

SCARBOROUGH SANITARY DISTRICT  
PERSONNEL RULES AND REGULATIONS

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STATEMENT OF PERSONNEL POLICY

The purpose of the following Personnel Policy and Rules is to guide the Superintendent and department heads in the administration of personnel activities. Presentation of this information to all permanent and part-time employees will serve to instruct them to their rights as well as their responsibilities while in the employment of Scarborough Sanitary District (hereinafter District).

GENERAL PROVISIONS

Employment. The District shall employ, without discrimination as to race, creed, or political affiliation, the best qualified persons who are available at the salary levels established for District employment. Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practicable. The character of this search will vary from position to position, but may include advertising, open competitive examination, contact with state and other employment offices, and contact with special sources of information in each case. It shall be the duty of the Superintendent, or the responsible body, to seek out the most desirable employees for the District.

Applications for employment must be filed on forms prescribed by the District. Such forms may require whatever information is deemed necessary and all applications must be signed by the person applying.

Promotion. District employees shall be given maximum opportunity for advancement. Present employees shall be given first consideration in filling a vacancy and may be given training opportunities to qualify for promotions, but it is recognized that, from time to time, the good of the District will require that a vacancy be filled from outside the

District. Such a decision shall be made only after careful review of the qualifications of all District employees who apply for the position.

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.

All new employees or current employees promoted to a new work classification will receive a letter of employment, stating start date, probationary pay rate, regular pay rate after successfully completing the probationary period, holidays, vacation, sick leave, medical insurance, retirement and any other benefit and/or conditions of employment.

All new employees and current employees promoted to a new work classification shall undergo a 6-month probationary period and will be paid a probationary rate as outlined in his or her letter of employment. At the end of the 6-month probationary period, the Superintendent will evaluate the employee's performance. If, in the opinion of the Superintendent, the employee has successfully completed the probationary period, the probationary period will end. If, in the opinion of the Superintendent, the employee has not successfully completed the probationary period, new employees will be terminated while current employee will resume previous work classifications. During the 6-month probationary period, new employees will not be eligible for sick leave.

The District pays its employees on Friday for the hours worked up to midnight on the proceeding Sunday. New employees will receive their first paycheck on the second Friday of their employment with the District. The hours worked by each employee are recorded daily on individual time sheets. At the close of the workweek on Thursday, each employee is required to submit his or her time sheet to the Superintendent for review before processing.

Training. Both the District and its employees profit from the provision of educational training opportunities at reasonable expense to the District. Training programs shall be designed to improve the quality of performance and bring about more efficient or more economical operation. Employees undertaking educational training which is determined by the Superintendent to be job related shall be reimbursed 100 percent for course fees and required textbooks, lab materials or other course related supplies. 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 percent 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.

Retirement. The District sponsors both a Section 457 salary deferral plan and a Section 401(a) retirement plan through Mutual of America. The requirements for eligibility, contributions and payment of retirement benefits from both plans are contained in the

Summary Plan Description of each plan. You can obtain a copy of the Summary Plan Description from the District's human resources director. Although the District has no present intention to alter either plan, the District reserves the right to amend or terminate both plans at any time in the future.

Employee Classification. The District employees shall be classified as permanent or temporary.

Permanent employees shall include both full time and part time positions, which are so designated by the Superintendent, as approved by the Board of Trustees. Permanent part time employees shall receive all benefits in a prorated amount equivalent to the percentage of full time for which their position is allocated for annual budget estimating purposes.

Temporary employees shall not receive any benefits unless specifically stated in the Personnel Rules and Regulations.

All new permanent employees shall undergo a 6-month probationary period.

## CONDITIONS OF EMPLOYMENT

Hours of Work. It may be necessary, owing to 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 AM to 3:30 PM. Employees may work a compressed work week during the summer with prior approval from the Superintendent. Requests to work a compressed work week shall be submitted on a form provided by the District. Approval of a compressed work week schedule will be based on the operational needs of the District.

