

SCARBOROUGH SANITARY DISTRICT
Employee Handbook

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WELCOME TO THE SCARBOROUGH SANITARY DISTRICT

It is our pleasure to welcome you to the Scarborough Sanitary District. We are a quasi-municipal corporation established in 1969 for the purpose of providing a safe and effective system of wastewater disposal for the Town of Scarborough. We are governed by a seven-member Board of Trustees composed of members of the community who are elected for 3-year terms. The Board establishes policies, oversees how policies and procedures are carried out, and hires the Superintendent, who is responsible for all aspects of operating the Scarborough Sanitary District.

Employees are our most valued asset and human resource management is one of the most important employer responsibilities. We believe that the success of our organization depends on the contributions of all our employees and their ability to work as part of a team. We value you both as a person and as a professional. We are confident that your contributions will be an integral part of our success in maintaining the Scarborough Sanitary District's outstanding reputation in serving our customers and the community.

THIS HANDBOOK contains an overview of the Scarborough Sanitary District's Human Resource guidelines, policies, procedures, and benefits and supersedes all past handbooks, manuals, policies, and procedures. It is not intended to cover every detail of every policy. Your supervisor is your best source of information about procedures, practices, and expectations for performing your position. Don't hesitate to ask questions – doing so is part of understanding and completing your work. These policies and guidelines are intended to apply to all employees of the Scarborough Sanitary District.

POLICIES contained within this handbook are offered to: conform to current legislation; be in concert with the many benefits available to Scarborough Sanitary District employees; and provide consistency and standardization. These policies are a guideline for decision-making; *they do not constitute a contract* between Scarborough Sanitary District and its employees. These policies do not constitute a legal document.

CHANGES TO THIS HANDBOOK may be needed to accommodate growth or change. As a result, the Scarborough Sanitary District reserves the right to change guidelines outlined in this handbook at any time. Additionally, because not every possible situation can be anticipated, and depending on the circumstances of a given situation, we also reserve the right to address a situation differently from what may be described.

EQUAL EMPLOYMENT OPPORTUNITY

Scarborough Sanitary District is committed to a policy of equal employment opportunity for all qualified applicants and employees, and does not unlawfully discriminate in the terms, conditions or privileges of employment including recruitment, selection, training, pay, benefits, promotion or transfer because of race, color, sex (including pregnancy, sexual orientation, and gender identity including transgender status), national origin, religion, age, genetic information, disability, or retaliation for engaging in an EEO-protected activity. As part of its program of equal employment opportunity, the Scarborough Sanitary District prohibits discrimination or harassment based on any of these categories. In addition, it is also the policy of the Scarborough Sanitary District to prohibit discrimination or harassment based on marital status; status as a parent; and past, present, or future military service. All employees must refrain from practicing or tolerating discrimination or harassment.

UNLAWFUL HARASSMENT of any individual is prohibited. See policy statement below.

EMPLOYEES WITH DISABILITIES are provided reasonable accommodations by the Scarborough Sanitary District.

EMPLOYMENT

EMPLOYMENT CLASSIFICATION - Scarborough Sanitary District will compensate employees who are entitled to overtime under the Federal Fair Labor Standards Act and applicable state law (non-exempt employees).

- **Non-Exempt Employees** – All non-exempt employees are entitled to one and one-half times their salary, on an hourly basis, for each hour worked in *excess of forty (40) hours* per week (Monday through Sunday). All non-exempt employees are scheduled to work forty (40) hours per week and no overtime may be worked unless approved by the manager supervising the employee’s operating area.
- **Exempt Employees** – All exempt employees have an obligation to complete all of their duties in a professional manner without regard to the number of hours worked in excess of forty (40) hours per week. Exempt employees are not eligible for overtime pay.
- **Full-time Employees** - An employee who is regularly scheduled to work a minimum of forty (40) hours per week. Full-time employees are eligible for all benefits and paid time off described in this handbook.
- **Part-time Employees** – An employee hired to work a set schedule of less than forty (40) hours per week. Part-time employees are eligible for benefits and paid time off for partial or pro-rated work time as set forth in the Benefits section.
- **Temporary Employees** – Are employees who are hired for a pre-established period of time, usually during peak workloads. They may work full-time or part-time, and are not eligible for employee benefits, other than those required by law. This category includes interns.

RECRUITMENT: - The District shall employ the best qualified candidates for the respective positions. Scarborough Sanitary District seeks to assure that the employment process is handled in accordance with applicable state and federal laws. A statement indicating that Scarborough Sanitary District is an Equal Opportunity Employer will be a part of our policy and included in any advertisements. The basic procedure is as follows:

1. May advertise the position internally and externally concurrently
2. Superintendent and the HR Consultant will review all resumes & applications and keep on file for two years.
3. Superintendent and HR Consultant will schedule interviews
4. Superintendent will make the hiring decision & discuss conditions of employment and finalize rate of pay.
5. Superintendent will provide a conditional job offer letter pending a background and reference checks

6. Employees will be required to complete all employment and benefit related forms. Falsification of an employment application or personnel record may result in termination of employment.

PROBATIONARY PERIOD - All new employees and promoted employees are required to serve a six (6) month probationary period. During this time, the Superintendent will meet and discuss with the employee how they are performing their job. If the employee successfully completes the 6-month probationary period, they will become a permanent member of the staff. If, in the opinion of the Superintendent, the employee has not successfully completed the probationary period, new employees will be terminated and promoted employees will resume previous work classifications, if available.

