



Board of Directors Meeting, Tiverton Library, 34 Roosevelt Ave., 5:30 PM  
Minutes  
November 16, 2015

**Board of Directors Meeting:**

- Meeting Time:** Meeting at the Tiverton Library (Learning Center) was called to order by Chair Leroy Kendricks at 5:30 PM. The Chair then called the roll.
- TWWD Board present:** Leroy Kendricks (LK); Christopher Nearpass (CN); Paul Northrup (PN); Scott Humphrey (SH); Colleen Stanton (CS)
- TWWD personnel present:** Lisa Andromalos (LA); Sarah Stearns (SS); Nan Godet (NG)
- Guests:** No guests present

1. **Approval of minutes of the previous meeting,** October 19, 2015. LK asked for a motion to approve. SH so moved; CN seconded. There being no further discussion, motion passed unanimously.
2. No members of the public were present.
3. Department Reports:
  - a. Treasurer’s Report (appended): PN reviewed; discussion followed.
    - i. LK asked LA to expedite Review from Jim Dugan (JD).
    - ii. LA and SS met with Joanne Demars (JDe, USDA); LA to follow up
    - iii. LA met with JD. Discussion regarding transfer of assets from Town; TWWD must be consistent with Town. LA to clarify.
    - iv. Interim loan: LA received bill from Ellen Corneau, Bond Counsel (EC); to check with JDe before paying
  - b. General Manager’s Report (appended): LA reviewed.
  - c. Superintendent’s Report (appended): SS reviewed.
    - i. Discussion on possible Interceptor maintenance funds. PN thought Jim Towers (JT) has the original document regarding taxes exceeding bond payment and sewer fund. LA to call Town Administrator regarding availability of funds for the Interceptor and what responsibility, if any, lay with The Villages
    - ii. Fall River Lake Ave sewer stubs. SS summarized pros and cons of “abutters”; LK said outside District boundaries; SS to speak to JDe
    - iii. CN asked about Sakonnet Bay Manor. Steve Boynton (SB) working with.
    - iv. Private Developments: LK asked SS to send a Memo to Industrial Park developer to the effect that either sewer route could be accepted by TWWD, based on the best interest of Town (NG to use minutes for rough draft)
4. *(Agenda order changed. Item 4 Employee Handbook)* Employee Handbook: LA presented; LK reviewed and asked for comments. Discussion followed:
  - a. SS asked about Training & Development.
  - b. CS commented on PTO upon termination, should not exceed two weeks; accrued time not include previous year’s carry-overLK asked for any further discussion. There being none, LK called for a motion to approve the Employee Handbook. CS so moved; SH seconded. Motion passed unanimously.
5. Bay St Work Group:
  - a. LA discussed process of selection with Town Administrator (MW), who suggested advertising, interviewing, and appointing. LA to speak to BH regarding covering any costs incurred.
  - b. LK suggested Group make-up; representative/s from: TWWD (Engineer); Bob Hoffman, Hoffman Engineering, Inc. (BH); DEM; Bay St; ASRWWA. Discussion followed regarding selection of Bay St representative, and how many (general consensus, two preferable to one)
  - c. LK said TWWD’s interest is to help community; would like to start as soon as possible. Discussion followed regarding Bay St abutters

- d. LA said first order is to ascertain “where we are” (in terms of Bay St. septic systems/sewers, contamination, funding, etc.). Discussion followed.
- e. Question arose about Open Meetings law: would Bay St Work Group be required to comply? NG to look into; SH to ask Nancy Mello (NM, Town Clerk)

LK called for any other business. There being none, LK asked for a motion to adjourn. CN so moved; PN seconded. Motion passed unanimously. (*CS not present for vote.*) Meeting adjourned at 7:25 PM

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# TIVERTON WASTEWATER DISTRICT

## TREASURER'S REPORT

November 16, 2015

### Cash Position:

Balance 9/30/15	= \$178K
Administrative Fees	= 8K
Sewer Usage Fees Collected	= 23K
Payroll Expense	= ( 10K)
Pump Station Expenses	= ( 4K)
Other Expenses	= ( 3K)
Balance 10/31/15	= <u>\$192K</u>

The balance of \$192K is \$12K better than projected due to revenue being \$3K better than forecast and expenses being \$9K less than expected. Revenue is better primarily due to Sewer Fee income. Expenses are lower primarily due to accounting review not being completed and billed, and payroll.