Overtime. As a general rule, occasional overtime work in excess of established regular hours will be compensated for by overtime pay at one and one-half the regular rate, except that it is understood that salaried positions are paid on the basis of job responsibility, and it is the responsibility of the person filling the position to accomplish the work assigned to the position regardless of hours required to do the work, within reason.

Employees may substitute time off for equivalent overtime pay. This time off must be approved by the Superintendent and utilized within the year it was accrued unless prior approval by the Superintendent is received.

Attendance at Work. Employees shall be at their respective place of work in accordance with the District regulations pertaining to the hours of work. All departments shall keep daily attendance records and furnish to the Superintendent such periodic reports as he shall request. In the event of necessary absence because of illness or any other cause, it is the responsibility of the employees to see that their immediate supervisor is advised of the reason for absence within a reasonable length of time, and at least before the time that the employee is expected to report to work.

Holidays. Paid holidays for permanent employees shall be as follows.

New Year's Day  
Martin Luther King Day  
Washington's Birthday  
Patriots' Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
The day after Thanksgiving  
Christmas

If a holiday falls on a Saturday, the proceeding Friday shall be deemed a holiday, and if a holiday falls on a Sunday, the following Monday shall be deemed a holiday.

Employees must work the day before and after each holiday to receive holiday pay unless otherwise approved in advance by the Superintendent.

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. Sick leave for each permanent employee is earned at the rate of one day for each full calendar month of service and may be accumulated to not exceed 120 days, based on 8 hours per day.

Illness for which sick leave may be granted is defined as actual personal illness or bodily injury. Time taken for medical or dental appointments during the day will be charged to sick leave.

The Superintendent may at any time, as a condition precedent to the continuance of sick pay, require a certificate of a qualified physician certifying the condition of the employee to be such as to justify the continued absence from employment.

Probationary employees shall not be entitled to paid sick leave until they have completed 90 days employment. At the completion of 90 days employment by probationary employees, cumulative sick leave days shall be computed from the original date of employment.

Sick leave will be charged for actual time an employee is absence from his or her regular work schedule. For purposes of computing earned sick leave for current permanent

employees, service shall be deemed to have commenced on their actual service commencement with an allowance made for sick leave actually taken. Upon retirement from the District, an employee is entitled to 50% of his/her unused accrued sick leave.

Bereavement Leave. Special leave with pay shall be granted to permanent employees as follows: not to exceed 5 days for absence caused by the death of a member of the immediate family. "Immediate family" means parents, spouse, brother, sister or child of the employee; not to exceed 1 day for absence caused by death of other than a member of immediate family. Additional bereavement leave may be granted by the Superintendent under extenuating circumstances.

Special Leave. Special or personal leave with pay shall be granted to permanent employees at the Superintendent's discretion in an amount not to exceed 2 days per year. Probationary employees shall not be entitled to special leave.

Reserve Service Leave. Permanent employees who are members of the organized Military Reserves, and who are required to perform field duty, will be granted Reserve Service Leave, in addition to vacation leave, but not to exceed two weeks in any calendar year. For any such period of reserve service leave, the District will pay the employee the balance between service pay and the employee's regular compensation, the total equaling the regular pay of the employee had he been in the service of the District during the period of leave, provided that the employee on Reserve Service furnishes his department head an official statement by military authorities giving his rank, pay and allowances.

Vacation. Each employee of permanent standing shall be awarded annual vacation time with pay at the convenience of the District in accordance with the following:

After one year's service	2	weeks
Five years' service or over	3	weeks
Ten years' service or over	4	weeks
Twenty years' service or over	5	weeks

Individuals that were in the employment of the District prior to Trustees' acceptance of these Rules and Regulations will receive annual vacation time in accordance with the District's previous Personnel Rules and Regulations.

In case a holiday falls within the vacation period, the vacation will be extended to compensate therefor.

Any absence from duty for which sick leave is paid, or for official leave of absence shall not constitute a break in the service record.

No paid vacation leave will be granted during the first year of employment. After the employee's first anniversary date, vacation will be accrued on a weekly basis in accordance with the preceding schedule.