PERSONNEL FOLDER: A personnel folder is maintained for each employee for the duration of his/her employment. Information in the personnel file will include original application of employment and/or resume, any offer letter sent to employee, personal data such as employee's home address and telephone number, a contact person in case of emergency, employee's rate of pay, performance-related records, and changes in employment status and/or pay. All medical information will be kept in a separate file. Personnel files are kept in a secured cabinet.

If an employee would like to review their personnel file, they must arrange for a time to do so with the Superintendent. The Superintendent will be in attendance while the employee reviews his/her file. Following termination, files are retained according to the State of Maine Rules for Disposition of Local Government Records.

PAY

COMPENSATION – It is the intent that the District employees be paid on a basis that is commensurate with salaries and wages for comparable public and private work in the area and that will attract and retain well qualified employees.

PAY PERIOD – The District pays its employees on Friday for the hours worked up to midnight on the preceding Sunday. New employees will receive their first paycheck on the second Friday of their employment with the District.

TIME REPORTING - All employees are required to record all hours they work. A timesheet is provided, and employees must record their time daily. The employee shall initial the time sheet on a weekly basis. At the close of the workweek each employee is required to submit his or her time sheet to the Superintendent for review before processing.

This is a legal requirement to ensure that the employee is paid for what they are entitled to. Employees are prohibited from engaging in any conduct to falsify their own or another employee's hours worked. Tampering, altering, or falsifying time records, or recording time on another employee's attendance roster or time record is a serious infraction of policy and may result in disciplinary action, up to and including termination of employment. If you have any questions about these timekeeping procedures, please contact the Superintendent.

WORK HOURS – It may be necessary, based on the variations in the different services provided by the District, to have variations in the hours of work per week for different employees. The

working hours for the District shall be established by the Superintendent. Normal business hours are Monday thru Friday, 7:00 a.m. to 3:30 p.m.

Scarborough Sanitary District reserves the right to make changes to the working hours based on the needs of the Scarborough Sanitary District and its services.

OVERTIME/COMPENSATORY TIME - Non-exempt employees will be paid overtime equal to one and one half (1½) times their regular rate of pay for hours worked in excess of forty (40) hours in any one week. Exempt employees are expected to manage their time so that all job requirements are met.

In lieu of overtime, full-time non-exempt employees have the option of earning and accumulating up to sixty (60) hours compensatory time for hours worked in excess of forty (40) hours at a rate of time and a half. Compensatory time earned by overtime may be accrued from year to year up to a maximum of sixty (60) hours. Once the sixty (60) hour limit has been reached, additional overtime hours worked will be paid at one and one-half times the employee's regular hourly pay.

Paid time off, i.e., vacation, holiday, comp. time, and sick time are included in the calculation of overtime or compensatory time.

CALL IN DUTY PAY – Each employee, whose position requires it, will be scheduled for rotating weeklong “on call” duty. “On call” duty will start at 3:30 p.m. Thursday until 7:00 a.m. the following Thursday. Hourly paid employees who are on call for the week will be paid one hour of overtime pay per day while on call. Plant check on Weekends – 2 additional hours per weekend day and 2 additional hours on a holiday. If employees are at the plant performing a plant check and a call comes in, the 3 hours of on-call and plant checks are included toward the call.

If an employee is called in after normal work hours during his/her scheduled week, the employee will receive a minimum of two (2) hours overtime pay. Multiple calls received during the initial call will be addressed as part of and along with the initial call. If the employee works beyond the two-hour minimum, The employee shall be compensated at the overtime rate based on the number of hours worked. If the employee answers and resolves the call-in remotely, the employee will receive one (1) hour overtime pay.

On call Operators will be required to perform weekend and holiday plant checks. Operators will receive an additional two (2) hours of overtime pay per day performing the required weekend/holiday plant check. If an employee is performing a plant check and a call comes in, and the operator can address the condition within the 2-hour plant check allocation, no additional compensation will be provided. If the operator is required to work beyond the two (2) hours, they will be compensated at the overtime rate based on the number of hours worked.

HOLIDAY PAY – Employees who are required to work on a holiday will receive time and one-half for the actual hours worked plus eight hours holiday pay. Employees who do not work on the holiday will receive 8 hours of straight time.

LICENSING AND REGISTRATION – All employees whose job requires a professional license or registration will have, from the first day of employment, a copy on file in the Superintendent's Office. Employees will be responsible for keeping their license or registration current and in effect. Failure to submit the updated professional license or registration by its expiration date may result in disciplinary action up to and including termination.

The Scarborough Sanitary District will be responsible for all expenses related to maintaining required professional licenses, registrations or exams including time off from work to take classes or exams.

BENEFITS

Scarborough Sanitary District offers eligible employees a benefits package that includes the programs summarized below. Scarborough Sanitary District offers benefits to all full-time employees who work forty (40) hours per week, and pro-rated benefits to all regular part-time employees who average at least twenty (20) hours per week.

Employees will be provided with the Summary Plan Descriptions and plan documents as well as an outline of all benefits. Scarborough Sanitary District reserves the right to amend, modify, or reduce the benefits provided, or to terminate any of its plans at any time. Any amendment, modification, reduction, or termination may be made without prior notice to participants, except as required by law.

MEDICAL INSURANCE - Eligible employees, their spouses, domestic partners, and/or their dependents may participate in the Scarborough Sanitary District medical insurance plans. The District pays 100% of the premiums through Maine Municipal Employee Health Trust. The District also provides a contribution toward the Health Reimbursement Arrangement associated with the MMEHT health plan.

RETIREMENT PLANS – Scarborough Sanitary District employees who have been employed for 1 year are covered through the Scarborough Sanitary District’s non-contributory money-purchase pension plan (401A). The Scarborough Sanitary District contributes on the behalf of the employees at 6.5% percent of the employee’s annual salary. A 457 plan is also available as an optional retirement plan with no employer contribution.