### Budget Year to Date:

Revenue is 7% better than budget due to On-Site Service Fee for the entire year being collected. Expenses are 21% less than budget. Major variances from budget are:

- Betterments/Assessments - \$12K under budget
- On-Site Service Fees – \$13K better than budget
- Sewer Usage Payment - \$25K under budget (\$80K estimated to be paid in Dec)

### USDA PPG Agreement:

Awaiting approval of grant. All paperwork has been submitted. Our general manager and superintendent discussed with Joanne Demars USDA on November 5.

### Transfer of Fixed Assets:

Approved by Town Council on October 26, 2015. Documents have not been signed by Town Council President due to questions the Town Solicitor has regarding the easement for the Mount Hope Interceptor (MHI) and the Blackbird Court pump station which apparently has not been transferred from Country View Estates to the Town. I suggested to the Town Solicitor to allow the document to transfer all assets be executed and finalized now and resolve the easement to the MHI and ownership of the Blackbird station at a later date. I've had no response from the Town Solicitor.

For financial purposes, our accountant, the Town Treasurer and we appear to be in agreement to reflect the assets being removed from the Town records and to TWD records as of July, 2014, the date of the initial Town Council resolution. This is unnecessarily drawn out and more complex than it should be.

### Interim Loan:

Balance in money market account at BayCoast Bank as of 10/31/15 = \$2,000,055.

Paul B. Northrup  
Treasurer

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# TIVERTON WASTEWATER DISTRICT GENERAL MANAGER'S REPORT

Prepared by: Lisa Andromalos

November 16, 2015

## Revenue for Oct. 2015

	Revenue Billed	Notes	Payments Received	Notes
Admin Fee	\$31,837.81	NTFD & SB Q3 billing	\$ 8,657.78	
Sewer Use Fees	\$75,420.10	Interim Billings only	\$22,964.54	
Penalties	\$505.47		68.77	
Betterment Assessment	\$2,700.00		\$675.00	
Collections/Balance Forward			\$919.54	
<b>Total:</b>	<b>\$110,463.38</b>		<b>\$33,285.63</b>	

## A/R Collections:

- Aging as of 11/16/2015: **\$80,147.51**
  - Current: \$35,343.94 – Quarterly Billings for NTFD and SB due 11/20/15
  - 30-59 days: \$6,562 – (\$4800 is Bourne net 60)
  - 60-89 days: \$789.51
  - 90+ days: \$6,707.00
  - 120+ days: \$30,745.06
- 24 accounts would qualify for water shut off. We will be sending notices in December to ask these people to make payments and/or set up payment plan before water shut off program gets enforced in 2<sup>nd</sup> quarter 2016.
- Paul N. and I spoke with SBFD regarding shut off policy and reviewed applicable legislation. Waiting for formal recognition that they will cooperate.

## 2015 TWWD SOPs and Regulations

- Rules and Regs with LK and SH for review
- Continuing to document and define SOPs for the office.

## HR

- Employee handbook final draft to be reviewed at tonight meeting

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- General Manager review target date for completion in November. Working on developing goals and benchmarks. Leroy to conduct the review.
- Remaining staff reviews Dec/Jan

#### Phase 1:

- Abutters: CH drafted letter for review. Expect it to go out this week
- Met with Joanne Demers to review budget and other requirements for USDA funding and reimbursement

#### CDBG Income Survey

- Met with Town Administrator. Discussed desire to move forward with income survey for CDBG funding and possible other sources of funds to determine
- Need to determine boundaries of project and total number of households to determine what we need to meet response threshold for survey and scope of work/budget
- Hold off as priority until 2016 given other more pressing projects

#### MOU

- Met with Town administrator. He is going to coordinate with solicitor. Sent email to follow-up today.

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# District Engineer/Superintendent's Report for

November 16, 2015

## Tiverton Wastewater District Board of Directors Meeting

### I. On-Site Wastewater Disposal Systems:

- a. Community Septic System Loan Program–Town Administrator directing TWWD not to allow exceptions to the 45% Debt to Income Ratio loan criteria.
- b. Responded to on-site system failure complaint at property on Stafford Pond. Followed up with landlord and am awaiting pump-out and inspection report on system by 11/18.

