



Meeting Notice of the Blaine County Recreation District Board of Directors

Date: Wednesday, March 8, 2023

Time: 9:00 a.m.

Place: BCRD Conference Room

Agenda of the Regular Session of the Board of Directors

1. Public Comment (3-minute time limit)
2. Review of Prior Meeting Minutes
 - a. 2/1/2023 Regular Session (ACTION ITEM)
3. Department Updates
 - a. Finance:
 - o Recommendation from Board President to approve cash disbursements for February 2023 and authorize payment of bills and payroll for March 2023 when they become due. Consideration of approval of January 2023 credit card statement of Executive Director (ACTION ITEM).
 - o Finance Report – Review and approve January 2023 financial statement (ACTION ITEM).
 - b. Development and Communications
 - c. Programs
 - d. Trails
 - e. Executive Director
4. Old Business
 - a. Galena Lodge new concessionaire – consideration of startup needs. (DISCUSSION)
5. New Business:
 - a. Board officer elections. (ACTION ITEM)
 - b. Review updates of current Personnel Policy to include part-time and seasonal employees. (ACTION ITEM)
 - c. Overview of implementing a corporate membership option for FitWorks. (DISCUSSION)
6. Executive Session per Idaho Statute to discuss organization issues 74-206(a)

Participation Information:

Anyone needing special accommodations to participate in this meeting should contact the Blaine County Recreation District at (208) 578-2273

Topic: BCRD Regular Board Meeting

Time: Mar 8, 2023 09:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87497547726?pwd=eXU1Q2VncTdud2dLNGVRVCtGa2daZz09>

Meeting ID: 874 9754 7726

Passcode: qr1aG1

One tap mobile

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Meeting Notice of the Blaine County Recreation District Board of Directors

Date: Wednesday, February 1, 2023

Time: 9:00 a.m.

Place: BCRD Conference Room

Board Members: Mark Mary, Mat Hall

Absent: Mary Fauth

BCRD Staff: Mark Davidson, Joan Kino, Morgan Buckert, Mollie Santo, Eric Rector, Mary Rose

Public: Lili Simpson

Public Session - Regular Session of the Board of Directors

Mark Mary called the Regular Session meeting to order at 9:03 am.

Agenda of the Regular Session of the Board of Directors

1. Public Comment

Lili Simpson spoke about the elk herd in the mouth of Quigley Canyon. Simpson stated there are somewhere between 150-200 elk in the area and they are moving into the residential area of Sunbeam. There is property damage to the orchards in the Sunbeam neighborhood and dogs are not able to go outside when elk are around. Simpson also stated that someone in her neighborhood has lice and that is due to elk being in the area. Simpson recommended BCRD build a trail at Quigley Trails Park and utilize the large parking area so people can recreate more safely. Simpson also recommended that those in the recreation industry should educate citizens on wildlife and avalanche safety.

Mark Davidson commented that there is an ongoing conversation on public management on public lands and that there is work being done to address these challenges.

2. **Review of Prior Meeting Minutes**

a. 1/4/2023 Regular Session (ACTION ITEM)

Mark Mary spoke on the importance of public comment, stating it is important to hear what people have to say and have a conversation about it.

Mark Mary asked for an update on the Galena Lodge Concessionaire contract. Davidson stated that the BCRD attorney added clarity on how rent will be charged. The word 'ski' was removed from 'ski trails.' Davidson confirmed that everyone involved is on the same page.

Mark Mary commented that there is an error on the strategic plan under the Goal: Complete Quigley Trails Park build out and building. Edit 'large scall drafft building design' to 'large scale drafft building design.'

Mat Hall made a motion to approve January 4, 2023 board meeting minutes. Mark Mary seconded. The motion passed unanimously.

3. Department Updates

a. Finance:

- **Recommendation from Board President to approve cash disbursements for January 2023 and authorize payment of bills and payroll for February 2023 when they become due. Consideration of approval of December 2022 credit card statement of Executive Director (ACTION ITEM).**

Mark Mary made a motion to approve cash disbursements for January 2023 and authorize payment of bills and payroll for February 2023 when they become due and approve December 2022 credit card statement of Executive Director. Mat Hall seconded. The motion passed unanimously.

- **Finance Report – Review and approve November and December 2022 financial statements (ACTION ITEM).**

Joan Kino reviewed the financial dashboard. Earmarked donations are in the negative due to 400k in earmarked donations for the e-cat. This is a timing issue and will turn around. Year-to-date we are ahead 67k. Program fees are the only category that made budget or is ahead; everything else is behind. We will see that all come back together in January. Morgan Buckert stated we are ahead 10% comfortably on pass sales, however it is hard to confirm the exact number until May, due to our vendors and the timeline for reporting. Galena Forest Service fees are not reflected in the revenue as they had not been billed yet. This is a timing issue and will come back together in the following month. Mollie Santo stated that we are not renting space as the schedule is packed with BCRD programming and there is no availability for facility rentals. Payroll is in the red, which is the result of seasonal work and the wage increase. Capital Expenditures include a 25k downpayment for the e-cat. Eric Rector confirmed that the 25k is refundable if something were to come up with the e-cat and it no longer fit our needs. Buckert confirmed that they have been speaking with donors and will be able to round up donations when the time comes to purchase the e-cat. Mat Hall made a motion to approve November and December 2022 financial statements. Mark Mary seconded. The motion passed unanimously.

b. Development and Communications

See written report.

c. Programs

See written report.

d. Trails

See written report.

e. Executive Director

Mark Davidson spoke on the migrant issue in the valley. There is a large group that does not have access to showers and are staying at the movie theater in Hailey. BCRD has been asked to help with the use of our showers. We have decided it is not feasible for people to use FitWorks showers. There is a discussion on opening the aquatics center for use of showers. There are several concerns around this idea. BCRD

would need to turn on the water, which comes across the field from the barn. There is concern that if something were to happen, like the pipes freezing, the repair would be very complicated and costly. The heat would need to be turned on in the main building as well as the motor room. Everything would remain on through the summer. This would cost about 1k a month. BCRD staff is very busy and would not be able to staff the building. Rector commented that the major concern is that turning the water on during the winter poses significant risk for pipes freezing and no one is offering to assist financially, especially if something were to break. If something were to go wrong, it would be drastic. Davidson stated that numbers are on an upward trajectory, and we need to keep exploring external options.

4. Old Business

Davidson confirmed that the Galena Lodge concessionaire contract has been signed. Davidson commented that Kyle and Chelan would like BCRD to assist with a capital investment. They have expressed interest in a 15-passenger van and a 4wheeler. Davidson expects the cost would be around 70k. Hall asked if we have any inventory to pass off. Rector confirmed we do not have inventory to pass off at this point. Mark Mary asked if this would be a regular loan set up. Davidson confirmed there would be an interest rate with regular payments. Kino expressed concern that we do not have room in the budget. Davidson remarked that they will have the budget discussion and make sure it works. Mat Hall recommended we communicate with the sheriff department to see if they have anything they are getting rid of.

5. New Business:

a. Review and approve annual FY 2021-2022 audit as presented by Harris and Co. (ACTION ITEM)

Josh Tyree presented the annual FY 2021-2022 audit by Harris and Co. Tyree stated Harris and Co. performs their audit in accordance with government standards. The audit covers the main set of financial statements. Significant audit items include cash and cash equivalents, capital expenditures, revenue, support and related restrictions, governmental revenue, fund balance and net position classification. They perform unpredictable testing by selecting random and different accounts every year as well as major items. There was no fraud or issues that they came across. Fund balance is very strong year over year and increasing. Fund balance is what BCRD sets their budgets from. The report came out clean.

Mark Mary commented on the swing in the pension and wanted to confirm that BCRD does not have any control over that. Tyree confirmed that PERSI issues their report on June 30th every year and their balance is dependent on the stock market.

Mark Davidson asked for clarification on depreciation. Tyree stated that when BCRD purchases an item like the piston bully, they have a 7-to-10-year life. Land has a 30-to-40-year life.

Mark Mary asked for clarification on why there was no management letter written. Tyree commented that the management letters are not required to be in writing and he prefers to do it verbally. BCRD has taken suggestions and made adjustments where it is necessary. There has been no need for a management letter.

Mat Hall made a motion to approve the audit. Mark Mary seconded. The motion passed unanimously.

Mat Hall made a motion to adjourn the regular session meeting at 10:47am. Mark Mary seconded. The motion passed unanimously.

6. Executive Session per Idaho Statute to discuss organization issues 74-206(a)

Mark Mary made a motion to adjourn the executive session at 11:28am. Matt Hal seconded. The motion passed unanimously.

Attest:

BCRD Board President

Mark Davidson, BCRD Executive Director

BCRD Financial Dashboard Summary
Financial Review Period - January 2023

Legend

	Behind plan or trend
	Close to plan or trend
	Ahead of plan or trend

Total BCRD Income Statement	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
Jan-23						
Total Revenue	-14,576		-343,440		160,507	
COGS	756		-6,644		2,084	
Operating Expenses	-55,391		-158,829		172,072	
Capital Expenditures	229,161		-64,026		225,468	
Net income	-189,102		-113,940		-239,116	

Total BCRD Income Statement Categories	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
Jan-23						
Property Tax	33,093		34,541		23,142	
Program Fees + Passes	-3,234		10,030		25,333	
Fundraising	320		87,855		110,184	
Other Revenue	-68,592		-513,415		-44,452	
Total Revenue	23,838		37,550		46,301	
Total Revenue	-14,576		-343,440		160,507	
Cost of Goods Sold	756		-6,644		2,084	
Wages & Benefits	2,232		-13,086		111,403	
Marketing	-2,100		-5,573		16,269	
Repair & Maintenance	4,800		-387		5,766	
Consulting/Legal	-57,045		-60,947		-410	
Rent	-2,231		-2,530		7,174	
Supplies	-2,746		-6,543		-2,259	
Utilities	-502		721		1,214	
Other	2,201		-70,485		32,914	
Capex	229,161		-64,026		225,468	
Total Expenses	174,526		-229,499		399,624	

Key Metrics	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
Jan-23						
League fees	-5,676		-2,440		9,574	
Aquatics fees	0		0		0	
Aquatics passes	0		0		0	
Fitworks classes	-422		-407		1,344	
Fitworks passes	3,689		12,826		11,300	
Non-Tax Trails Season passes	-9,088		89,356		65,470	
Non-Tax Trails day passes	7,490		-10,335		27,521	
Rental Revenue	4,785		985		-205	
Operational Fundraising	-68,592		35,675		-35,362	
Earmarked Fundraising	0		-549,090		-9,090	
Gas (expense)	195		-4,733		11,733	

Net Income by Major Department	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
Jan-23						
Tax Related Recreation	-2,925		159,457		-46,762	
G&A	17,690		142,675		11,319	
BCRD@CC (Programs)	-6,743		22,500		-43,087	
Aquatics	-1,544		-5,135		-5,254	
Tax Trails (WRT)	-12,328		-583		-9,739	
Non-Tax Trails (GNVT)	-186,177		-273,398		-192,355	

Total BCRD Income Statement	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
Feb-23						
Total Revenue	9,905		-333,534		91,794	
COGS	195		-6,449		2,289	
Operating Expenses	-93,648		-252,478		204,845	
Capital Expenditures	2,742		-61,284		238,210	
Net income	100,616		-13,324		-353,551	
Net Income Normalized						