WORKERS’ COMPENSATION - In accordance with Maine law, employees will be covered under our Workers’ Compensation program for any work-related illness or injury. An employee must report any such injuries or illnesses to the Superintendent immediately.

If an employee is injured at work, Scarborough Sanitary District will work with the employee to bring the employee back to active duty as quickly as feasible. If the employee is unable to return to their regular position, the Scarborough Sanitary District will make reasonable efforts to temporarily modify the current position or to re-assign the employee to a position that is consistent with their skills and meets their work restrictions.

Scarborough Sanitary District will pay employees during the 7-day waiting period under the Maine State WC law. Employees may use their sick and vacation accruals for any supplemental time lost after the waiting period to make themselves whole.

CLOTHING - Employees are expected to dress in a professional manner appropriate to their job area, and responsibilities. All clothing should be clean and neat.

- **Clothing and Boot Allowance** – Operational staff employees will be allowed to purchase Scarborough Sanitary District approved outerwear and footwear. Employees shall submit a proof-of-purchase receipt to the Scarborough Sanitary District for approval and reimbursement. The maximum reimbursement shall be assessed each year by the District based upon budget constraints.

EDUCATIONAL BENEFITS – Financial assistance will be authorized for attendance at training and development programs and courses within the limits of the Scarborough Sanitary District’s budget as determined by the Superintendent and/or Board of Trustees.

Upon approval, Scarborough Sanitary District will pay 100% of reasonable tuition and mileage for employees attending seminars, workshops, courses, or other programs when an employee’s attendance is requested by the Scarborough Sanitary District. Approved attendance at a job-related course requested by an employee and approved by the Superintendent will also be reimbursed at a rate of 100%. Employees undertaking educational training which is determined by the Superintendent not to be job related, but which is an institutional requirement for an overall job-related degree or certification program, shall be reimbursed 75% of course fees and required textbooks, lab materials or other course related supplies.

All District reimbursed educational training must be approved by the Superintendent prior to registration.

TIME AWAY FROM WORK

Employees on leave, either paid or unpaid will stop accruing vacation and sick time after 10 weeks of absence.

VACATION – It is the policy of the Scarborough Sanitary District that regular full-time and part-time employees are provided with paid vacation time away from the job.

A regular full-time employee shall receive vacation days in accordance with the following schedule. Part-time employees will receive prorated vacation days according to hours worked.:

The accrual rates are as follows:

	Annual:	Weekly Accrual Hours:
Start through four years	10 days	1.54
Five through 9 years	15 days	2.31
Ten through 19 years	20 days	3.08
Twenty + years	25 days	3.85

The Superintendent shall have the authority to negotiate higher vacation accrual rates for individuals that recognizes previous years of experience and education.

The following guidelines apply to the use of vacation time:

- Employees should request their vacation time with as much advance notice as possible. A vacation calendar is available to avoid scheduling conflicts. Vacation schedules shall be determined by the Superintendent in accordance with operational requirements.
- We consider vacation to be essential rest from work for all employees, and as a result, earned vacation shall be able to carryover the employee’s annual accrual rate.
- In extraordinary cases, such as illness, mechanical breakdowns, storm events, etc., which have prevented use of scheduled vacation time, the earned vacation time may be

carried over to the following year subject to the approval of the Superintendent. Accrued vacation time may not be carried for more than one year in any circumstance.

- Part-time employees who work a regular year-round schedule of twenty (20) or more hours per week shall be entitled to receive vacation days at a ratio of hours worked per week to the normal work week hours.
- At the time of termination, the final pay of an employee shall be adjusted by either adding pay for earned unused vacation days or by deducting pay for unearned used vacation days.

HOLIDAYS - The Scarborough Sanitary District observes the following list of holidays:

New Year's Day
Martin Luther King Day
President's Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus/Indigenous People's Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Day

All regularly scheduled full-time employees are eligible for holiday time. Part-time employees who work a regular year-round schedule of twenty (20) or more hours per week shall be entitled to receive holiday pay and/or time at a ratio of hours worked per week to the normal workweek.

When a holiday falls on a Saturday, the preceding Friday shall be the day off; when a holiday falls on Sunday, the following Monday shall be the day off.

Because of the nature of the District's service, certain employees are required to work on holidays. If an employee is scheduled to check the District's facilities or is called in on an alarm condition, then that employee will be compensated at time and one-half for the actual hours worked plus eight hours holiday pay.

SICK LEAVE – Regular full-time and part-time employees are provided with paid time away from the job for sickness. Regular part-time employees will receive sick leave on a prorated basis. Employees accrue sick time at a rate of eight (8) hours per month. A maximum of 960 hours may be accumulated for sick leave.

In all cases of illness, an employee must notify his or her supervisor as soon as possible (and not less than one hour before the start time of his/her work duties) that s/he will not be available to work because of sickness and the expected duration of the absence. A physician's statement may be required prior to the employee returning to work.

Sick leave shall not be considered a privilege to be used at an employee's discretion, but shall be allowed only in the following cases:

- Personal illness or physical incapacity, resulting from causes beyond the employee's control, and for which compensation is not payable under the terms of the Workers' Compensation Act of the State of Maine.

- Enforced quarantine of the employee in accordance with community health regulations.
- Illness or physical incapacity in the employee's immediate family requiring their personal attention and resulting from causes beyond his/her control up to a maximum of five (5) days and subject to the approval of the Superintendent.
- Sick time may also be used for professional appointments such as doctors, dentists, and optometrists during working hours provided that you obtain advance authorization from the Superintendent.