### II. Wastewater Collection Systems:

- a. Sewer Tie-In Activity
  - i. 1 pending tie-in to Rock Street sewer main before asphalt plants close for the year.
  - ii. Villages of Mount Hope Bay: 8 units on Mainsail Drive to be tied in Spring 2016
    1. Developer challenging TWWD Tie-In Application and Inspection Fees despite them being paid on previous 2 tie-ins. Legal review of interceptor bond agreement needed.
- b. City of Fall River Lake Avenue Water/Sewer Project
  - i. Sewer and water stubs installed to 6 Tiverton properties. FR Final paving to be completed.
  - ii. Sewer tie-in work to individual properties will likely be in the Springtime.
  - iii. TWWD Board - Consider adding these 6 properties to the TWWD Abutters Project
    1. Pros –
      - a. Availability of sewer line well timed with Abutters Project;
      - b. Ensures properties tie-in within 1 year per Town Ordinance;
      - c. Replaces some of the properties removed from project in the Bay Street area;
      - d. In the eyes of potential customer, would be “fair” to extend funding
      - e. Would streamline the tie-in work and inspection
    2. Cons-
      - a. Since it is a low pressure sewer line, TWWD would need to own and maintain additional grinder pumps (on top of those in Riverside Drive Area);
      - b. Lake Ave area not included in the USDA PER.

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- c. Mount Hope Bay Sewer Interceptor – O&M
  - i. Field reviewed interceptor with land-clearer on 10/27/15. Some sections of interceptor impassible due to heavy overgrowth of brush.
  - ii. Lenny’s Tree Service quoted \$24,000 to clear 20’ wide x 9,000’ from Villages to Bay St.
  - iii. Getting quote from Goat-Scaper as an alternative.
  - iv. Town Administrator reminded of Town responsibility to maintain and idea of cost. Administrator proposes to use DPW forces following street-sweeping currently under way.

### **III. Pump Stations O&M**

#### **Blackbird Court Pump Station**

- ✓ Replacement Pump #2 installed 10/26/15.
- ✓ Mission 110 system received at TWWD. Waiting for Northeast System Electrical to install. Tentative install date 11/20/15 or 11/27/15.
  - Parts \$1,195 + Install Estimate \$850 (approximately 1 days labor NE Electrical)
  - Annual Mission Service Fee \$347.40

#### **Mill Street Pump Station**

- ✓ Pump station is in good operating condition.

#### **Schooner Drive Pump Station**

- ✓ Tom DeCosta of Northeast Electrical to be diagnosing electrical issue identified Fall 2014 regarding wiring around controls that would stop pumps if there was a seal failure or a high temp failure

#### **Hurst Lane Pump Station**

- ✓ Pump station is in good operating condition.
- ✓ Mission 110 system waiting to be installed; Will follow after Blackbird system install since there is an electronic alarm currently in place.
  - Installer will be taking care of other electrical related repair work that needs addressing such as replacing electrical backpanel, repairing broken conduits, explosion proof fittings in wet well.

#### **Industrial Way Pump Station**

- ✓ Pump station is in good operating condition.

### **IV. Design Projects**

- a. USDA Phase 1 Project – Riverside/Robert Gray & Abutters
  - i. Contracts-
    - 1. AECOM Amendments 1 through 3 forwarded to USDA for concurrence
    - 2. AECOM Amendments 4 through 6 for design and construction services has been reviewed and is in revision with AECOM

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(Approximate total is \$1.173M but should come in lower after revision)

- ii. Survey - AECOM Sub W.P. Sells started field survey week of 11/2/2015 in Robert Gray neighborhood. Will be 6 weeks of field work.
  - iii. Subsurface Borings - Boring layout and RIDOT Utility Permit for borings received from AECOM and reviewed 11/10/2015. Comments sent to AECOM for minor adjustments.
    - 1. Tentative date for start of borings 11/30/2015 contingent upon receipt of permit from RIDOT.
  - iv. PER- Approved by USDA Engineer with comments. Comments to be addressed under PER for Phase 2.
  - v. Utility Coordination - Will be meeting with Stonebridge Fire District Superintendent ASAP to discuss SBFD waterline replacement needs within project limits and layout of water/sewer in narrow section of Riverside Drive north of Route 24.
- b. USDA Phase 2 Project
- i. USDA requested PER for Phase 2 be submitted ASAP. TWWD notified AECOM of timeline and requirement from USDA that it should not exceed 10 pages.
  - ii. AECOM estimates and project limits for P2 need final review prior to advancing PER.
- c. USDA Phase 3 Project
- i. USDA would like to see PER for Phase 3 in March 2016. Will get AECOM moving on after P2 PER.
- d. CDBG Project
- i. Hooper/Shove Street - RFQ/RFP pending.