Blaine County Recreation District

Balance Sheet

As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
0105 · Mountain West Bank-Checking	26,616
0110 · Mountain West-Imprest	559
0115 · Petty Cash	100
0120 · Cash On Hand	200
0140 · Savings-General Fund #980	2,223,471
0145 · Savings - WRT Fund #3178	390,921
0150 · Savings-Galena #1396	2,242,782
0160 · Savings-Harriman Trail #2273	177,623
0170 · Diversified Fund	405,846
0180 · Mtn West Bank-FLEX Acct	25,662
Total Checking/Savings	5,493,779
Accounts Receivable	
0205 · Accounts Receivable	73,470
0208 · Altru Credit Card Receivable	7,625
Total Accounts Receivable	81,095
Other Current Assets	
1499 · Undeposited Funds	2,898
Total Other Current Assets	2,898
Total Current Assets	5,577,771
Fixed Assets	
1110 · Property/Equip-Rec Dist	133,444
1120 · Property/Fixtures-Rec Dist	123,593
1130 · Aquatic-Property/Equipment	746,040
1140 · Aquatic-Furn/Fixtures	83,508
1150 · Aquatic-Design	54,951
1160 · Aquatic-Engineering	15,137
1170 · Aquatic-Construction	2,789,947
1180 · Aquatic-Landscape	36,704
1190 · Aquatic-Phase I	18,073
1220 · Storage Shed	8,207
1230 · Parks	128,626
1310 · WRT-Maintenance Equipment	2,327,392
1320 · WRT-Construction	6,894,536
1330 · WRT-Engineering	208,403
1340 · WRT-Land	308,259
1360 · Quigley Land	75,000
1410 · Galena Lodge	1,904,821
1420 · Galena Equipment	298,309
1510 · Community Campus Construction	666,747
1553 · Construction in Progress	216,647
1610 · HUB-Construction	183,089
1620 · HUB-Equipment	3,373
1700 · Accumulated Depreciation	-8,561,592
Total Fixed Assets	8,663,215
TOTAL ASSETS	14,240,986

Blaine County Recreation District

Balance Sheet

As of January 31, 2023

	<u>Jan 31, 23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	
2011 · Rent Payable	57,823
Total 2010 · Accounts Payable	<u>57,823</u>
Total Accounts Payable	57,823
Other Current Liabilities	
2120 · State Withholding Tax Payable	3,959
2125 · SUTA Payable	244
2161 · AFLAC Pre-tax Payable	578
2162 · AFLAC (After-tax) Payable	252
2185 · S. V. Co. Combo Pass Payable	
2185.01 · Combo Season Pass	1,475
Total 2185 · S. V. Co. Combo Pass Payable	<u>1,475</u>
2200 · Sales Tax Payable	6,948
2323 · Advanced Revenue-NVT/ Harriman	13,646
2329 · Advanced Revenue-Other Programs	
2329.03 · Advanced Rev Quigley Developmnt	102,835
Total 2329 · Advanced Revenue-Other Programs	<u>102,835</u>
2350 · Galena Adventure Camp Scholarsh	1,167
Total Other Current Liabilities	<u>131,105</u>
Total Current Liabilities	<u>188,929</u>
Total Liabilities	188,929
Equity	
3000 · Investment in Fixed Asset	8,663,215
3010 · Fund Balance	4,204,936
Net Income	1,183,906
Total Equity	<u>14,052,058</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,240,986</u></u>

Blaine County Recreation District
All BCRD Income Statement vs. Budget
October 2022 through January 2023

	MTD				TOTAL			
	Jan 23	Budget	\$ Over Budget	% of Budget	Oct '22 - Jan 23	Budget	\$ Over Budget	% of Budget
	Ordinary Income/Expense							
Income								
Property Tax								
4000 · Property Tax	943,721	910,628	33,093	104%	1,050,386	1,015,845	34,541	103%
Total Property Tax	943,721	910,628	33,093	104%	1,050,386	1,015,845	34,541	103%
Program Fees, Lessons								
4100 · Program Fees								
4100.05 · Basketball	3,547	0	3,547	100%	17,283	0	17,283	100%
4100.07 · Futsal	0	0	0	0%	3,538	0	3,538	100%
4100.06 · Pickleball	1,138	0	1,138	100%	5,219	0	5,219	100%
4100.04 · Soccer	0	0	0	0%	-1,698	0	-1,698	100%
4100 · Program Fees - Other	720	10,400	-9,680	7%	3,219	23,500	-20,281	14%
Total 4100 · Program Fees	5,404	10,400	-4,996	52%	27,561	23,500	4,061	117%
4101 · Program Fees (non-taxable)	9,078	8,320	758	109%	39,596	36,060	3,536	110%
4350 · Lessons	1,525	100	1,425	1525%	3,140	300	2,840	1047%
4360 · Class Fees	520	942	-422	55%	2,760	3,167	-407	87%
Total Program Fees, Lessons	16,528	19,762	-3,234	84%	73,057	63,027	10,030	116%
Passes								
4305 · Combo Annual Pass	7,920	20,000	-12,080	40%	143,776	130,000	13,776	111%
4310 · Annual Passes								
4310.01 · Adult Season Pass (083)	20,031	0	20,031	100%	631,320	0	631,320	100%
4310.02 · Dog Season Pass (083)	1,512	0	1,512	100%	49,961	0	49,961	100%
4310.03 · Snowshoe Season Pass (083)	1,449	0	1,449	100%	14,300	0	14,300	100%
4310 · Annual Passes - Other	2,484	21,800	-19,316	11%	8,388	626,075	-617,687	1%
Total 4310 · Annual Passes	25,475	21,800	3,675	117%	703,969	626,075	77,894	112%
4320 · Day Passes								
4320.01 · Adult Day Pass (083)	32,445	0	32,445	0%	65,655	0	65,655	100%
4320.02 · Dog Day Pass (083)	766	0	766	0%	1,905	0	1,905	100%
4320.03 · Quigley Day Pass (086)	1,161	0	1,161	0%	2,029	0	2,029	100%
4320.04 · Snowshoe Day Pass (083)	3,117	0	3,117	0%	5,075	0	5,075	100%
4320 · Day Passes - Other	445	30,300	-29,855	1%	2,074	86,386	-84,312	2%
Total 4320 · Day Passes	37,935	30,300	7,635	125%	76,739	86,386	-9,647	89%
4330 · Weekly Passes	13,230	15,000	-1,770	88%	27,508	31,500	-3,992	87%
4335 · Month Pass	5,360	2,500	2,860	214%	18,625	8,800	9,825	212%
Total Passes	89,920	89,600	320	100%	970,616	882,761	87,855	110%
Fundraising								
4700 · Fundrasing - Nordic Pins	1,200	2,000	-800	60%	40,050	55,000	-14,950	73%
4710 · Fundraising-Donations								
4710.01 · Galena Donation	14,600	0	14,600		152,333	0	152,333	100%
4710.02 · NVT Donation	0	0	0		37,448	0	37,448	100%
4710.03 · Harriman Trail Donation	0	0	0		420	0	420	100%
4710.05 · Quigley Trails Park Donation	0	0	0		3,300	0	3,300	100%
4710 · Fundraising-Donations - Other	19,108	86,500	-67,392	22%	127,452	247,050	-119,598	52%
Total 4710 · Fundraising-Donations	33,708	86,500	-52,792	39%	320,954	247,050	73,904	130%
4711 · Fundraising-Earmarked Donations	0	0	0	0%	910	550,000	-549,090	0%
4720 · Fundraising-Sponsorships	0	0	0	0%	0	9,500	-9,500	0%
4730 · Fundraising-Special Events	0	15,000	-15,000	0%	557	15,000	-14,444	4%
4740 · Fundraising-Grants	0	0	0	0%	570	0	570	100%
4750 · Fundraising-Taxable	0	0	0	0%	94	0	94	100%
Total Fundraising	34,908	103,500	-68,592	34%	363,135	876,550	-513,415	41%
Other Revenue								
4020 · Proceeds From Asset Sales	7,547	0	7,547	100%	7,547	0	7,547	100%
4200 · Facility Rental	460	400	60	115%	1,020	1,200	-180	85%
4201 · Facility Rental (non-taxable)	4,725	0	4,725	100%	4,725	3,600	1,125	131%
4210 · Equipment Rental	0	0	0	0%	0	0	0	0%
4220 · Special Events	0	0	0	0%	0	10,000	-10,000	0%
4400 · Merchandise Sales	57	0	57	100%	185	0	185	100%
4410 · Food Sales	23	0	23	100%	40	0	40	100%
4500 · Miscellaneous	31	0	31	100%	2,498	0	2,498	100%
4900 · Interest Income	12,360	965	11,395	1281%	40,195	3,860	36,335	1041%
Total Other Revenue	25,203	1,365	23,838	1846%	56,210	18,660	37,550	301%
Total Income	1,110,279	1,124,855	-14,576	99%	2,513,403	2,856,843	-343,440	88%
Cost of Goods Sold								
5010 · COS-Merchandise	750	0	750	100%	5,870	7,500	-1,630	78%
5020 · COS-Food	6	0	6	100%	6	5,020	-5,014	0%
Total COGS	756	0	756	100%	5,876	12,520	-6,644	47%
Gross Profit	1,109,523	1,124,855	-15,332	99%	2,507,527	2,844,323	-336,796	88%
Expense								

Blaine County Recreation District
All BCRD Income Statement vs. Budget
October 2022 through January 2023