Abuse of the sick leave privilege shall be considered as sufficient cause for discipline up to and including dismissal.

Upon separation in good standing or after the employee's normal retirement date, an employee shall receive pay salary equal to 50% of his/her unused accrued sick leave.

PERSONAL LEAVE – Employees may be granted up to sixteen (16) personal hours on a calendar year basis. Personal time off must be scheduled with the Superintendent's Office no later than twenty-four (24) hours in advance of such leave, unless otherwise authorized by the Superintendent. Personal time cannot be carried over or paid out.

Circumstances that may be eligible for personal time off include but are not limited to the following: births in the immediate family, moving, funerals, involuntary legal demands, graduation of immediate family members from senior high school or college, or for other similar purposes requiring the attention of presence of the employee.

FAMILY AND MEDICAL LEAVE

In compliance with Maine law, it is the policy of the District to grant an unpaid leave of absence under the Maine Family and Medical Leave Act for up to 10 weeks in a 24-month period for any employee who has been employed by SSD for at least 12 consecutive months. This leave may be requested for any one of the following reasons:

- a. serious health condition of the employee;
- b. birth of the employee's child or the employee's domestic partner's child;
- c. placement of a child 16 years of age or less with the employee or with the employee's domestic partner in connection with the adoption of the child by the employee or the employee's domestic partner;
- d. a child, domestic partner's child, parent, domestic partner, sibling, or spouse with a serious health condition;
- e. donation of an organ by the employee for a human organ transplant; or
- f. as otherwise required by law.

A "serious health condition" is defined as a condition that requires in-patient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider.

The twenty-four (24) month period in which the (10) week entitlement occurs is a "rolling" twenty-four (24) month period measured backward from the date the employee uses any FMLA leave.

1. Requesting a Family and Medical Leave (FML)

The employee requesting a family medical leave must complete a form provided by SSD at least thirty (30) days in advance of the requested leave, unless prevented by a medical emergency from giving such notice. This notice should include the intended date upon which the leave would commence and the intended date of return.

If the leave is based on planned medical treatment, the employee, in addition to providing at least thirty (30) days' notice, must make a reasonable effort to schedule the treatments, subject to the approval of the healthcare provider, so as not to unduly disrupt District operations. Leave shall begin on the first day of absence (or partial attendance).

The District will designate any qualified leave time as FML even if the employee has not requested it.

2. Certification of a Serious Health Condition

When the reason for absence involves a serious health condition of the employee, or the employee's child, spouse, or parent, the employee must provide certification from a physician that includes: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment.

If the requested leave is based on a serious health condition of a family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or required.

When a Family and Medical Leave involves the disability or illness of an employee, a physician's certificate is required before the employee returns to work or resumes a full work schedule, stating the employee is able to resume normal job responsibilities or detailing any work limitations which the employee's condition may require.

3. Intermittent Leave

A Family and Medical Leave need not be taken all at once, but rather it may be used in small increments provided that the total usage does not exceed ten (10) weeks in twenty-four (24) months.

4. Return to Work

Failure to return to work upon expiration of leave may result in termination.

5. Benefits While on Leave

While an employee is on Family and Medical Leave, SSD will continue the employee's group health insurance at the same level and under the same conditions as if the employee had continued to work. Therefore, the employee must make arrangements with SSD to pay his or her share of health insurance premiums while out on leave.

If the employee chooses not to return to work for reasons other than a serious health condition, the employee is required to reimburse the District the amount that SSD paid for the employee's health insurance premium during the leave.

6. Pay While on Leave

FML may run concurrently with another paid form of leave including but not limited to Workers' Compensation, and sick leave. Sick time will not count as FML unless it is for more than five (5) consecutive workdays.

SSD will pay employees for the waiting periods not covered by workers' compensation insurance. Employees will have the right to use accrued time to make themselves whole once those benefits begin.

LEAVE OF ABSENCE WITHOUT PAY – The Scarborough Sanitary District recognizes that in extenuating circumstances employees may have a need for time off beyond vacation, holiday, and sick time. In special situations, employees may be eligible for a leave without pay.

Employees requesting a leave without pay must do so in writing and written approval must be obtained by the Superintendent.

In determining whether an unpaid leave request will be approved, Scarborough Sanitary District will consider past pay practices, the employee's seniority, reasons for the request, and scheduling.

In order for an employee to maintain District-sponsored health insurance coverage, the leave without pay cannot extend continually for more than three months.

WORKERS' COMPENSATION –The Scarborough Sanitary District provides workers' compensation coverage to its employees in accordance with the State of Maine laws. In the case of a workplace injury, regardless of how insignificant it appears, you must notify your supervisor immediately.

The District will typically compensate the employee for the first week of absence (waiting period) due to an injury/accident.

Family Medical Leave (FML) -- If eligible, Workers' Compensation absences will run concurrently with FML.

Benefit Premiums -- While on unpaid medical leave, the employee is responsible for the payment of their share of any benefit premiums that they normally pay. An employee on an additional leave of absence under FML will be responsible for paying the full cost of group health insurance.

Supplemental Pay. Employees may supplement their workers' compensation payment with comp time, sick leave and/or vacation leave, if available, to bring their pay up to their regular base weekly amount and to pay the employee's portion of benefits.

Return to Work. When possible and appropriate for the District's staffing needs, modified, short-term, or early return-to-work assignments ("Modified-Duty") will be made available to an employee as a positive means of rehabilitation following a workers' compensation illness or injury. Any candidate for Modified-Duty must be approved by a medical provider.