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e. Private Developments

i. Industrial Park

1. Long sports complex project - Met with Town Administrator and Planner to explain that TWWD can accept either sewer routing to site down Industrial Way or Progress Way based on the best interest of the Town.

ii. Twin River Casino

1. TRM was looking for information on ability of TWWD to accept wastewater flows.
2. Met with C&E Engineering on proposal to evaluate impact to TWWD system from proposed casino project and ancillary development. (\$15K)
3. Engineer for TRM declined on behalf of the client to pursue evaluation of TWWD infrastructure to accommodate estimated wastewater flows from the Casino at the expense of TRM.

iii. Tiverton Heights-Harkins Development on Souza Road

1. Size of development has increased to 305 residential units (2- and 3-bedroom units) from 192 units.
2. Approximate wastewater flows 89,000 GPD. Developer plans to do 10-year buildout.
3. As requested, TWWD issued letter of availability of sewer to Engineer in advance of their Planning Board Pre-Application Meeting slated for 11/17/15.
  - a. Letter advises 12" Gravity Sewer exists on Souza Road up to 1600' east of Main Road and that estimated flows would be within TWWD allotted flow to FR WWTP.
  - b. Letter states in no way constitutes approval to connect.

# **Tiverton Wastewater District**

## **EMPLOYEE HANDBOOK**

**Updated: November 16, 2015**

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Tiverton Wastewater District was formed in 2014 through RI General Law 2014 S2805, and as amended in RIGL 14 LA-162. The enabling legislation called for the separation of the wastewater management, both private wastewater systems and public sewer, from the Town of Tiverton. At the time of the District's formation, there were approximately 550 sewer customers. The District's goal is to continue to provide exceptional service to existing sewer users, work with homeowners looking to replace their private systems, and expand sewer services to new areas to provide environmentally responsible wastewater solutions.

This employee handbook is a comprehensive guide to the District's policies, standards of conduct, compensation package, and employee benefits. It is meant to provide useful information that contributes to employee knowledge, answers questions, builds on commitment, encourages communication, and fosters a good employer/employee relationship. If there are still questions after reading through the material, employees can speak to management at any time in order to get them answered.

Tiverton Wastewater District

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## **Section 1 INTRODUCTION**

**1.1 About This Handbook.** This handbook is designed to acquaint employees with Tiverton Wastewater District (TWWD) and to provide information about working conditions, benefits, and policies affecting employment. The information contained in this handbook applies to all employees of TWWD.

Following the policies described in this handbook is considered a condition of continued employment. However, nothing in this handbook alters an employee's status. The contents of this handbook shall not constitute nor be construed as a promise of employment or as a contract between the company and any of its employees. The handbook is a summary of TWWD's policies, which are presented here only as a matter of information. All employees are responsible for reading, understanding, and complying with the provisions of this handbook. The objective is to provide all employees with a work environment that is conducive to both personal and professional growth.

This handbook supersedes all previous employee handbooks, manuals, and memos that may have been issued from time to time on subjects covered in this handbook. As the business environment is subject to change, TWWD reserves the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of its policies, procedures, and benefits at any time. Employees will be notified of any and all changes. No individual, supervisor, or manager has the authority to change policies at any time.

**1.2 Open Door Policy.** If there is a question about any company policy, procedure, or benefit, or even a complaint, employees are encouraged to speak with their direct supervisor or the office manager. If further clarification is needed, the response is not completely addressed, or the situation is not resolved, employees may speak with the general manager. Management maintains an open door policy with regards to personnel matters at all times. If employees feel their concerns are not being properly addressed by their direct supervisor or the General Manager, they may bring their concerns to the Board of Directors by asking to be placed on the agenda of the next regularly scheduled meeting.