	MTD				TOTAL			
	Jan 23	Budget	\$ Over Budget	% of Budget	Oct '22 - Jan 23	Budget	\$ Over Budget	% of Budget
	Payroll & Payroll Related							
Salaries								
6010 · Salaries	50,419	41,681	8,739	121%	188,684	166,725	21,959	113%
6011 · Salary Sick Leave	632	0	632	100%	1,801	0	1,801	100%
6012 · Salary Vacation Leave	620	0	620	100%	10,643	0	10,643	100%
Total Salaries	51,670	41,681	9,990	124%	201,128	166,725	34,403	121%
Hourly								
6020 · Hourly Wages	45,268	56,856	-11,587	80%	175,737	227,418	-51,681	77%
6021 · Hourly Sick Leave	256	0	256	100%	2,717	0	2,717	100%
6022 · Hourly Vacation Leave	241	0	241	100%	5,564	0	5,564	100%
6030 · Overtime	14	1,500	-1,486	1%	346	4,500	-4,154	8%
Total Hourly	45,779	58,356	-12,577	78%	184,365	231,918	-47,553	79%
Seasonal								
6040 · Seasonal Payroll	31,098	25,305	5,793	123%	79,272	61,420	17,852	129%
Total Seasonal	31,098	25,305	5,793	123%	79,272	61,420	17,852	129%
Payroll Expenses								
6080 · Worker's Compensation	0	0	0	0%	0	0	0	0%
6110 · FICA	9,438	9,588	-150	98%	33,988	35,194	-1,206	97%
6120 · SUTA	241	941	-701	26%	610	3,453	-2,843	18%
6130 · PERSI	11,899	12,420	-520	96%	47,757	49,500	-1,744	96%
6140 · Health Insurance	10,602	12,234	-1,632	87%	36,456	48,935	-12,479	75%
6141 · HSA Company Contribution	1,680	0	1,680	100%	5,717	0	5,717	100%
6145 · Employee Benefits	304	304	0	100%	1,168	1,216	-48	96%
Total Payroll Expenses	34,164	35,487	-1,322	96%	125,696	138,298	-12,602	91%
6050 · Bonuses	0	0	0	0%	0	0	0	0%
6070 · Employee Relations	823	475	348	173%	914	6,100	-5,186	15%
Total Payroll & Payroll Related	163,534	161,303	2,232	101%	591,375	604,461	-13,086	98%
Marketing								
7015 · Advertising-Design	1,448	1,100	348	132%	7,110	2,775	4,335	256%
7020 · Advertising-Production	301	3,500	-3,199	9%	4,449	5,045	-596	88%
7025 · Advertising-Distribution	0	212	-212	0%	0	1,475	-1,475	0%
7030 · Advertising-Placement	1,371	1,550	-179	88%	4,757	6,690	-1,933	71%
7035 · Advertising-Other	0	50	-50	0%	0	1,150	-1,150	0%
7040 · Advertising Web Developmen	0	0	0	0%	12,444	0	12,444	100%
7222 · Fundraising Expense	3,591	2,300	1,291	156%	10,015	5,200	4,815	193%
7500 · Marketing	2,140	3,020	-880	71%	7,055	17,560	-10,505	40%
7520 · Postage	2,283	780	1,503	293%	6,018	15,924	-9,906	38%
7535 · Promotion	333	1,055	-722	32%	1,823	3,425	-1,602	53%
Total Marketing	11,467	13,567	-2,100	85%	53,671	59,244	-5,573	91%
Repair & Maintenance								
7410 · Repair/Maintenance - other	0	160	-160	0%	0	3,320	-3,320	0%
7420 · Automobiles R/M								
7421.09 · F350 - 1997	0	0	0	0%	189	0	189	100%
7421.10 · Silverado-2005-RETIRED 10/2022	0	0	0	0%	127	0	127	100%
7421.15 · Dodge Ram - 2008	0	0	0	0%	397	0	397	100%
7421.16 · Ford F250 - 2008	4	0	4	100%	1,277	0	1,277	100%
7421.17 · Ford F150 - 2016	4	0	4	100%	550	0	550	100%
7421.18 · Dodge Ram 2500 - 2016	23	0	23	100%	1,407	0	1,407	100%
7421.19 · Dodge Journey - 2018	0	0	0	0%	0	0	0	0%
7421.20 · Ford F250 - 2019	0	0	0	0%	461	0	461	100%
7421.21 · RAM 3500 - 2022	75	0	75	100%	1,394	0	1,394	100%
7420 · Automobiles R/M - Other	271	540	-269	50%	332	3,410	-3,078	10%
Total 7420 · Automobiles R/M	378	540	-162	70%	6,137	3,410	2,727	180%
7430 · Buildings Repair/Maint	3,899	1,175	2,724	332%	4,753	4,400	353	108%
7440 · Equipment R/M								
7441.14 · Tool Cat-2015	0	0	0	0%	793	0	793	100%
7440 · Equipment R/M - Other	242	755	-513	32%	951	2,985	-2,034	32%
Total 7440 · Equipment R/M	242	755	-513	32%	1,744	2,985	-1,241	58%
7450 · Grooming Equipment R/M								
7451.09 · 2011 PB100-(081)	3,092	0	3,092	100%	3,186	0	3,186	100%
7451.10 · 2012 PB100 WRT-Lake Creek-(083)	1,625	0	1,625	100%	1,667	0	1,667	100%
7451.11 · 2017 PB100-NVT (083)	3,343	0	3,343	100%	4,108	0	4,108	100%
7451.12 · 2017 PB100-NVT-(083)	756	0	756	100%	1,234	0	1,234	100%
7451.13 · 2020 PB100-(083)	1,592	0	1,592	100%	2,069	0	2,069	100%
7450 · Grooming Equipment R/M - Other	0	5,500	-5,500	0%	2,133	11,000	-8,867	19%
Total 7450 · Grooming Equipment R/M	10,408	5,500	4,908	189%	14,397	11,000	3,397	131%
7460 · Path Field Grounds Repair/Maint	0	1,800	-1,800	0%	4,917	6,300	-1,383	78%
7470 · Snowmobiles Repair/Maint	54	250	-196	22%	231	1,150	-919	20%

Blaine County Recreation District
All BCRD Income Statement vs. Budget
October 2022 through January 2023

	MTD				TOTAL			
	Jan 23	Budget	\$ Over Budget	% of Budget	Oct '22 - Jan 23	Budget	\$ Over Budget	% of Budget
	Total Repair & Maintenance	14,980	10,180	4,800	147%	32,178	32,565	-387
Consulting / Legal								
7400 · Legal Fees	1,375	800	575	172%	2,350	3,075	-725	76%
7530 · Professional & Consulting Fees	1,056	58,675	-57,620	2%	1,389	61,610	-60,222	2%
Total Consulting / Legal	2,431	59,475	-57,045	4%	3,739	64,685	-60,947	6%
Rent								
7620 · Property Rent	14,947	17,178	-2,231	87%	68,648	71,178	-2,530	96%
Total Rent	14,947	17,178	-2,231	87%	68,648	71,178	-2,530	96%
Supplies								
7097 · Computer Supplies	0	125	-125	0%	90	725	-635	12%
7510 · Office Supplies	102	725	-623	14%	659	2,805	-2,146	23%
7511 · Operating Supplies	249	560	-311	44%	726	2,240	-1,514	32%
7845 · Supplies - other	164	1,850	-1,686	9%	6,777	9,025	-2,248	75%
Total Supplies	514	3,260	-2,746	16%	8,252	14,795	-6,543	56%
Utilities								
7810 · Sanitation	1,272	1,785	-513	71%	3,875	4,935	-1,060	79%
7910 · Electric	1,114	1,480	-366	75%	2,730	3,915	-1,185	70%
7915 · Natural Gas	144	240	-96	60%	194	505	-311	38%
7920 · Water	586	83	503	706%	3,897	866	3,031	450%
7925 · Cable TV	94	94	0	100%	377	376	1	100%
7930 · Internet Connection	158	188	-30	84%	809	564	245	144%
Total Utilities	3,368	3,870	-502	87%	11,882	11,161	721	106%
Other Miscellaneous								
7005 · Accounting & Auditing Fees	0	0	0	0%	12,500	17,500	-5,000	71%
7050 · Allocated Expenses	0	0	0	0%	0	-1	1	0%
7055 · Amenities	0	0	0	0%	904	2,000	-1,096	45%
7060 · Automobile	0	10	-10	0%	0	140	-140	0%
7085 · Cellular & Satellite Phones	703	991	-288	71%	2,193	2,759	-566	79%
7090 · Chemicals	0	0	0	0%	0	0	0	0%
7095 · Computer Services	2,695	4,315	-1,620	62%	20,928	54,724	-33,796	38%
7096 · Computer Software	538	614	-75	88%	6,428	6,504	-76	99%
7099 · Computer Hardware	0	0	0	0%	1,642	10,550	-8,908	16%
7105 · Credit Card Fees	2,208	4,467	-2,259	49%	33,093	36,380	-3,287	91%
7200 · Dues	0	400	-400	0%	290	635	-345	46%
7205 · Entertainment & Meals	8	475	-467	2%	128	1,220	-1,092	11%
7209 · Equipment Purchase	232	1,500	-1,268	15%	2,403	14,575	-12,172	16%
7223 · Furniture & Fixtures	0	0	0	0%	735	400	335	184%
7225 · Gasoline, Diesel & Motor Oil	16,510	16,315	195	101%	32,907	37,640	-4,733	87%
7230 · Insurance	0	0	0	0%	17,315	17,324	-9	100%
7250 · Janitorial Services	0	0	0	0%	0	0	0	0%
7255 · Laundry	0	0	0	0%	0	0	0	0%
7310 · Automobile Lease	0	0	0	0%	0	0	0	0%
7330 · Equipment Lease	60	64	-4	94%	240	192	48	125%
7390 · Other	0	280	-280	0%	0	280	-280	0%
7405 · Licenses & Permits	24	600	-576	4%	179	14,350	-14,171	1%
7505 · Miscellaneous Exp	36	35	1	102%	36	290	-254	12%
7525 · Printing	25	0	25	100%	55	100	-45	55%
7610 · Equipment Rent	7,049	1,750	5,299	403%	8,790	4,000	4,790	220%
7630 · Other Rent	116	116	0	100%	462	462	0	100%
7815 · Security	0	0	0	0%	102	200	-98	51%
7823 · Signs	200	1,000	-800	20%	381	3,000	-2,619	13%
7825 · Small Tools and Parts	841	200	641	421%	1,231	800	431	154%
7840 · Subscriptions	10	240	-230	4%	40	880	-840	5%
7850 · Telephone	157	391	-234	40%	518	1,584	-1,066	33%
7855 · Training	56	750	-694	7%	5,827	2,800	3,027	208%
7860 · Travel	0	725	-725	0%	1,677	2,000	-323	84%
7865 · Uniforms	6,971	1,000	5,971	697%	16,899	5,100	11,799	331%
Total Other Miscellaneous	38,438	36,237	2,201	106%	167,903	238,387	-70,485	70%
Total Expense	249,679	305,069	-55,391	82%	937,647	1,096,476	-158,829	86%
Net Ordinary Income	859,845	819,786	40,059	105%	1,569,880	1,747,847	-177,966	90%
Other Income/Expense								
Other Expense								
9010 · Capital Expenditures	229,161	0	229,161	100%	385,974	450,000	-64,026	86%
Total Other Expense	229,161	0	229,161	100%	385,974	450,000	-64,026	86%
Net Other Income	-229,161	0	-229,161	100%	-385,974	-450,000	64,026	86%
Net Income	630,684	819,786	-189,102	77%	1,183,906	1,297,847	-113,940	91%

Development and Communications

Year-end fundraising is over and we're in a lull for another month or so until the Annual Report.

The Communications Manager listing is active and we anticipate interviews in the next week or so.

The new website launched after a lot of work. We're still working through some small bugs, but have gotten some good feedback.

Our Hispanic Ski and Snowshoe Day was such a success in February (with over 60 participants) that we're hosting another one on Sunday, March 12.

Ski the Rails was on February 11. We had lots of younger skiers, which was awesome.

The last Ski Free Day is March 22.

We've prepared some educational signage and updated trailhead signage for the Wood River Trail that will be installed for spring to encourage safe travel.

Programs

Adult, MS, HS Recreation:

This Saturday marks the last day of the 6 Nordic Clinics that we ran at Quigley Nordic Center. We are also wrapping up our 12-week high school Futsal league, and the second pickleball league of the winter. The second session of adult futsal is in its second week, and the 3rd pickleball league is scheduled to start the last week of March. Open basketball, lacrosse, pickleball and volleyball will remain on the schedule through at least May.

The BCRD hosted a fun and successful Hispanic ski Day February 5th, with over 60 participants in attendance. We are looking forward to our next one on Sunday March 12th.