Modified Duty

As soon as Modified-Duty is requested or appropriate, the Superintendent and the employee's supervisor will evaluate any work restrictions and search for suitable Modified-Duty work within the employee's department. If none exists within the employee's department, then the Superintendent may deem it appropriate to look elsewhere within the District for such work assignments consistent with the skills and

abilities of the employee. If there is no Modified-Duty available, the employee will be instructed to return to work on a date when such work exists, restrictions change, or when full-duty is possible, whichever comes first. The Superintendent (or designee) will notify an employee as to the availability of suitable work.

The duration of Modified-Duty is limited to thirty (30) working days but may be extended at the discretion of the Superintendent. Extensions may be considered based upon medical evidence and employee rehabilitative progress. Any extension will be re-evaluated by the Superintendent (or designee) on a weekly basis.

All employees returning to full-duty (regular duty) work must present the Superintendent with the appropriate medical documentation, clearly indicating any remaining restrictions or limitations or the lack thereof.

An employee injured at work who fails to promptly report back to work as soon as reasonably possible (in accordance with the work schedule in effect at that time) upon a "fit for duty" medical diagnosis or an employee found to be violating work restrictions of a doctor while employed by someone other than the District while on a Workers' Compensation leave may be disciplined, up to and including discharge.

LEAVE FOR VICTIMS OF VIOLENCE - Scarborough Sanitary District complies with the Victims of Violence Leave Act of 1999. The Scarborough Sanitary District will allow unpaid leave up to 30 days without pay for an employee who needs the leave to prepare for or attend court proceedings, or obtain necessary services to remedy a crisis, if the employee needs the leave because the employee is a victim of violence, assault, sexual assault, or stalking. For those enrolled in health insurance, dental insurance and/or term life/disability insurance, insurance will be continued under the same conditions as prior to leave for the 30-day leave period. If medical treatment is necessary, sick leave will be granted for the period of medical treatment.

MILITARY LEAVE – Employees who are required to serve in any branch of the armed forces of the United States will be granted a military leave of absence to the extent required by the Uniformed Services Employment and Re-employment Act of 1994 (USERRA) and any applicable state laws.

JURY DUTY – Regular full-time and part-time employees who are called for jury duty, or subpoenaed by a legislative, judicial, or administrative tribunal, should promptly notify your supervisor in order that arrangements may be made. The District will pay employees while serving this duty.

If excused from jury duty for part of a day such that you could work for at least four regularly scheduled hours (including the time required to prepare for work), you must return to work in order to be paid. Otherwise, such time will be charged to vacation leave. If no vacation time has accrued, you will not be paid by the District.

BEREAVEMENT LEAVE – Full-time employees will be eligible for a paid leave of up to five (5) days in the event of the death of an immediate family member. Members of the immediate family include spouse, spouse equivalent, parents, siblings, children, grandparents, grandchildren, and parents-in-law. Additional bereavement leave may be granted by the Superintendent under extenuating circumstances.

ATTENDANCE - Attendance and punctuality are important factors for the success of our customer service efforts and for an employee's success in their job. We work as a team; this requires that each person be in the right place at the right time.

If an employee is going to be absent or late, the employee should call the Superintendent's office as soon as possible.

Unauthorized or excessive absence and/or chronic tardiness may result in disciplinary action up to and including termination of employment.

CONFIDENTIALITY – Issues and records related to personnel, litigation, negotiation, and other matters included in the exceptions to the “Maine Right To Know Law”, are to be kept confidential except as appropriate in each circumstance. If there is a question as to authorization to disclose information related to or obtained in the course of employment at the Scarborough Sanitary District, the employee should consult with the Superintendent.

PERSONAL PHONE CALLS/TEXTS, E-MAIL, AND PERSONAL VISITS – In order to ensure the appropriate use of Scarborough Sanitary District's phone and e-mail services and visitation by family members, the following procedures should be followed:

- Personal phone calls/texts should be made during breaks and/or mealtimes
- E-mail and Internet usage shall be limited to business related only unless prior authorization by supervisor is received. Systems may not be used for any illegal or improper purpose or in any way that might potentially embarrass Scarborough Sanitary District, its customers, vendors, employees, or retirees. This includes forwarding of messages received from outside sources.
- Employee family members or personal visits at the work site during normally scheduled work hours should be limited.
- Employees are not allowed to bring children into work with them during normal working hours when the employee is performing job duties.
- Violations of this Policy may result in discipline up to and including termination of employment.

OUTSIDE EMPLOYMENT – An employee may engage in employment in addition to being employed at Scarborough Sanitary District provided that the outside employment does not conflict with fulfillment of the employee's duties, present a conflict of interest, or result in the appearance of a conflict of interest.

PERSONAL RELATIONSHIPS/CONFLICT OF INTEREST – An employee may not have a direct reporting or contractual relationship with any member of their immediate family, or any other relative or any person with whom they have a significant personal relationship. Conflicts may also include a close personal relationship with someone who has a financial or employment interest with a current or potential vendor or customer of Scarborough Sanitary District. The employee should consider carefully whether there may be an actual or potential conflict of interest, or even the appearance of a conflict of interest, before accepting an assignment. If an employee believes a personal or professional conflict may exist or may be perceived to exist, the employee must inform the Superintendent.

In keeping with the above considerations, employees may not accept tips, gifts, or the like from vendors or from customers equal to or greater than \$25.00.

