recognized hazards.

You should use good common sense to avoid accidents and injuries. You must also pay particular attention to established safety policies and practices for specific work locations. Report promptly all accidents, regardless of whether they result in injury. Failure to adhere to established safety procedures may result in disciplinary action being taken.

## **TELEPHONE USAGE**

It is the policy that use of District telephones for non-District business be minimized.

## **SMOKING POLICY**

The District complies with all applicable federal, state and local regulations regarding smoking in the workplace and provides a work environment that promotes productivity. Smoking within District buildings is permitted in designated areas only. Employees who wish to use designated smoking areas may do so before work, after work, and during lunchtime or break time.

Smoking breaks are permitted outside most buildings. Employees who wish to smoke at designated outside smoking areas are asked to use the smoking receptacles provided and to avoid littering and blocking the doorways. Smoking is prohibited in District-owned or District-controlled vehicles. Your help and cooperation in maintaining a healthy work environment is expected and appreciated.

## **RESIGNATIONS**

The MDC is an “at will” employer. If you may decide at some point to resign your employment, you are requested to provide a two-week (2) working notice. Managerial employees are requested to provide a four-week (4) notice of resignation.

Any unused vacation leave or earned time will be paid in a lump sum.

## **LINKS AND ADDITIONAL INFORMATION**

For more information on the District, job specifications and an up-to-date version of this handbook, you may want to visit the Human Resources web-site at <http://www.themdc.com/>.