We are in the early stages of planning some adult/ high school and middle school summer leagues and camps and are excited to bring Beginner and Intermediate skill, mountain bike clinics to Quigley in May. The BCRD will be hosting a 2-day WFA class on May 13th and 14th. Registration for the course will open March 15th.

Youth Sports:

The youth basketball program has hit its halfway mark. After a couple challenging indoor seasons with Covid, BCRD basketball is back. This year we are able to offer basketball at BCRD, Hemmingway, Alturas and Bellevue. Spring Sport registration (track and field and spring ball) opens on March 13th. We are thrilled to have registration open for baseball in Carey this year. Our biggest hurdle with youth sports continues to be volunteer coaches.

Youth Programming:

Indoor playground will remain scheduled in the gymnasium through April.

We are currently accepting scholarship applications for summer camp. Registration will open to returning campers on April 3rd and April 17th, to the public. This year summer campers will have the option of either attending the full summer, or 5 week sessions.

Aquatic Center:

The Aquatic Center will open Memorial Day weekend and close Labor Day. Registration for Swim School and Swim Team will open April 26th. We will be adding two nights a week of Adult swim lessons that will run throughout the pool season. Dominic is exploring options for an additional group of youth swimmers that fall between the swim school and swim team skill groups.

Trails

WRT:

Full winter operations now groomed for skate and classic, plowing parking lots etc. Ski the Rails was a success.

Quigley:

Full winter operations now groomed for skate and classic, classic only, sledding hill, parking lot plowing etc. Quigley remains busy. We had a few events last month, they ran smoothly.

Lake Creek:

Full winter operations now groomed for both skate and classic 4 days a week.

NVT/Galena:

Full winter operations now groomed for skate and classic, Plowing parking lots, etc. We are helping the SNRA 2 weeks a month with plowing the parking lot. BMT was a success!

Shop:

Had a few issues with the cats but nothing out of the ordinary for winter operations.

Executive Director

February was a very busy month with a string of Nordic events in row put on by the BCRD and others supported by the BCRD. The Hispanic ski day at the Quigley Nordic Park was a big success with about 65 participants. There was resounding support from the participants for us to do another event which we have planned for March 12. Sports programs are in full swing for adults and youth. We have been receiving a lot of positive feedback from participants. We are all pushing hard to finish up our winter programming on a positive note. All the staff are doing a great job in keeping us going on all fronts and delivering recreational opportunities to the community.

You may have recently seen in the Idaho Mountain Express a report on the Bellevue City Council meeting regarding the Flying Hat East Area of City Impact (ACI) discussion. BCRD was mentioned in the article and during the meeting. At the meeting, Bellevue City Council members shared several concerns and questions regarding the proposed ACI line which has been proposed as splitting the property 50/50 between Bellevue and Hailey. The Council did not vote on the ACI line as proposed and chose to defer a vote to give themselves time to learn more about the project and the potential role for BCRD on the property. The Council voted to host a workshop sometime in March to talk specifically about the Flying Hat property. The workshop would include the Oppenheimer Group (the landowners) and Hailey city leaders to work toward a decision for the Area of City Impact line. I have had further conversations with some of the Bellevue City leaders, and they remain committed to resolving this issue and are supportive of BCRD's role in developing sports and recreational infrastructure on the property. To date the proposed ACI line has been unanimously approved by the Hailey Planning and Zoning commission, Hailey City Council, Bellevue Planning and Zoning commission and Blaine County Planning and Zoning commission.



Blaine County Recreation District

Personnel Policy

Approved by the Blaine County Recreation District Board of Directors

Date: _____

WELCOME

It is our privilege to welcome you to the Blaine County Recreation District (BCRD). We wish you every success in your new job, and we hope that you quickly feel at home. This personnel policy was developed to describe some of the expectations we have for all our employees and what you can expect from us. We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

ABOUT THE RECREATION DISTRICT

At the Blaine County Recreation District, we are dedicated to the people we serve. We are dedicated to excellence in the projects and programs we provide. We are committed to continuous improvement in our services, projects, and programs.

For our team of employees and volunteers, we are dedicated to providing training, knowledge, pride of service and a sense of achievement. We are dedicated to building partnerships, operating as a business and setting an example in the community.

PURPOSE

BCRD enriches our community by creating exceptional recreational opportunities for all.

MISSION

BCRD provides healthy, active, and diverse recreational opportunities for our community.

CORE VALUES

Inclusion: BCRD believes in recreational programs and facilities that are accessible and affordable to and inclusive of everyone in our community.

Health: BCRD believes that the benefit of recreation leads to a fulfilling life.

Impact: BCRD believes that recreation can positively impact everyone in our community.

Growth: BCRD believes that recreation provides personal growth to build a thriving community.

TABLE OF CONTENTS

I.	THE ORGANIZATION FOR WHICH YOU WORK	4
II.	YOUR EMPLOYMENT RELATIONSHIP WITH THE BCRD	4
III.	EMPLOYEE CLASSIFICATION	5
IV.	EMPLOYEE CODE OF CONDUCT	6
V.	WORKPLACE VIOLENCE	9
VI.	UNLAWFUL WORKPLACE DISCRIMINATION, HARRASSMENT, AND RETALIATION.....	9
VII.	GENERAL POLICIES	16
VIII.	EMPLOYEE DISCIPLINE	18
IX.	HIRING POLICIES	19
X.	EMPLOYEE PERSONNEL FILES	21
XI.	COMPENSATION POLICIES	22
XII.	EMPLOYEE BENEFITS	26
XIII.	FAMILY MEDICAL LEAVE ACT (FMLA)	31
XIV.	AMERICANS WITH DISABILITIES ACT	34
XV.	FITNESS FOR DUTY	35
XVI.	IDAHO WHISTLEBLOWER PROTECTION	35
XVII.	SEPARATION FROM EMPLOYMENT	36
	APPENDIX A: ACKNOWLEDGMENT OF RECIEPT	
	APPENDIX B: BCRD EMPLOYEE BENEFITS	
	APPENDIX C: SAFETY POLICY	

I. THE ORGANIZATION FOR WHICH YOU WORK

The Blaine County Recreation District ("BCRD") is a political subdivision of the state of Idaho, though it is not a part of state government. We are a separate taxing district serving all of Blaine County with an elected Board of Directors ("Board"). The Board serves as the governing body of the BCRD. The Board sets general policy for BCRD and as such, has primary authority to establish terms and conditions of employment with BCRD. The Board appoints personnel to help carry out its administrative responsibilities.

Each employee should recognize that although he/she may serve as an employee supervised by a department head, he/she remains an employee of the BCRD, and not of the person who supervises their work. The terms and conditions set forth in this policy, and in the resolutions and policy statements that support it, cannot be superseded by any other person without the express written agreement of the Board, or Executive Director. That is particularly true for terms or conditions that would establish a current or future financial obligation for the BCRD. You may, however, work for a department with an operational policy that provides additional direction to employees on expectations and procedures unique to that department.

II. YOUR EMPLOYMENT RELATIONSHIP WITH THE BCRD

This policy is designed to introduce you to the BCRD, familiarize you with various policies, practices, and procedures currently in effect in the BCRD, and help answer many of the questions that may arise in connection with your employment.

This policy is not a contract of employment and does not create a contract of employment. This policy does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. Its purpose is simply to provide you with a convenient explanation of present policies and practices of the BCRD.

All employees of the BCRD are at-will and are employed at the discretion of the Board. Only a written contract expressly authorized and signed by the Board can alter the at-will nature of employment regardless of anything written or spoken by an individual Board member or supervisor. Employees have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the Board. All provisions of this Policy will be interpreted in a

manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail.

The BCRD reserves the right to modify any of the policies, benefit offerings, and procedures, including those covered in this policy, at any time, without prior notice to, and consent of, BCRD employees. Changes may be made in the sole discretion of the Board.

III. EMPLOYEE CLASSIFICATION

For various reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for the purposes of each issue or benefit type. The BCRD will endeavor to assist with such matters, but the employee is ultimately responsible for ensuring that their service is properly addressed.

A. Employee Classification for Employment Status

1. All employees of the BCRD, including part-time and temporary employees, are at-will employees, except as otherwise required by law or pursuant to a written contract approved by the Board.
2. Employed Attorneys and Other Legal Counsel. Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and their client, attorneys employed by the BCRD are considered to be at-will employees serving at the pleasure of the Board and can be appointed or removed at its pleasure.

B. Employee Classification for Benefit Purpose

The classification of the position an employee holds with the BCRD may affect the status of obligations or benefits associated with their employment. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time regular employee. The primary classes of employees are:

3. Elected Officials: Elected Officials are not considered regular employees. Elected Officials may receive employment benefits as identified in a resolution adopted by the Board.

4. Full-Time Regular Employee: Employees whose employment is sustained and continuing and whose typical work week consists of at least 30 hours are considered full-time regular employees. Full-time regular employees are eligible for employee benefits provided by the BCRD.
5. Part-Time Regular Employees: Employees whose employment is sustained and continuing and whose typical work week consists of less than 30 hours on a regular basis are considered part-time regular employees. Part-time regular employees may receive reduced employee benefits as authorized by the Executive Director and as required by federal and state law. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.
6. Temporary Employees: Employees who work on an irregular, seasonal or temporary basis are temporary employees. Temporary employees receive no benefits provided to regular employees, except those required by law or authorized by the Executive Director.

IV. EMPLOYEE CODE OF CONDUCT

Employees are expected to conduct themselves in a professional manner that is both civil and cooperative. BCRD employees are public employees and therefore are exposed to additional public scrutiny in both their public and personal conduct. This Code of Conduct has been established to aid employees in understanding both expected and prohibited conduct. Violations of the Code of Conduct will be grounds for disciplinary action up to and including termination of employment. This list is illustrative and not all inclusive. Other behaviors and acts of misconduct not specifically detailed here may be grounds for disciplinary action as well. Nothing contained herein is intended to change the at-will nature of employment or limit the reasons for which an employee may be disciplined.

A. Expected Conduct

Each employee is expected to conduct himself/herself in a professional manner. In order to accomplish this, each employee must:

1. Be respectful, courteous, and professional. Work cooperatively and constructively with fellow workers and members of the public.

2. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
3. Follow rules regarding breaks and lunch periods as required by department, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
4. Comply with dress standards established in the department for which the employee works. In the absence of any departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.
5. Abide by all departmental rules and direction of a supervisor whether written or oral. No employee will be required to follow the directive of a supervisor that violates the laws of the local jurisdiction, state, or nation.
6. Follow all rules for care and use of public property to assure that the public investment in equipment is protected and that the safety of the public and other workers is maintained.
7. Maintain the confidential nature of records that are not open to the public in accordance with the direction of the responsible official.
8. Maintain a current appropriate driver's license when work for the BCRD requires the employee to drive a vehicle as part of their responsibilities. Each such employee must report any state-imposed driving restrictions to their immediate supervisor and notify their supervisor if their driving abilities are impaired.
9. Follow all workplace safety rules whether established formally by the department or by outside agencies.
10. Report all accidents that occur or are observed on the job, or that involve BCRD property, and cooperate as requested in the reconstruction of any such accident.
11. Avoid conflicts of interests in appointments and working relationships with other employees, contractors, and potential contractors in the BCRD and related agencies.
12. Adhere to any code of ethics in the employee's profession.
13. Shall follow Blaine County Recreation District's Clean Sport Policy wherein we do not condone the promotion, use, sale or advertising of any performance enhancing substances as determined by the USADA. (Adopted November 5, 2012)

B. Prohibited Conduct

Employees are expected to refrain from behaviors that reflect adversely upon the BCRD, including:

1. Initiate or participate, or encourage others, in acts or threats of violence, bullying, malicious gossip, spreading of rumors, or any other behavior designed to create discord and lack of harmony, or that willfully interferes with another employee's ability to do their job.
2. Engage in abusive conduct or language, including profanity and loud, threatening or harassing speech, toward or in the presence of fellow employees or the public.
3. Engage in conduct at or away from work that may reflect adversely upon the BCRD or its officials or otherwise impair the employee's ability to perform.
4. Engage in prolonged visits with co-workers, children, friends, or family members that interfere with routine workflow in the department in which the employee serves.
5. Use work time for personal business, including the selling of goods or services to the general public.
6. Use phones or computers in the workplace in a manner that violates policy or that disrupts workplace productivity, including time spent on social media.
7. Sleep when on duty. Employees shall be attentive to their work at all times.
8. Use work time or public premises to promote religious beliefs to members of the public or fellow employees.
9. Have non-BCRD employment, or serve on any board or commission, that conflicts with duties performed for the BCRD in any meaningful way. Individual departments may determine permissible examples of outside employment.
10. Knowingly make any false report or complaint regarding behavior of others or participate in such report or complaint.
11. Not release any public records, including personnel records, without the express authority of the public official responsible for custody of the record.
12. Use of any substances, lawful or unlawful, that will impair the employee's ability to competently perform their work or threaten the safety and well-being of other workers or the public. If the employee is prescribed a medication that may impair the employee's ability to safely do their job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do their job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.

13. Destroy, alter, falsify, or steal the whole or any part of a police report or any record kept as part of the official governmental records of the BCRD (I.C. §§ 18-3201 and 18-3202).
14. Engage in political activities while on duty.
15. Provide false or misleading information on employment applications, job performance reports or any other related personnel documents or papers.
16. Engage in conduct that violates the laws of the state of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §74-401 et seq. (Ethics in Government Act), I.C. §74-501 et seq. (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain).
17. Accept gifts or gratuities in any personal or professional capacity that, although it may be legal, could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
18. Engage in criminal conduct of any kind while on or off duty.

V. WORKPLACE VIOLENCE

The BCRD seeks to provide a violence-free workplace. Violence in the workplace poses a threat to the safety of employees and the public. The BCRD will not tolerate acts and behaviors that are likely to result in workplace violence, including, but not limited to, abusive language, hitting or shoving, threats of bodily harm, threats or acts of violence, brandishing of an object which may be used as a weapon, sending threatening, harassing or abusive e-mail and faxes, using the workplace to violate protective orders and stalking.

All employees are responsible for minimizing workplace violence. All acts or threats of violence should be promptly reported to a supervisor or Board member. Employees should also report situations that they believe could lead to workplace violence, including but not limited to protective orders or other no-contact orders.

Any employee who is determined to be responsible for acts or threats of violence, or other conduct listed in this section, will be subject to prompt disciplinary action up to and including termination of employment.

VI. UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION

The BCRD strives to maintain a supportive and civil workplace—one in which employees treat each other with respect and dignity. In keeping with these values, the BCRD prohibits and does not tolerate unlawful workplace discrimination, harassment, or retaliation.

The following defined terms are applicable to this section:

Legally protected class means a personal characteristic that is protected by law. This includes race, color, religion, gender (pregnancy, sexual orientation, and gender identity), national origin, age (40 and older), disability, genetic information (including family medical history) and any other characteristic protected by law.

Participation in the workplace includes all aspects of being an employee at the BCRD, including recruitment, hiring, job performance, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination and/or retirement.

A. Workplace Discrimination

Workplace discrimination is when one or more persons in a **legally protected class**, are treated adversely with respect to their **participation in the workplace**. Adverse employment actions usually involve decisions made by supervisors, department heads, or the Board that affect the workplace status and benefits of employees.

Unlawful adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to their age, not promoting an employee due to their religious beliefs, denying an employee a raise due to their race, disciplining an employee more harshly than others due to their sex, and terminating an employee due to their national origin.

B. Workplace Harassment

Workplace harassment is unwelcome conduct that is directed to one or more persons in a **legally protected class**, that interferes with their **participation in the workplace**. The offensive conduct must be *severe or recurring* such that it creates a work environment that a

reasonable person would consider intimidating, hostile or abusive. Petty slights, annoyance, and isolated incidents (unless extremely serious) will not rise to the level of unlawful conduct.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures.

C. Workplace Sexual Harassment

Sexual harassment is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here. Sexual harassment occurs when one or more persons are subject to unwelcome sexual advances, request for sexual favors, or other verbal, non-verbal, visual, or physical harassment of a sexual nature that is so *severe or recurring* such that it creates a hostile or offensive work environment. Sexual harassment includes sexually harassing others of the same and/or different gender, gender identity or gender expression.

Sexual harassment is unlawful whether it involves co-workers, supervisors, elected officials, or customers of the BCRD.

Sexual harassment may include, but is not limited to:

1. Leering, making sexual gestures, or displaying derogatory and or sexually suggestive objects, pictures, cartoons, posters or drawings;
2. Sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or comments;
3. Verbal or non-verbal unwanted sexual advances or propositions;
4. Threatening or making reprisals after a negative response to sexual advances;
5. Offering employment benefits such as raises, promotions and job retention in exchange for sexual favors;
6. Unwanted physical conduct such as touching, massaging, pinching, patting, hugging; and
7. Physical interference with normal work or movement including impeding or blocking movement.

This list is not all-inclusive. Any conduct which might be deemed offensive by a member of the opposite sex should be avoided.

Any employee who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to their immediate supervisor. In the alternative reports may be filed with BCRD personnel manager. In the event that either of these persons is unavailable, the incident or circumstance should be reported to the Executive Director. Any complaint about improper sexual conduct should be taken to the person first listed above unless practical considerations require otherwise. Any complaint about the sexually related conduct of one of the persons identified in this paragraph should be brought to another official listed herein.

A confidential investigation (to the extent that confidentiality is allowed by law) of any complaint will be undertaken promptly. Employees also have the right to contact the Idaho Human Rights Commission (Phone (208) 334-2873), the Equal Employment Opportunity Commission (Phone (206) 553-0968), or a private lawyer to discuss their legal rights. BCRD encourages each employee to use the procedures set forth in this policy to address any sexual harassment problems as quickly as possible.

Any employee found by the employer to have sexually harassed another employee will be subject to appropriate disciplinary sanctions ranging from a written warning to termination. Retaliating or discriminating against an employee for complaining about sexual harassment is strictly prohibited.

BCRD recognizes that whether sexual harassment has occurred requires a factual determination based upon all evidence bearing upon the issue. False accusations of sexual harassment can have serious effects upon those accused and others in the workplace.

All employees are requested to strictly follow the reporting procedures set forth in this policy and required to maintain confidentiality in all matters pertaining to claims of sexual harassment. Sexual harassment will not be tolerated in the BCRD workplace.

D. Hostile Work Environment

A hostile work environment is discrimination or harassment in the workplace in which comments or conduct based on a **legally protected class**, unreasonably interfere with

participation in the workplace. To a reasonable person, the comments or conduct must be *severe or recurring* such that it creates an intimidating or offensive work environment. Isolated incidents, petty slights, occasional teasing, or impolite behavior are generally not sufficient to create a hostile work environment.

Examples of a hostile work environment may include, but are not limited to, being subjected to daily racial slurs, recurring derogatory comments about job performance based on gender, continuous sexual advances, or propositions, frequently receiving sexually explicit emails from a coworker, physical harassment like hitting, pushing, groping and other touching.

E. Workplace Retaliation

Workplace retaliation is when an employee is punished or negatively treated because the employee engaged in legally protected activity, including initiating a complaint of discrimination or harassment, providing information for, or assisting in, an investigation or refusing to follow orders that would result in discrimination or harassment. Retaliation can result from employment action taken by a supervisor, department head or the Board or from the acts of other employees.

Examples of conduct that might be considered retaliation for engaging in protected activity include assigning the employee to less desirable tasks or shifts in the office, denying an employee a promotion or raise, socially isolating an employee, playing practical jokes on the employee, and allowing other employees to be critical of an employee for participating in a workplace investigation into alleged discrimination or harassment.

F. Responsibilities

1. Employee Responsibilities: Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment or retaliation as soon as possible after the occurrence. Reporting should be made to any of the following:
 - Designated Official
 - Executive Director
 - Supervisor
 - Department Head

- Human Resources Officer
- Board Member
- Legal Counsel for the BCRD

If the employee's supervisor is the subject of the incident, the employee should instead report the incident to one of the other listed persons. Reporting should be made regardless of whether the offensive act was committed by a supervisor, co-worker, vendor, visitor, or customer.

2. Supervisor Responsibilities: All supervisors are expected to ensure that the work environment is free from unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment. They are responsible for the application and communication of this policy within their work areas. Supervisors should:
 - Encourage employees to report any violations of this policy before the harassment becomes *severe or recurring*.
 - Make sure the Human Resources Officer is made aware of any inappropriate behavior in the workplace.
 - Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.
 - Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment, or hostile work environment.
 - Report any complaint of unlawful discrimination, harassment, sexual harassment, retaliation, or hostile work environment to the Designated Official.
3. The BCRD designates the Executive Director, or their designee, as the Designated Official who will be responsible for directing the procedures of this policy.

G. Procedure for Reporting and Investigating

The following steps must be followed to report and investigate incidents of unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment.

1. A person who believes he/she has been unlawfully discriminated, harassed or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment or retaliation, should report it to the Designated

Official, their supervisor, department head, Board member, Human Resources Officer or legal counsel for the BCRD. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to one of the listed persons.

2. Once a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. The Designated Official should promptly review the complaint and consult with legal counsel for the BCRD and the Human Resources Officer.
4. In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.
5. The Designated Official, in consultation with legal counsel for the BCRD, should engage a neutral party to investigate the complaint.
6. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.
7. At the conclusion of the investigation, the investigator will submit a report of the findings to the Designated Official, who will then route it as appropriate.
8. The Designated Official and/or the appropriate supervisors and legal counsel for the BCRD will meet separately with both the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.
9. The complainant and the person alleged to have committed the offenses may submit written statements to the Designated Official and/or supervisors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than 5 working days after the meeting in which the findings of the investigation are discussed.
10. After the Designated Official and/or supervisors have met with both parties and reviewed the documentation, and after consultation with legal counsel for the BCRD, a decision will be made as to what action, if any, should be taken by the Board or department head.
11. At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant.

H. Disciplinary Action

1. If it is determined that unlawful discrimination, harassment, or retaliation has occurred, an appropriate course of action will be taken by the BCRD. The action will depend on the following factors:
 - The severity, frequency and pervasiveness of the conduct;
 - The conduct of the respective employees;
 - Prior complaints made against the person alleged to have committed the offenses;
 - The quality of the evidence (first-hand knowledge, credible corroboration etc.).
2. If problematic conduct is revealed in the investigation, corrective action may be taken even if the investigation is inconclusive or if it is determined that there has been no unlawful discrimination, harassment, or retaliation.

I. Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The BCRD's insurer may also be engaged to assist in all phases of any proceeding or investigation.

VII. GENERAL POLICIES

A. Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. The BCRD recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge.

Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the BCRD. You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with the supervisor's designated representative. If

you must leave a voicemail, you must provide a number where your supervisor may reach you if need be.

B. Substance Abuse

The BCRD recognizes alcohol and drug abuse as potential health, safety, and security problems. The BCRD expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on BCRD premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor, Board member, or the Human Resources Office for assistance in seeking help, including possible coverage under the BCRD's medical insurance plan, to address substance abuse. When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the BCRD.

C. Relationship Policy

Any supervisor involved in a romantic relationship with a subordinate must immediately notify their superior or the Board of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to the BCRD to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

D. No Smoking Policy

The BCRD buildings and facilities are non-smoking in accordance with state and federal requirements. Use of tobacco products of any kind or e-cigarettes is not allowed within all indoor spaces of the BCRD's buildings and facilities or in BCRD vehicles. Smoking is only permitted outside of BCRD buildings and facilities at least 50 feet away from entrances.

VIII. EMPLOYEE DISCIPLINE

A. Performance/Discipline Framework

The following framework provides discipline options that may be taken when an employee violates employment policies or fails to adequately perform their duties. Nothing contained herein is intended to change the at-will nature of the employee's employment or limit the reasons for which the employee may be disciplined, including termination of employment. Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. The BCRD may take any of the following disciplinary actions, or any other action, in any order when a supervisor deems an action or performance of the employee to be serious enough to warrant a certain discipline.

B. Disciplinary Actions Available

1. The following actions are among the disciplinary actions that may be taken in response to personnel policy violations or performance deficiencies:
 - a. Oral warning
 - b. Written warning or reprimand
 - c. Suspension without pay
 - d. Demotion
 - e. Dismissal
2. Conditions of maintaining employment that relate to particular performance/behavior issues may be established in conjunction with any of these actions.

C. Opportunity to be Heard—Name-Clearing Hearing

1. All employees are at-will. However, an at-will public employee who is being terminated, or demoted with a reduction in pay, based upon allegations of *dishonesty, immorality or*

criminal misconduct is constitutionally entitled to a name-clearing hearing when one is requested.

2. Failure by the employee to pursue this hearing procedure constitutes a waiver of this opportunity.
3. Issues involving dishonesty, immorality or criminal misconduct are the only issues that will be heard in this procedure.
4. The procedure for the hearing is as follows:
5. Within 14 days of their termination or demotion, the employee may submit to the Board a written request for a name-clearing hearing and state the basis for it.
6. A request for hearing will be denied if the employee misses the deadline for submittal of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
7. An employee granted a hearing will meet with the Board. The hearing will not exceed 1 hour in duration.
8. An audio recording of the hearing will be made and maintained as part of the personnel record.
9. The employee's supervisor may provide a brief written statement at least 24 hours prior to the hearing. The Board may require the supervisor to participate in the hearing.
10. The employee will be provided an opportunity to present evidence upon which the claims are based.
11. The Board may ask questions during this process.
12. The Idaho Rules of Evidence do not apply to this hearing.
13. After the hearing, the Board will consider the information submitted, and other information as might be in the BCRD's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

IX. HIRING POLICIES

A. Equal Employment Opportunity

1. All selection of employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, sex, age, national origin, or non-job-related disability, or any other characteristic protected by law. No job or

class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona fide occupational qualification.

2. All objections to hiring or other employment practices will be brought to the attention of the Board, Executive Director, Human Resources Officer, department head or supervisor, or in the case of objection to actions undertaken by that person, to legal counsel for the BCRD.
3. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
4. The BCRD will endeavor to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. An employee should advise either the supervisor or department head if he or she requires accommodation to enable the employee to perform the essential tasks of the job.
5. The BCRD will also endeavor to make reasonable accommodations for its employees' religious needs and practices, including those related to appearance and observance of holidays. An employee should advise either the Executive Director or the Board if he or she requires accommodation for religious reasons.

B. Preference for Hiring from Within

Qualified BCRD employees may be given preference over outside applicants to fill vacancies in the work force without following the notice and selection procedures normally required for hiring new employees. If the internal preference process is used, it should be completed prior to seeking outside applicants for the position.

C. Veteran's Preference and Rights

1. The BCRD will grant a preference to U.S. Armed Services veterans, or certain of their family members, in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.
2. Employees who are qualified veterans returning to employment with the BCRD following qualified military leave shall have the rights and responsibilities provided by Idaho Code §65-508 and the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301, et seq. The returning veteran will be restored to their position with the same

seniority, status and pay that he/she would have had if there had been no military leave. In addition, in accordance with the provisions of these laws, the veteran will not be discharged from their position without cause for a period of 1 year after the restoration of their employment with the BCRD.

D. Nepotism/Hiring of Relative

1. No person will be employed by the BCRD when the employment would result in a violation of provisions found in Idaho Code, including but not limited to I.C. Title 74, Chapter 4, I.C. §18-1359 and their successors. Any employment made in violation of these sections may be void. The appointment or employment of the following persons is expressly prohibited unless otherwise approved in writing by the Executive Director:
 - a. No Board member or other public servant, including employees, will appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree to any compensated office, position, employment, or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process.
 - b. An employee whose relative is subsequently elected to the Board may be eligible to retain their position and receive pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

X. EMPLOYEE PERSONNEL FILES

A. Personnel Records

1. The official employee records for the BCRD will be kept in the Human Resources Office or by the BCRD Clerk.
2. The personnel files should contain records related to employee performance, employee status, and other relevant materials related to the employee's service with the BCRD.
3. The employee's supervisor, the Board or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance.

B. Access to Personnel Files

1. Only the employee's supervisors, the Board when acting as a board in the course of its official business, attorneys for the BCRD, and the employee him/herself are authorized to view materials in a personnel file. Access of others to such files will be allowed only when authorized after consultation with legal counsel for the BCRD.
2. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the BCRD, or pursuant to a Court order or a proper subpoena.
3. The BCRD reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier, or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct.
4. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

B. Management of Information in Personnel Files

Each employee will be provided an opportunity to contest the contents of their personnel file at any time by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the supervising official, after consultation with legal counsel for the BCRD, any material may be removed upon a finding by the BCRD that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

For various reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The BCRD will endeavor to assist with such matters, but the employee is ultimately responsible for ensuring that their service is properly addressed.

XI. COMPENSATION POLICIES

A. Establishment of Employee Compensation

Employees are compensated in accordance with, and subject to, decisions of the Board as annual budgets are set and are subject to increase, reduction, or *status quo* maintenance for any time period. The Executive Director and department heads may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the Executive Director and/or the Board.

B. Compliance with State and Federal Pay Acts

The BCRD will comply with all state and federal pay acts governing compensation of its employees.

C. Right to Change Compensation and Benefits

The BCRD may change general compensation for any reason deemed appropriate by the Board. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent BCRD budget. Hours worked may be reduced or employees may be laid off by the Board as necessary to meet budgetary constraints or as work needs change.

D. Overtime/Compensatory Time Policy

1. In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as exempt (salaried) or non-exempt (hourly) for purposes of complying with the federal Fair Labor Standards Act (FLSA). Exempt employees perform work that qualifies for the professional, executive, or administrative exemption and do not qualify for overtime compensation. Employees should contact their department supervisor or the Human Resources Office for further clarification of the employee's FLSA status.
2. Overtime for non-exempt, hourly employees will be allowed only when authorized by the appropriate supervisor or when absolutely necessary in an emergency. Employees may not work any hours outside of their scheduled workday unless the supervisor has given advanced authorization for the unscheduled work. Employees may not start work early, finish work late, work during meal breaks or perform any other extra or overtime work unless they are authorized to do so, and it is reported on the employee's timesheet. Any employee who fails to report, or inaccurately reports, any hours worked will be subject to disciplinary action, up to and including termination.

3. Non-exempt employees entitled to overtime compensation will either accrue compensatory time or overtime pay, as established by the policy adopted by the Board. Compensatory time or overtime pay for work in excess of 40 hours per week, or in excess of the work period interval established and will be computed at 1½ hours for each additional hour worked. The Board has set a maximum accumulation of 40 hours of compensatory time. Any compensatory time over that amount will be paid in the next pay period unless otherwise approved by the Board or the Executive Director.
4. Compensatory time may be used whenever required by a supervisor or when requested by an employee with the concurrence of a supervisor. Use of requested compensatory time will depend upon the ability of the department to tolerate a requested absence. If repeated requests to use compensatory time are denied by a supervisor, or reasonable opportunities to use such time are unavailing, an employee must be paid for such accrued time.

E. Reporting and Verifying Time Records

1. Each hourly employee is responsible to timely and accurately record time that he/she has worked in accordance with the procedures authorized by the Board and the payroll office. Each report of non-exempt employees must be signed manually or electronically by both the supervisor and the employee and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. Any changes to the time record made by a supervisor or the payroll office to correct mistakes must be acknowledged by the employee. Exempt employees may be required to document time worked or benefits used for accountability purposes.
2. Any employee concerned about their compensation, rate of pay, payroll status, deductions, etc., must communicate such concerns to the payroll office or his supervisor as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.
3. Employees may not falsify their own timesheet or alter another employee's timesheet in any way. Employees must not under- or over-report hours worked by themselves or other employees, or conceal any falsification of time records, even if instructed to do so by a supervisor, the Board or other person. If instructed to do so, the employee must immediately report it to the legal counsel for the BCRD.

F. Work Periods

The workweek for all non-exempt employees who are subject to the FLSA begins at 12:00 a.m. on Monday of each week and concludes at 11:59 p.m. of the succeeding Sunday. Questions about overtime and compensatory time should be directed to your supervisor or the personnel office.

G. Payroll Procedures and Paydays

1. Employees are paid every other Friday throughout the year. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.
2. Every effort will be made to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. Each employee must monitor the accuracy of compensation received and review their paper or electronic paycheck stub when received to make sure it is correct. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the BCRD. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the Board assistance from the Executive Director, the policy will prevail. Employees are obligated to call to the BCRD's attention any such errors, whether to the advantage or disadvantage of the employee. When mistakes are made and are called to the BCRD's attention, the BCRD will correct the mistake as soon as possible.

H. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding.

1. The BCRD encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Leave will be granted, and full pay provided to employees called to serve as a court witness in matters specifically related to BCRD operations or called to serve on jury duty.
2. Employees must show the jury duty summons or notice to their supervisor as soon as possible so that the supervisor can make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

I. Military Leave

An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 46-409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

J. Payroll Deductions

No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law (Idaho Code § 45-609).

K. Travel Expense Reimbursement

An employee on approved BCRD business will be reimbursed for expenses incurred in completing their assignment in accordance with the policies established by the Board and Executive Director. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested.

L. On-the-Job Injuries

Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's supervisor as soon as practicable so that a worker's compensation claim can be filed. Return to employment will be authorized on a case-by-case basis in consultation with the supervising official and the State Insurance Fund and may require a fitness for duty medical review. Concerns associated with injured worker status may be brought before the Executive Director or Board for review.