NON-BULLYING POLICY - The purpose of this policy is to communicate to all employees, including the Superintendent and the SSD Board members that the Scarborough Sanitary District will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

The Scarborough Sanitary District defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

Examples:

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. The District considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting or raising voice at an individual in public or in private
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting)
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring or interrupting an individual at meetings
- Public reprimands
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard the Superintendent or designee's instructions

Bullying is NOT:

- Expressing differences of opinions;
- Offering constructive feedback, guidance, or advice about work-related behavior; or
- Reasonable action taken by an employer or supervisor relating to the management and direction of employees or place of employment (i.e., managing an employee's performance, taking reasonable disciplinary actions, assigning work).

Complaint Process:

The Scarborough Sanitary District is committed to preventing bullying prohibited by this policy through education and dissemination of information as well as employee accountability. Such harassment may be reported by any employee, regardless of whether that employee is the recipient of the bullying, a witness or otherwise becomes aware of bullying prohibited by this policy.

Complaints may be filed by contacting any of the following individuals:

- Superintendent – David Hughes
- Human Resources Consultant – Betsy Oulton – 207-615-4284

SEXUAL AND OTHER UNLAWFUL HARASSMENT - Scarborough Sanitary District is committed to providing a workplace that is free of discrimination and unlawful harassment. All employees are expected to *treat one another with mutual respect* and to behave in ways that promote a *positive, productive work* environment. We will not tolerate actions, words, jokes, or comments which create an environment of harassment and are based on an individual's race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, or any other category protected by law.

The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal, written, or physical conduct of a sexual nature when:

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

Harassment may take many forms, intentional and unintentional, and may occur among co-workers or in a manager/subordinate relationship. In some cases, it may involve a customer or client. Harassment can be blatant or extremely subtle.

Harassment-related problems can often be resolved through open and honest discussion between those involved in the situation. In many cases, individuals perceived as behaving in a harassing manner will stop that behavior when confronted. However, such direct treatment of harassment is not always practical. Anyone who feels harassed by another employee or a non-employee in connection with his or her work and who feel that direct confrontation is not appropriate or not effective should promptly report an incident of sexual or other unlawful harassment to his/her immediate supervisor, the Superintendent, or the HR Consultant.

Any employee or manager who becomes aware of a possible sexual or other unlawful harassment situation must promptly advise his/her supervisor, the Superintendent, or the HR Consultant.

We will treat every complaint seriously. We will investigate appropriately, and as confidentially as feasible. We will handle complaints expeditiously and inform the employee of the outcome of the investigation as appropriate.

In most situations, we will be able to resolve the problem. An employee may report good-faith concerns about harassment without fear of consequences or retaliation.

Any employee guilty of harassment will be subject to prompt corrective action, which may include disciplinary action up to, and including termination of employment.

Complaints may be filed by contacting any of the following individuals:

- Superintendent – David Hughes
- Human Resources Consultant – Betsy Oulton – 207-615-4284

Employees may file a complaint of sexual harassment with the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333 (207) 289-2326. Employees are protected by law from retaliation for filing a complaint of sexual harassment with the Commission.

SAFETY - Scarborough Sanitary District considers safety to be of primary importance. Accordingly, each employee is required to practice all safety rules required by the Scarborough Sanitary District. Details about the safety program are available through the Superintendent, and all employees are expected to be familiar with safety guidelines pertaining to their positions.

THREATS/WORKPLACE VIOLENCE – In the interest of employee safety, threats, threatening behavior, or acts of violence against employees, visitors, or customers will not be tolerated. Any person who makes threats or exhibits threatening behavior will be removed from Scarborough Sanitary District property.

If an employee receives or is a witness to a threat or threatening behavior, the employee must report the behavior immediately to either the Superintendent or Chairman of the Board regardless of their relationship with the person making a threat or perceived to be behaving in a threatening manner. We will investigate as confidentially as feasible. Employees found to have engaged in threatening behavior or in workplace violence will be subject to disciplinary action up to and including termination of employment. Additional actions may include involving appropriate outside authorities such as law enforcement personnel.

WEAPONS – In order to ensure a safe environment for customers, visitors, and staff, bringing weapons or firearms of any kind into District facilities, property, or on job sites is prohibited. (nothing herein is intended to violate state or federal law).

TOBACCO FREE WORKPLACE – In order to provide a healthy workplace environment, smoking is prohibited in all District vehicles and throughout the District's indoor facilities. For the purpose of this policy, smoking includes the use of electronic and vapor cigarettes.

No cigarette, pipe, cigar, or tobacco chewing remnants or ashes are to be left on the grounds by employees.

Smoking or tobacco chewing is prohibited while working with citizens, vendors, members of the public, and other employees.

Designated smoking/tobacco areas shall be outdoors, at least 20 feet from entryways, vents, and doorways.

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

To improve the health and welfare of its employees, the Scarborough Sanitary District will pay for employees for attendance at a certified tobacco cessation program. Program rules are as follows:

- An employee who wishes to benefit from this program shall enroll in a certified tobacco cessation program at a certified health facility.
- The employee will be eligible for Scarborough Sanitary District payment for one tobacco cessation program per year, up to three times in a three-year period.
- The Scarborough Sanitary District shall reimburse the employee up to one hundred dollars toward the cost of each eligible tobacco cessation program completed by the employee. A certificate of completion may be required with the request for reimbursement.

ALCOHOL AND DRUG USE AND ABUSE – The possession, sale, or use of alcohol or illegal drugs on the employer’s premises is strictly prohibited and is grounds for immediate dismissal. If an employee is unable to effectively perform his/her duties or causes disruptions in the workplace due to the influence of drugs or alcohol, disciplinary action may be taken.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Scarborough Sanitary District’s workplace. As a condition of employment with the Scarborough Sanitary District, all employees will abide by the terms of the policy and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The Scarborough Sanitary District, within thirty (30) days of receiving notice, with respect to any employee who is so convicted, will take one of the following actions:

- Taking appropriate personnel action against such an employee up to and including discharge and/or
- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Being under the influence of prescription drugs while at work may also pose a risk of injury to employee, co-workers, customers, or the public. Accordingly, employees should report to the Superintendent any use of prescription or over-the-counter drugs, which affect their performance.