**1.3 Classifications of Employment.** An employee of TWWD is a person who regularly works for the company on a wage or salary basis. Classifications of employment include regular full-time, regular part-time, exempt, and non-exempt persons. Details of these employment classifications are provided below. All other persons employed by TWWD are considered temporary and are not entitled to benefits unless identified at the time of employment.

### **REGULAR FULL-TIME**

Employees who have completed the probationary period and who are regularly scheduled to work 35 or more hours per week are regular full-time employees. Generally, they are eligible for the company's benefit package, subject to the terms, conditions, and limitations of each benefit program.

### **REGULAR PART-TIME**

Employees who have completed the probationary period and who are regularly scheduled to work less than 35 hours, but no less than 20 hours, per week are regular part-time employees. Regular part-time employees are eligible for some benefits sponsored by the company, subject to the terms, conditions, and limitations of each benefit program.

### **EXEMPT**

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Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

#### **NON-EXEMPT**

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

**1.4 Job Descriptions.** Job descriptions for employment positions within TWWD are included in Attachment A of this Employee Handbook. Each job description identifies the job title(s) as well as the appropriate classification of employment corresponding to each position. Also identified are any benefits that are provided, or not provided, to regular part-time employees.

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## Section 2 COMPANY POLICIES

**2.1 Non-Discrimination.** In order to provide equal employment opportunities to all individuals, employment decisions at TWWD are based on merit, qualifications, and abilities. TWWD does not discriminate in employment opportunities or practices, in compliance with federal and state laws, because of race, color, religion, sex (including pregnancy), sexual orientation (RI law), gender identity or expression (RI law), national origin, age (40 or older), disability, or genetic information. This policy governs all aspects of employment, including hiring, firing, pay, job assignments, promotions, termination, training, benefits, and any other term or condition of employment.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of supervision or management. If they continue to have concerns or feel their concerns are not being properly addressed, they may bring their concerns to the Board of Directors by asking to be placed on the agenda of the next regularly scheduled meeting. Employees can raise concerns and make reports without fear of reprisal.

For more information about employee rights and responsibilities under federal and state equal employment opportunity laws regarding discrimination, please see the U.S. Equal Employment Opportunity Commission (EEOC) website or the Rhode Island Commission for Human Rights website.

**2.2 Probationary Period for Employees.** The standard probationary period for regular full-time and regular part-time employees lasts ninety days from the date of hire. During this time, the employee has the opportunity to evaluate TWWD as a place to work and management has the opportunity to evaluate the employee's performance. Employees will receive a probationary review after 45 days. A final probationary review upon or after 90 days of employment will also be conducted. At any time during the probationary period, either the employee or the employer has the right to immediately terminate employment. Successful completion of the probationary period does not constitute a long term contract with the district nor prevent employee termination at a future date (see termination 2.6).

Upon satisfactory completion of their probationary period, employees will be notified and full benefits, as applicable, will begin.

**2.3 Work Hours.** Tiverton Wastewater District office at 86 Main Road is open to the public and for regular business transactions from Monday through Friday from 9:00 AM to 4:00 PM. The office is closed on observed holidays. Unplanned office closures (e.g. severe weather conditions) will generally follow the lead of the Town of Tiverton.

Individual employee work hours and schedules will be determined by the General Manager based on staffing needs for the office. All employees are entitled to a 30 minute unpaid break for lunch in within any 8 hour workday.

Adjustments to the schedules may be made to accommodate the work effort on any given day with the approval of General Manager.

**2.4 Personnel Files and Information.** TWWD generates a personnel file on each employee from the time of job application and hiring, and maintains it for at least three years beyond termination. Employee personnel files

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typically include the following: job application, résumé, licenses and certifications, training certificates, performance appraisals, salary history, and any records of disciplinary corrective action.

Employee personnel files are the property of TWWD, and access to the information is restricted. Management and supervisory personnel who have a legitimate reason to review the files are allowed to do so. Employees are entitled to review their own personnel file in accordance with state law. Those who wish to do so make their request to management.

Employees are responsible for keeping company records up to date with their personnel information. Changes in name, address, telephone number, dependents, emergency contact, and beneficiaries are to be reported to the office manager promptly.