XII. EMPLOYEE BENEFITS

The BCRD offers a number of employee benefits for full-time and part-time regular employees. These benefit offerings are subject to change or termination at the sole discretion of the Executive Director and the Board. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the Board.

A. Vacation Leave

Vacation leave is available to full-time employees who have completed the equivalent of 6-months of full-time employment. Vacation leave accrues at the rates in the chart below for employees who typically work between 38 and 40 hours per week. Full-time employees who typically work less than 38 hours per week accrue vacation leave in proportion to the number of hours worked. The Executive Director and/or the Board have flexibility regarding vacation accrual when hiring new employees.

<u>Length of Service</u>	<u>Vacation Accrual</u>	<u>Pay Period Accrual</u>	<u>Maximum Accrual</u>
0 through 5 years	80 hours per year	3.08 hrs./pay period	120 hours per year
6 through 10 years	120 hours per year	4.62 hrs./pay period	160 hours per year
Over 10 years	160 hours per year	6.15 hrs./pay period	200 hours per year

In the pay period following the employee's anniversary date and upon completing 5 and 10 years of service, the employee will start accruing vacation leave at the increased incremental rate per pay period or proportionately if employee typically works less than 38 hours per week.

Vacation leave can only be accrued up to the maximum accrual rates shown above. Once an employee reaches maximum accruals, no additional vacation leave will accrue until the employee's accrued hours are reduced below the maximum.

Vacation leave is to be scheduled with the consent of the department (employee's) supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected office/departments. Upon separation from employment, unused vacation leave up to the maximum allowed accrual will be compensated by lump-sum payment at the then-current hourly or daily rate and is subject to normal payroll tax deductions.

Employees may not take vacation above the amount they have accrued without the approval of the department supervisor and the Executive Director. Should an employee separate from BCRD employment for any reason after taking vacation leave without sufficient accrual, the insufficient balance of leave will be deducted from the employee's

final paycheck. Unpaid leave when vacation accruals have been exhausted may be granted with the Executive Directors approval.

B. Sick Leave

Sick leave benefits are provided to regular full-time employees, working 38 hours or more per week, at the rate of 3.69 hours per pay period. Full-time employees who typically work less than 38 hours per week accrue sick leave in the proportion to the number of hours worked per week. Sick leave is a benefit to provide relief to the employee when an illness or injury prevents the employee from working productively or safely, or when an immediate family member's (spouse, child, parent) illness presents no practical alternative for necessary care. Sick leave must be requested at least within two hours of the time the scheduled work period is to begin unless circumstances outside the control of the employee prevent such notice. The Board, the Executive Director or the employee's supervisor may require the employee to provide a doctor's note, or require, at the BCRD's expense, an independent review of the reported illness by a competent medical authority. Sick leave shall accrue without limitation.

C. Holidays

Eleven official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Executive Director.

Full-time regular employees who work on holidays will be scheduled to receive a substitute holiday with pay. **The substitute holiday is to be used within the fiscal year of the holiday they worked. Full-time regular employees receive compensation for two floating holidays and are to be used within the fiscal year.** Unscheduled emergency work on holidays will be compensated at a rate of 1½ times the employee's regular rate of pay.

Recognized Holidays:

New Year's Day

Martin Luther King, Jr./Human Rights Day

Presidents' Day

Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
2 Floating Holidays

D. Bereavement Leave

Up to 3 days of paid leave of absence will be provided for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers, and sisters, including in-laws). Employees have the right to use accrued vacation leave beyond the leave of absence allowed by this section.

E. Leaves of Absence

Up to 30 days of paid or unpaid leave of absence can be granted by the Executive Director for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of 30 days will require written approval of the Executive Director. Approval may be contingent upon first using accrued paid time off such as vacation, sick leave, or compensation time.

F. Benefits for Temporary Employees.

All temporary employees will receive benefits as required by law, including worker's compensation insurance. All other benefits are to be determined in the discretion of the Executive Director and/or the Board.

G. Insurance Coverage Available to Employees

BCRD provides comprehensive health and dental insurance to eligible employees and offers family coverage only at the expense of the employee. Insurance coverage begins on the first day of the month following employee start date. All coverage is subject to policy terms and to change at any time. Claims procedures are administered by the individual employee. Upon termination, employee may elect to transfer to an individual policy at their own cost. Contact the personnel officer for further details.

Limited life insurance coverage and limited disability programs are available to full-time employees for a fee. The terms of these programs are contained in booklets and administrative policies available for inspection in the personnel office. Worker's compensation insurance covering job-related injuries is provided for all employees. Questions about worker's compensation issues should be directed to the personnel office.

H. Retirement Program Offering

The BCRD participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires the BCRD to withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional larger amount on behalf of the employee. Contact the Human Resources Office for further information.

I. Transfer of Benefits with Employee Transfer

Accrued benefits continue when the employee transfers from one department to another within the BCRD. However, upon such transfer, the employee is only eligible for those benefits authorized for the particular position and employment status.

J. BCRD Employee Benefits – Programs and Facilities

All BCRD Board members, Full-time, Part-time, Temporary, and seasonal volunteers including immediate family members are eligible to free use of BCRD Programs and Facilities as defined in **Exhibit B**. All employees and volunteers need to be actively employed with the BCRD to receive benefits. This policy may be reviewed and adjusted at any time by the BCRD Directors.

K. Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the Board and Executive Director, that may be available to employees for participation in accordance with the terms of their respective policy or agreement:

- i. Deferred compensation plans handled by payroll deduction.

- ii. Credit union participation.
- iii. Employee-requested deduction programs.
- iv. Allowance for uniforms, tools, equipment, *etc.*
- v. Parking privileges.
- vi. Training and higher education reimbursement or tuition refund.

XIII. Family Medical Leave Act (FMLA)

This section contains a summary of FMLA rights and responsibilities and is not intended to be a complete statement of all FMLA issues that may arise. Please check with the Human Resources Office to identify FMLA leave issues. The US Department of Labor has published an FMLA resource for employees:

www.dol.gov/whd/fmla/employeeguide.pdf. It has also published a guide for employers that is also beneficial to employees: www.dol.gov/whd/fmla/employerguide.pdf.

A. Eligibility Requirements

To be eligible for FMLA benefits, prior to any leave request, the employee:

1. Must have worked for the BCRD for at least 12 months, which in some circumstances may include separate periods of employment with the BCRD;
2. Must have actually worked at least 1,250 hours for the BCRD during the previous 12 months; and
3. The BCRD must employ at least 50 employees within 75 miles of the employee's workplace measured by using available transportation on the most direct route.

C. FMLA Rights

1. An eligible employee is entitled to job-protected, unpaid leave for the following reasons:
 - a. birth and care of the eligible employee's child; b. placement for adoption or foster care of a child with the employee; c. care of an immediate family member (spouse, child, parent) who has a serious health condition; or d. care of the employee's own serious health condition.
2. A "serious health condition" is a condition that a. that requires inpatient care at a hospital, hospice or residential medical care facility, including any subsequent period of

incapacity or treatment in connection with such inpatient care; or b. requires continuing care by a licensed health care provider.

3. The employee may request up to 12 weeks of leave during a 12-month period in which the BCRD will continue the employee's benefits (employer portion only). The 12-month period is determined using a "rolling" 12-month period measured backward from the first day of the employee's FMLA leave. If the employee does not return to work at the end of the FMLA leave for reasons other than the continued serious health condition of the employee or eligible family member, the BCRD may recover from the employee the premiums that were paid for the employee's medical coverage during the FMLA leave period.
4. Total FMLA leave for employee spouses/parents who both work for the BCRD is 12 weeks combined if the leave is for reasons other than the employee's own personal serious illness.

D. Concurrent Use of Accrued Leave and Worker's Compensation Required

1. Employees are required to use any accrued paid vacation and sick (PTO) leave and compensatory time off ("comp time") concurrently with any FMLA leave. If the employee does not have sufficient accrued vacation and sick (PTO) leave and comp time to cover the time out on FMLA leave, the employee may take the remainder of FMLA leave as unpaid leave.
2. If the employee is on worker's compensation leave, such leave will also run concurrently with any FMLA leave.

E. Employee Obligations

1. Employees are required to give 30 days advance notice, or as much time as practical, when the need for FMLA leave is foreseeable. The employee may be required to provide medical certification by their physician or medical practitioner indicating the diagnosis and probable duration of the FMLA qualifying medical condition. The BCRD may also require second or third opinions at the BCRD's expense.
2. Employees who are on FMLA leave for their own serious illness for at least days are required to provide a medical practitioner's fitness for duty report prior to returning to work. The employee must provide their medical practitioner with a job description so that the practitioner can evaluate whether the employee will be able to perform all of their

duties on their return to work. FMLA leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely the BCRD's in compliance with the provisions of FMLA. If a doctor finds that the employee is not fit to return to duty, the employee will not be allowed to return to work.

3. Employees should contact the Human Resources Office to discuss their rights and obligations for continuation of any current benefits they are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.
4. To request FMLA leave, the employee must contact the Human Resources Office indicating the reason for requesting FMLA leave and the expected duration of leave.
5. Employees eligible for FMLA protected leave may decline the use of such leave but will then be subject to the attendance and leave policies of the BCRD.

F. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule with prior written approval from the employee's supervisor or when "medically necessary." Intermittent leave may not be used for the birth or placement of a child for adoption or foster care without the written approval of the Board.

F. Employer's Rights and Obligations

1. The BCRD has the duty to notify employees of the availability of the right to FMLA leave and to determine whether the employee is or is not an eligible employee under the Act.
2. The BCRD may require periodic notices of the employee's FMLA status and their intent to return to work.
3. The BCRD will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the FMLA. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

G. The National Defense Authorization Act

1. The FMLA also provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member.

A “covered service person” is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty that renders that person unfit to perform his or her duties in the Armed Forces. If this type of leave is requested, the BCRD may require medical certification that the service member being cared for has a serious health condition and that it was incurred in the line of duty.

2. FMLA also now provides 12 weeks of FMLA leave to an employee if his or her spouse, son, daughter, or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. If this type of leave is requested, the BCRD may require certification that the service member has actually been called to active duty.
3. The allowed length of FMLA military leave is measured from the first day of leave taken and ends 12 months later. FMLA time already taken may be deducted from the 26 weeks of leave in some circumstances. See the Human Resources Office to determine available leave.
4. Employees are required to provide prior notice when the need for this type of FMLA military leave is foreseeable.

XIV. AMERICANS WITH DISABILITIES ACT

A. Eligibility

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) prohibit employers with 15 or more employees from discriminating against individuals with disabilities.

B. Reasonable Accommodation

The BCRD will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless:

1. doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation; or
2. the accommodation creates an undue hardship to the BCRD.

Employees should contact their supervisor or the Human Resources Office with any questions or requests for accommodation.

XV. FITNESS FOR DUTY EXAMS

A. Safe Work Environment

The BCRD is committed to maintaining a safe and productive workplace. Every employee is required to report to work fit to perform their job in a safe, appropriate, and effective manner.

B. Conditions for Exam

The BCRD may require a fitness for duty evaluation as part of a physical exam of the employee to determine the employee's physical, mental and emotional readiness to perform the essential functions of their job with efficiency and safety for himself/herself and others.