If an employee believes that another employee might be under the influence of drugs or alcohol, then s/he should report it immediately to his/her supervisor. If a supervisor receives a report that an employee may be under the influence of drugs, the supervisor should contact the Superintendent’s Office for further instruction.

EMPLOYEE RELATIONS AND COMMUNICATIONS/OPEN DOOR POLICY – Scarborough Sanitary District believes that to create a positive and productive work environment, employees and supervisors must communicate directly. *We expect a positive attitude from our employees and a willingness to work together as a team* and we urge any employee with job-related concerns and/or questions to talk with the Superintendent.

Scarborough Sanitary District strives to demonstrate its commitment to all employees by responding to concerns effectively and on a timely basis. If an employee has a conflict or issue with someone or something at work, the employee should take the following steps to resolve it:

- Talk with the person(s) involved in the issue. Direct communication is one of the most powerful conflict resolution tools available.

- If that doesn't work, or doesn't seem appropriate, the employee should present his/her concerns to his/her supervisor. The supervisor may be able to help the employee see the problem from a different perspective or help to solve the problem in some other way.
- If the issue involves a supervisor, and the employee can't resolve it or doesn't feel comfortable approaching his/her supervisor, the employee should present his/her concerns to the Chairman of Board.

In order to build an atmosphere that supports our belief in teamwork, we encourage an open communication process where problems can be discussed and resolved in a mutually respectful atmosphere that recognizes individual situations. Suggestions and comments on any subject are important to us, and we encourage employees to take every opportunity to discuss them with us. An employee's position with Scarborough Sanitary District will not be adversely affected if the employee chooses to use this procedure to voice a problem or concern.

PERFORMANCE COUNSELING AND DISCIPLINE - As has been described, there are standards of conduct and performance that are necessary for Scarborough Sanitary District to provide the level of service that our customers expect. Corrective action will be taken if an employee's personal conduct and/or performance do not meet acceptable standards. The discipline process will be initiated if an employee violates policies, has attendance problems, or otherwise performs below acceptable standards. The Superintendent is the only authority to suspend or terminate an employee. In general, any of the following steps may occur:

- 1.) Verbal counseling
- 2.) Verbal warning
- 3.) Written warning
- 4.) Suspension
- 5.) Termination

SOLICITATION AND DISTRIBUTION – Because distraction of employees on the job interferes with production and can lead to inefficiency, Scarborough Sanitary District has established the following rules.

- Non-employees are prohibited from soliciting, distributing, or posting literature or materials within the working areas of Scarborough Sanitary District at any time.
- Employees are prohibited from soliciting, distributing, or posting literature for any purpose during their working time or during the working time of any employees being approached. Working time does not include break time, mealtime, or time before or after work.
- No literature or materials may be posted on Scarborough Sanitary District bulletin boards or elsewhere on Scarborough Sanitary District premises or property without prior authorization from the Superintendent.
- Fund-raising activities such as the United Way campaign in which Scarborough Sanitary District participates to support the community will not be limited by these rules.

DISTRICT VEHICLES – Scarborough Sanitary District is committed to promoting safety and responsible driving for all its employees. To ensure this commitment is followed through, Scarborough Sanitary District has adopted a vehicle policy that requires all employees who operate Scarborough Sanitary District owned, leased and/or rented vehicles to do so in a lawful and safe manner.

Because Scarborough Sanitary District has sole discretion in determining who may operate a Scarborough Sanitary District vehicle or Scarborough Sanitary District sponsored vehicle, Scarborough Sanitary District has the right to review any appropriate documents including driving

records, proof of valid driver's license, automobile insurance, etc. and must be aware of any driving violations, changes to driver information and driver status immediately.

Due to the nature of the District's service, certain employees are responsible for responding to alarm conditions at the District's facilities. Therefore, when available, District vehicles will be utilized for commuting by the Superintendent, and operator on call.

All District personnel shall use District owned vehicles (not personal vehicles) for all District business whenever there is a District vehicle available. If no District vehicles are available and an employee requires transportation for District business, the employee may, with the approval of the Superintendent, use their personal vehicle and receive reimbursement at the rate as set by the IRS each year.

During vacation period or extended out of town travel, any District vehicle normally used for commuting purposes will be made available for us by other district employees during that period.

Any exceptions to the above procedures must receive prior approval from the Superintendent

Employees are expected to take all steps necessary in avoiding endangering themselves and others while operating Scarborough Sanitary District or Scarborough Sanitary District sponsored vehicles. To ensure this, employees authorized to operate Scarborough Sanitary District/Scarborough Sanitary District sponsored vehicles are expected to:

- ensure that the vehicle to which the employee is assigned is maintained in a safe driving condition;
- comply with respective laws governing motor vehicle operations.

Employees assigned a Scarborough Sanitary District/ sponsored vehicle may use said vehicle for personal use while serving on-call duty.

Any individual who is in violation with the safety expectations listed above may be subject to potential disciplinary action by the Scarborough Sanitary District up to and including termination.

HEALTH AND SAFETY

To assist in providing a safe and healthy work environment, SSD has established a workplace health and safety program and maintains a policy of strict compliance with all standard safety measures such as BLS (Maine Department of Labor) regulations as they apply to the District operations. SSD offers regular safety and training programs, attendance at which is usually mandatory.