Unused vacation days may not accrue from one year to the next except on prior approval of the Superintendent.

Accrued vacation leave shall be paid to the employees in good standing upon his/her separation from the District or to his/her beneficiary or estate upon his/her death.

Leave of Absence. An employee of permanent standing may be granted a leave of absence without pay by the Superintendent with the Board of Trustees' approval. Such leave of absence without pay shall not exceed one year in the length and shall only be granted when it appears because of the past record of the employee or because of the purpose for which the leave is requested, that it is to the best interest of the District to grant the leave.

Injuries in the Line of Duty. The District provides Workmen's Compensation Insurance coverage for all employees.

Any employee who sustains a personal injury or compensable illness arising out of and in the course of his employment shall be paid during each week of total incapacity to work resulting from the injury an amount sufficient, when added to the weekly payment of workmen's compensation paid within the laws of the state, to equal his regular salary or normal wage.

Such additional payment shall not be continued beyond four weeks except upon approval by the Board of Trustees. No additional payment shall be made in any instance when, in the opinion of the department head and Supervisor, the accident occurred as a result of intoxication, willful intent, violation of rules and regulations on the part of the employee, or while the employee is in the employ of any other person, firm or corporation.

Suspensions. When in the judgement of the Superintendent, as approved by the Board of Trustees, an employee's work performance or conduct justifies disciplinary action short of dismissal, the employee may be suspended without pay for not more than ten consecutive days.

Dismissals and Demotions. When in the judgement of the Superintendent, an employee's work performance or conduct justifies dismissal or demotion, the employee shall be so notified in writing. Any employee aggrieved because of some condition of their employment shall have the right as defined within "Grievance Procedure".

Political Activity. The District imposes no political activity restrictions on employees except as covered under Maine law relative to all quasi-municipal and special district employees.

Order of Lay-Offs. Any employee may be laid off whenever it is necessary because of a shortage of funds, lack of work, or related reasons which do not reflect discredit upon the employee. Lay-offs shall be on the basis of seniority in each particular classification, so far as possible.

Temporary employees may be laid off at any time by the Superintendent without consideration of seniority.

Grievance Procedure. Any employee aggrieved because of some condition of his employment shall have the right, and shall be expected, to appeal to his immediate supervisor within three days of an incident involved in the grievance. The immediate supervisor shall make an effort to settle the grievance within three days after its presentation.

If a satisfactory settlement cannot be reached, the employee then has three days in which to appeal to the Superintendent, who may require the grievance to be submitted in writing. The Superintendent shall give a written reply within one week. If a satisfactory settlement cannot be reached, the employee may then appeal to the Board of Trustees at their next regularly scheduled meeting. The decision of the Trustees shall be final.

Hospital-Surgical-Major Medical Insurance. The District participates in a group health insurance plan. The details of the health plan are available for review. Permanent employees and their families are eligible to participate. Permanent employees and their domestic partners will be offered health insurance, paid by the District pursuant to the carrier's definition and requirements. An employee must apply for coverage and is not automatically covered. A new employee becomes eligible after a 30 day waiting period.

One hundred percent of the premium for the employee and his family is paid by the District.

Telephone Usage. The District telephones are reserved for District business. However, it is recognized that occasionally a personal call is necessary. It is requested that such personal use of the phones be restricted to reasonable limits. All long distance calls should be recorded on a telephone charge sheet. Any charges for personal long distance calls will be billed to the employee and must be paid within seven days.

Use of Vehicles. The District maintains a fleet of vehicles for District use. The use of these vehicles by employees requires responsible action at all times. Personal use of the vehicles is not allowed.

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, Chief Operator, 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.

If an employee desires to use a personal vehicle on District business for his personal convenience, there will be no reimbursement for mileage.

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

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

Workplace Smoking Policy In accordance with the provisions of the Workplace Smoking Act of 1985, the District has adopted a smoking policy. Pursuant to this Act, smoking shall be prohibited within any district building or pump station. Smoking shall be prohibited in a District vehicle when another person is present.