TWWD limits outside requests for personnel information to employee name, period of employment, and job title, unless specifically given permission by the employee to provide other information.

**2.5 Corrective Action.** When an employee deviates from company policies or standards of conduct, supervision and management will take corrective action that is progressive as it follows disciplinary steps increasing in severity until the infraction or violation is corrected. The usual sequence of corrective actions includes a verbal warning, a written warning, suspension with or without pay, and finally termination of employment. In deciding which initial corrective action is appropriate, management takes into consideration the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record. Employees may bring to the board any concerns about the corrective action being taken by sending an email to the Secretary of the Board of Directors.

**2.6 Employment Termination.** As in almost all other states, employment in Rhode Island is at-will and TWWD is an at-will employer. This means that either the company or the employee may terminate the employment relationship at any time, without cause or notice, provided no contract exists between them.

Notwithstanding the at-will relationship, termination of employment is an inevitable part of personnel activity within any company, and many of the reasons for termination are routine. Below are three examples of some of the circumstances under which employment is terminated:

Voluntary termination of employment initiated by an employee, e.g. retirement or change of employer

Involuntary termination of employment initiated by TWWD for non-disciplinary reasons

Involuntary termination of employment initiated by TWWD for disciplinary reasons

Voluntary termination of employment necessitates the transition of duties to another employee. Non-exempt employees intending to voluntarily terminate their employment are requested to give the company at least two weeks' written notice. Exempt employees are requested to give at least two weeks' written notice.

Employees involuntarily terminated for non-disciplinary reasons will be given written notice at least two weeks prior to the effective date of termination and will be entitled to unemployment benefits in accordance with state regulations.

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Employees involuntarily terminated for disciplinary reasons will be immediately dismissed and will not be entitled to unemployment benefits.

Upon termination of employment in any form, employees will return all files, records, keys, tools, and any other materials that are company property

Under any form of termination, employees will be paid all earned wages on the next regularly scheduled payday. Some benefits may be continued at the employee's expense if the employee elects to do so. Prior to the date of termination, the employee will be notified by the office manager of any benefits that may be continued and their terms, conditions, and limitations.

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## Section 3 STANDARDS OF CONDUCT

**3.1 Expected Behavior & Unacceptable Conduct.** Every TWWD employee's behavior on the job is expected to be such that they observe company policies and maintain a professional standard of conduct at all times. While not intended to list all the forms of conduct that are considered unacceptable in the workplace, the following are examples of deviations that result in disciplinary corrective action, including involuntary termination of employment. While committed to a progressive approach to corrective action, TWWD considers those deviations identified with an asterisk (\*) grounds for immediate dismissal.

1. Untruthfulness about personal work history, skills, or training \*
2. Falsification of records, including timekeeping
3. Working under the influence of alcohol or illegal drugs \*
4. Possession, distribution, sale, or transfer of illegal drugs in the workplace \*
5. Smoking in the workplace, including work sites
6. Fighting or threatening violence in the workplace\*
7. Sexual or other unlawful or unwelcome harassment\*
8. Insubordination or other disrespectful conduct
9. Abuse, destruction, or theft of company or customer equipment or property\*
10. Violation of safety or health rules
11. Excessive absenteeism or any absence without notice
12. Abuse of the company's Sick Leave policy
13. Unauthorized disclosure of company confidential information \*
14. Unsatisfactory job performance or unprofessional conduct
15. Misrepresentation of the company to a customer, prospective customer, or to the general public

**3.2 Harassment, including Sexual Harassment.** Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

For additional information on harassment, including sexual harassment, visit the U.S. Equal Employment Opportunity Commission (EEOC) website or the Rhode Island Commission for Human Rights website.

TWWD is committed to providing a work environment that is free of unlawful harassment, including sexual harassment. Employees that believe that they have been the victim of harassment, or know of another employee who has, must report it immediately to supervision or management. Any employee found to have engaged in harassing conduct, or who condones such conduct on the part of subordinates, will be subject to appropriate disciplinary corrective action up to and including termination of employment. Employees may raise concerns and make reports without fear of reprisal.

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**3.3 Alcohol, Drug & Smoke Free Workplace.** TWWD is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, employees are expected to observe the following rules regarding alcohol, illegal drugs, and drugs of abuse.