Employees are required to be conscious of and observe all District and BLS safety regulations. Further, employees are encouraged to bring any hazardous conditions which pose health hazards or cause unsafe working conditions to the attention of their supervisor, the Safety Manager, or the Superintendent. Employees must use all available safety equipment at any time it is warranted by the working or environmental conditions.

Employees must wear/use all District-provided equipment and/or clothing in the manner prescribed by the District. Employees are also responsible for keeping the necessary safety equipment with them at all times and in a clean, useable, and sanitary condition. Employees must

inform their supervisor at any time equipment has to be replaced due to breakage or wear. Failure to follow District and BLS safety regulations may lead to disciplinary action up to and including termination.

FITNESS FOR DUTY

Fitness-for-duty examinations are required by SSD to gauge whether employees are able to perform essential job functions. In addition, if the District has a reasonable belief that an employee's ability to perform essential job functions is impaired, or if the employee will pose a direct threat due to a medical condition, the District may require an employee to undergo a medical exam.

A fitness for duty exam may be required when an employee has been out for an illness or injury.

New Employees

SSD requires that new employees submit to a pre-employment fitness-for-duty examination by a doctor of the District's choice, at the expense of the District. All pre-employment fitness-for-duty examinations will be applied uniformly to all new employees.

Current Employees

The District also reserves the right to ask for a fitness-for-duty examination of current employees if the District has a reasonable belief, based on objective evidence, that the employee's ability to perform essential job functions will be impaired or that the employee will pose a direct threat due to a medical condition.

A written request for examination of a current employee must be approved by the Superintendent.

Fitness-for-duty examinations may also be required when an employee receives a job transfer or a promotion. Such examinations may only be given after the job offer has been made. The job offer may be conditioned on passing the fitness-for-duty examination.

1. Return to Work

Examinations may be required for those returning to work from medical leave. Any inquiries or examinations will be limited in scope as to what is needed to assess the employee's ability to work. Examinations will be tailored to the actual medical condition that caused the absence and the ability to perform essential job functions. SSD may ask disability-related questions and require medical examinations if the inquiry is job-related and consistent with business necessity.

2. Certain Medical Conditions

SSD has a responsibility toward the health and safety of its customers and must, at all times, consider the ramifications or implications of any employee illness or disease which may in any way impact the safety of the product or work practices.

Employees with medical conditions which could present a danger to the health and safety of customers or co-workers must notify their supervisors.

Employees who have or become aware of a communicable disease must report the information in case appropriate action is needed to protect fellow employees, the public, or the District.

Medical information on individual employees will be treated confidentially and the District will take reasonable precautions to protect such information from inappropriate disclosure.

Written “permission to work” from the employee’s doctor may be required, specifying whether the employee can perform his/her essential duties.

SEPARATION OF EMPLOYMENT

RESIGNATION – If an employee decides to leave the Scarborough Sanitary District voluntarily, we ask that the employee give a minimum of two-weeks notice if they are in a non-supervisory position and four weeks if they are a supervisor or manager.

Employees covered under the Scarborough Sanitary District’s benefit plans will be contacted by the Superintendent’s Office to schedule an appointment to review benefits, and to participate in an exit interview.

All wages earned by the employee, including accrued vacation time and 50% of accrued sick time will be paid in full on the next day on which employees would regularly be paid or a day not more than two weeks from the date of termination.

All Scarborough Sanitary District property is to be returned by the last day of employment including but not limited to files, keys, policy and procedure manual, office equipment, computer equipment, computer software, and any other equipment that belongs to the Scarborough Sanitary District.

RETIREMENT – An employee who is planning to retire should notify his/her supervisor of that intent six (6) months prior to his/her retirement date. The employee will be contacted by the Superintendent’s Office to review benefits, and to conduct an exit interview.

INVOLUNTARY DISCHARGE –The Scarborough Sanitary District may terminate the employment relationship for several reasons including, but not limited to, negligence of job responsibilities, substandard performance, insubordination misconduct, inappropriate conduct or other actions violating policy.

REDUCTION IN WORK FORCE - In time of reorganization, retrenchment, or decreased need for service, employees may be laid off or terminated based on the needs of the Scarborough Sanitary District as determined by the Superintendent. Whenever possible, the reduction in work force will be accompanied by not filling current or anticipated openings on the staff or through attrition. Skills, competencies, and length of recognized service may be considered.

An advance notice, if feasible, may be given to employees being terminated.

ADDRESS CHANGES – If an employee’s address changes after the employee leaves employment with the Scarborough Sanitary District, the employee must notify the Scarborough Sanitary District of their new address to ensure that year-end tax information will reach them.

REFERENCES – All requests for external employment references for current or former employees must be directed to the Superintendent. In general, the Superintendent will supply

references indicating date(s) of employment and job title(s), confirm pay information, and provide other related statements of documented factual information.

Staff members are not authorized to provide, on behalf of the Scarborough Sanitary District, an external employment reference for any other employee. If a personal reference is being provided, it must be based solely on the personal (not working) relationship with the coworker.

DIGNITY AND RESPECT

The Scarborough Sanitary District is committed to creating an environment for work, which upholds the dignity and respect of the individual and which supports every individual's right to work in an environment free from any form of harassment, intimidation, or bullying. All employees of the Scarborough Sanitary District are expected to treat everyone with dignity and respect.

FINAL NOTE

We realize that a summary of guidelines will not answer every question an employee may have, and we want to encourage employees to feel free to talk with their supervisor if any of this information is unclear to them or if they have questions that are not addressed.

Once again, welcome to the Scarborough Sanitary District. We are glad that you have joined us, and we look forward to working with you.