Being under the influence of illegal drugs, alcohol, or substances of abuse on company property or at a company work site is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

Any employee found to have violated either of these two rules will be subject to appropriate disciplinary corrective action up to and including termination of employment. Repeated violators may be required to show evidence of satisfactory completion of a professional substance abuse treatment program as a condition of returning to work, if not already terminated.

Employees are also expected to observe a no smoking policy on all company property and on all company work sites.

**3.4 Safety.** Every employee is expected to obey safety rules and regulations, and to exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, fail to remedy such situations, may be subject to disciplinary corrective action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees must notify their supervisor.

**3.5 Attendance.** TWWD expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the company. Employees unable to report for work for any reason are expected to notify their supervisor before regular starting time.

The company recognizes that it is at times necessary for employees to be absent from work during working hours in order to take care of personal matters. When these occasions arise, employees are expected to notify their supervisor. This time absent from work may be taken as sick leave, vacation time, leave without pay (non-exempt employees only), or may be made up during the same pay period (exempt employees only), whichever is appropriate and approved by supervision or management.

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## Section 4 COMPENSATION

**4.1 Wage, Salary, and Payday.** All employees are paid their wages or salary biweekly based upon a Monday through Sunday workweek, with timecards being filled out by Monday for the previous week.

**4.2 Overtime.** Overtime is paid to non-exempt employees at one and one-half their regular rate of pay for hours worked in excess of 40 hours per week for regular full-time employees and for regular part-time employees.

**4.3. Performance Appraisals.** Performance appraisals are designed for the supervisor and the employee to review the employee's overall job performance, to recognize strengths and positive attributes, to acknowledge significant accomplishments, to identify potential areas for improvement, and to agree upon work-related goals to be achieved and skills to be learned in the future. They are meant to provide feedback to the employee as part of a meaningful discussion.

Supervisors conduct performance appraisals with all regular full-time and regular part-time employees no later than June 15<sup>th</sup>. Supervisors may conduct informal performance reviews and planning sessions more often if they choose, especially if there are work-related deficiencies that need to be addressed by the employee. New employees will be reviewed during and at the end of their probationary period. After the initial review, the new employee will receive a performance appraisal in accordance with the yearly schedule.

TWWD directly links wage and salary increases with performance. Performance appraisals have a direct effect on any changes in compensation. For this reason among others, it is important for employees to prepare for these reviews carefully, and to participate in them fully.

**4.4 Salary Increases.** Each employee's hourly wage or annual salary will be reviewed each year no later than June 15<sup>th</sup>. Increases will be determined taking a number of factors into consideration. These factors include: performance, cost-of-living, time in position, business environment, affordability, and adherence to company policies and procedures. Performance is the ability to meet or exceed duties for the position and to achieve goals. Although the company's hourly wage schedules and salary ranges are adjusted on an annual basis, TWWD does not grant wage and salary increases based solely upon cost-of-living increases. Performance is the key to wage and salary increases.

**4.5 Career Advancement.** Career advancement is rewarding for both the employee and the company. When an existing position is vacated, or a new position created, employees within the company will be given the opportunity to apply for the position. Evaluation and selection will be based upon a number of factors including: job performance, job-related qualifications, job-related work experience, educational or training background, active certifications (if applicable), and flexibility. Candidates for open positions may also be solicited from outside the company.

Advancement to the next step within the same position is based upon an employee consistently performing at a higher level, commensurate with added duties and responsibilities. Employees are encouraged to discuss these opportunities with their supervisor during the performance appraisal process.

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## Section 5 BENEFITS

**5.1 Holidays.** TWWD normally observes the paid holidays listed below.

New Year's Day	Columbus Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Day before Christmas (Half-Day)
Labor Day	Christmas Day

If a holiday falls on a Saturday or a Sunday, it is observed on the preceding Friday or the following Monday, in accordance federal government guidelines.

Regular full-time and regular part-time employees are eligible for paid holidays immediately upon hire. Regular part-time employees are eligible for 3/5<sup>th</sup> of a paid holiday regardless of whether their regular workday occurs on the day of the holiday.

**5.2 Paid Time Off.** Regular breaks from daily work make everyone more productive. TWWD offers a paid time off policy. Paid time off may be used at the employees discretion for vacation, sick time, personal commitments etc.

TWWD grants 4 weeks (based on the employees standard work week) of PTO per fiscal year. New employees are not eligible for PTO for the first 90 days of service. PTO will be prorated to the fiscal year after the first 90 days of service.

PTO is paid based upon the employee's standard work week, excluding any overtime, and may be taken in half-day increments. Vacation may only be taken with the approval of supervision or management, and cannot be taken before it is accrued.

Up to one week of unused PTO time may be carried over to the next calendar year. Pay in lieu of unused carry-over PTO time will not be granted.

Upon termination of employment, employees will be paid a lump sum for all unused vacation not to exceed an amount equal to 2 weeks of PTO accrual, excluding carry-over time from previous periods.

**5.3 Workers' Compensation.** On-the-job injuries are covered by Workers' Compensation insurance in accordance with state law. Employees that are injured on the job, no matter how slightly, must report the incident immediately to supervision or management. Consistent with state law, failure to report an injury within a reasonable period of time could jeopardize the claim. Consistent with good safety practices, employees are responsible for alerting supervision or management of any condition that could lead to, or contribute to, an employee accident.

The cost of Workers' Compensation insurance is fully paid by the employer.

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**5.4 Short-Term Disability Insurance.** TWWD participates in the state’s Temporary Disability Insurance (TDI) Program.

**5.5 Medical & Dental Insurance.** TWWD does not currently offer medical and dental insurance. When and if TWWD hires regular full time employees, a medical benefit program may be introduced.

**5.6 Life Insurance.** TWWD does not offer any life insurance benefits.

**5.7 Retirement Savings.** TWWD has established a 457(b) Governmental Retirement Plan for its employees in order to assist them with saving for their retirement. Employees may elect to participate in the plan upon hire.

Employees can elect to have TWWD contribute part of their weekly pay to their 457(b) plan. TWWD makes a matching weekly contribution of seventy 70% of the employee’s contribution to the plan to a maximum amount of five percent (5.0%) of each eligible employee’s salary. Employer contributions are immediately fully vested.

Additional details of the 457(b) plan may be obtained from the office manager, the plan advisor, or the Internal Revenue Service code governing section 457(b) plans. The 457(b) plan is currently with **Security Benefit**. The plan advisor is currently **John Aanensen of Integrated Financial Services**.

**5.8 Training & Professional Development.** TWWD recognizes the value of professional development and personal growth for employees, especially that relate to obtaining and maintaining state licenses and certifications. Employees taking supervision or management approved training classes are paid their standard salary while traveling to and from, and while attending, classes. The cost of training classes is fully paid by the employer. Employees that are not able to utilize company vehicles to attend training classes are reimbursed at the federal mileage rate in effect at the time for use of their personally owned vehicle. Special arrangements are made for trips over 50 miles in each direction. Other actual and reasonable expenses (e.g. tolls) are reimbursed by the company.

**5.9 Bereavement Leave.** In the event of death in an employee’s immediate family, employees are granted a maximum of three days off with pay. Immediate family is defined as spouse, child, parent, or brother/sister. Employees are granted a maximum of one day off with pay for the death of grandparent, grandchild, parent-in-law, or brother/sister-in-law. Regular part-time employees are only paid for bereavement days that are normally worked.

Employees may use paid time off to augment bereavement leave.

**5.10 Jury Duty.** Employees are paid their standard salary for up to one standard work week of jury duty per calendar year minus any compensation paid by the court. Regular part-time employees are only paid for jury duty days that are normally worked. Official court documentation must be presented by employees in order to be paid.

**5.11 Family and Medical Leave.** The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Details of the FMLA may be obtained from the U. S. Department of Labor website.

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**5.12 Military Leave.** Employees are granted time off without pay to perform military service, including a maximum of two weeks for annual training in a recognized reserve branch of the United States Armed Forces. Employees are kept on the company’s roster until their military service has been completed. Reinstatement after performing military service is provided in accordance with the law.

**5.13 Leave of Absence.** All employee requests for leave of absence other than those specified in this handbook are considered on a case-by-case basis and must be approved by the TWWD Administrative Board.

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**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge receipt of the TWWD employee handbook and agree to abide by its policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_