Fitness for duty evaluations may be done in the following circumstances:

1. Following a conditional offer of employment;
2. prior to return to work following a leave related to injury or illness;
3. when an employee expresses concern about their ability to perform the functions of their job; or
4. when there is reasonable belief that the employee cannot safely perform the functions of their job.

XVI. IDAHO WHISTLEBLOWER PROTECTION

A. Scope

Idaho Code, Title 6, Chapter 21, provides protections to public employees who experience adverse employment actions as a result of the good faith reporting of the existence of any waste of public funds, property or manpower, or of a violation, or suspected violation, of law, rule or regulation of the BCRD, state of Idaho or the United States of America.

B. Reporting

Any such report must be made at a time, and in a manner, which gives the BCRD a reasonable opportunity to correct the waste or violation.

C. Protection

The BCRD may not take adverse action against an employee because the employee in good faith reports the suspected waste or violation, or participates or gives information in an investigation, hearing, court proceeding or any other form of administrative review of the report.

D. Enforcement of Rights

If the employee believes that he/she has experienced an adverse employment action protected by the Whistleblower Act, he/she may bring a civil action in BCRD Court within 180 days of the occurrence of the violation of the Act.

XVII. SEPARATION FROM EMPLOYMENT

A. Reductions in Force (RIF)

When financial circumstances or changes of workload require, the BCRD may reduce forces in such manner as it deems necessary to maintain the effective functioning of the BCRD services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The Executive Director and/or Board may make any changes in the work force or assignment of resources deemed to be in the BCRD's best interests.

B. Cobra Benefits

Employees who currently receive medical benefits and who resign or are terminated from their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Employees with questions regarding the right to continue health coverage after termination of their employment should contact the Human Resources Office.

C. Exit Interview

Each employee who terminates from employment is encouraged to participate in an exit interview with the designated representative of the BCRD. In such interview, the BCRD should

notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee should be invited to inform the interviewer about their impressions of employment. An employee exit form may be completed and will be retained in the employee's personnel file.

D. Resignation Policy

1. Written and oral resignations are effective upon receipt by the Executive Director, supervisor, department head or the Board. Oral resignations should be immediately documented by the person receiving the resignation. Evidence of the written or oral resignation should be provided to the employee and placed in the employee's personnel file.
2. Employees who have unexcused or unauthorized absences of 3 or more working days in a row may be considered to have resigned through abandonment of their position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of 3 or more working days in a row, the BCRD will consider the employee as having resigned and immediately notify him/her of such.

ADOPTED this ____ day of _____, 20____.

Board of Directors:

Chair

Date

Board Member

Date

Board Member

Date

Attest Clerk:

Date

APPENDIX A

ACKNOWLEDGMENT OF RECEIPT OF the BCRD PERSONNEL POLICY

I, _____ acknowledge receipt of the BCRD Personnel Policy
adopted on _____.

- I understand that it is my responsibility to read and review this Policy.
- I understand that I am an at-will employee of the BCRD, that this Policy is not an employment contract, that none of the provisions of this Policy can create a contract and that the Policy is not a guarantee of any particular length or term of employment.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Personnel Policy I and any additional rules, regulations, policies, or procedures imposed by the office/department in which I work whether or not I choose to read the new Policy.
- I understand that this Policy may be modified without prior notice to me.
- I understand that should this Policy be modified that I will be provided with a copy of the modifications.
- I understand that this Policy may be provided to me in either paper format or by electronic access.

DATED this _____ day of _____, 20____.

(Employee)

I, _____, provided a copy (either electronically or by paper) of the BCRD Personnel Policy, as adopted by the Board of BCRD on _____
to _____, on this _____ day of _____, 20____.

(Name - Title - Office/department)

APPENDIX B

BCRD Employee Benefits – Programs and Facilities

CATEGORY	EXAMPLE POSITIONS	BENEFIT(S)
Year-round employees- 10 hours or more (working throughout full year at average of 10 hours/week or more)	Department Directors Department Managers/Supervisors Department Technician/Mechanics Department Assistants Department Coordinators Front Desk Assistant	Free access for employee and immediate family to all of the following: Nordic Season Pass Aquatic Season Pass FitWorks PLUS Membership HUB After School Program & Summer Day Camp Aquatic swim school, swim team, other offerings Sports and Leagues programs
Year-round employees- Less than 10 hours (working throughout full year at average of less than 10 hours/week) OR Seasonal Employees- 5 hours or more (working 5 hours/week or more during a specific season)	Front Desk Assistant Aquatic Front Desk Assistant Lifeguard Snack Bar Attendant Seasonal Trails/Facility Technician HUB After School Counselor Summer Camp Counselor Trail Groomers Seasonal Sports Coordinator	While actively employed at BCRD or during period of seasonal employment: Free access for either employee OR (1) dependent child to the program area in which they are actively working. AND: An additional choice of one of the following each year for the employee (or child as noted): Nordic Season Pass Aquatic Adult Season Pass FitWorks PLUS Membership (1) Aquatic program entry (for employee or dependent child) (1) Sports and Leagues program (for dependent child)
Seasonal employee- Less than 5 hours (working less than 5 hours/week during a specific season)	Aquarobics Instructor Track coach Referees Swim coach	During period of seasonal employment: Free access for either employee OR (1) dependent child to the amenity or program area in which they are actively working.
Seasonal Volunteer (working for a complete program period or season)	Nordic Courtesy Patrol Youth Sports Coaches	During period of seasonal employment: Youth Sports Coaches: Free access for either volunteer OR dependent children to the amenity or program area in which they are actively working. Nordic Courtesy Patrol: Free access for volunteer to the amenity or program area in which they are actively working. *(Nordic Courtesy Patrol who have been originally offered an additional (1) Nordic pass for spouse or domestic partner will continue to receive that benefit until volunteer activity concludes)
FitWorks Instructors	FitWorks Instructors FitWorks Substitute Instructors	Free access for the employee to FitWorks and all fitness classes. AND for FitWorks Instructors who teach 5-12 months a year and have been employed for more than 1 year: An additional choice of one of the following each year for the employee (or child as noted): Nordic Season Pass Aquatic Adult Season Pass FitWorks PLUS Membership (1) Aquatic program entry (for employee or dependent child) Sports and Leagues program (for dependent child)

APPENDIX C

Safety Policy

It is the policy of the BCRD to invite and consider, rather than argue, opinions and ideas of employees concerning the safe completion of their jobs. Any employee should expect and receive proper training in the hazards encountered in their jobs and proper training in the operation of any tool they are expected to use in their job. This policy requires the cooperation of all members of the company, not only between employees and employers, but also between fellow workers.

FIRE EXTINGUISHERS

Are provided in trucks, equipment & buildings.

LITTER AND RUBBISH

Rubbish and litter must be removed from all vehicles and equipment daily. Trash on the floor, dash, or seat of a vehicle could impair the driver. Keep all trash in the beds of trucks under a tarp and secured. Blowing litter is not acceptable. Recycling is encouraged when possible.

NO SMOKING

Smoking is not allowed in any company building, vehicle, equipment, or on grounds.

DRUGS AND DRINKING

Drugs and drinking will not be tolerated. Anyone found under the influence of drugs or alcohol while on duty will be immediately terminated.

REPORTING INJURIES OR ACCIDENTS

To be covered by workers compensation, all injuries requiring medical attention or possible medical treatment must be reported to the foreman or supervisor as soon as possible. The injured employee must complete the Workers Compensation form with the supervisor. If the forms are not completed and turned in, medical expenses may not be covered by the State Insurance Fund. Injuries will not count against the employee.

FIRST AID KITS

First aid kits are provided in all vehicles. Report all shortages so the kits can be restocked.

PERSONAL PROTECTION AND DRESS

Eye and ear protection is provided, and we strongly recommend that they be worn when operating machinery or power tools. To prevent burns or injury from flying debris, long pants are recommended when operating machinery or power tools. Sandals and bare feet are prohibited when using equipment or working in any trails or, maintenance position, or any area where proper protection should be recognized. To minimize the risk of injury or fatigue, boots with good ankle and arch support are recommended. All footwear must be laced up properly. Long hair should be pulled back and tied to prevent being caught in equipment. Weed eaters and backpack blowers, for example, have spinning parts that could catch long hair. All employees will come to work in clean shirts. The use of hats and sunscreen is encouraged. Cut off shorts are not allowed. Employees in violation of this rule will be dismissed for the day.

SAFETY AND HEALTH PROTECTION ON THE JOB

The foreman and supervisor should walk through all new job sites during their pre-job conference and discuss and inspect any hazards or problem areas that might be encountered. The time should be used to discuss a safe plan of operation and alternatives to insure a safe completion of the job. Foreman should review this discussion with their crew at the start of the job. All utilities should be located before any digging occurs with equipment.

PROPER METHODS OF LIFTING

All employees receive copies of diagrams instructing proper lifting techniques in their safety manual. Proper lifting is encouraged. Remember to get help if needed. Know your own limits and don't overdo it.

VEHICLE SAFETY

Only Idaho licensed and trained drivers will be allowed to operate company trucks or equipment. The insurance company will revoke your privilege to drive for this company for minor traffic violations received both at work and in your own vehicle.

You are a traveling billboard when driving company trucks and equipment. Drivers or operators are expected to be courteous, safe and obey all traffic laws.

All employees are required to ride inside of the vehicle cab. Overloading is not allowed. If all crew members cannot fit inside of the truck legally, then arrangements will be made to transport extra people to the site. Riding in the bed or trailer is not allowed. Riding in the buckets or sides of equipment is not allowed.

All employees operating company vehicles should know that the law requires them to wear seat belts. Operators are responsible for their own fines and violations.

CREW TOOLS

Every crew member is responsible for the loss and care of tools. All tools should be returned to its proper place on the truck, trailer or shop at the end of every day. Any tool with a problem should be reported to your foreman or supervisor. Worn out or broken tools can be replaced or repaired. Use the right tool for the right job i.e., shovels should not be used to pry large rocks out of holes.

PROPER MAINTENANCE OF EQUIPMENT

Operators will be required to note any mechanical or safety problems with the truck or tractor on the Vehicle Report form and turned in to the supervisor. All trucks, trailers and small equipment should be checked at the end of the day. Safety and mechanical problems that would interfere with operation of the vehicle, red tag the vehicle or tool. Operators assume the responsibility of all fines and violations. If you fail to check your equipment at the end of every day and note all problems correctly, you assume the risk of violation (example; no brake lights or turn signals, safety chain off trailer, etc.) All large pieces of equipment should be checked every morning and at the end of every day. Anything that becomes dangerously unsafe during its operation should be immediately shut off and reported.

SAFETY VIOLATION

Any violation of the above guidelines could be noted in the employee's file. Any violations or unsafe behavior could affect your next evaluation and consideration for advancement. This safety guide should be read and kept by all employees.

TRACTOR RULES TO REMEMBER

Rule #1: Equipment knowledge is a job necessity

Rule #2: Dress for defense against cuts and debris

Rule #3: Where there are safe fueling procedures there's no fire

Rule #4: Equipment maintenance is mandatory for safety

Rule #5: Don't carry passengers on tractor

PUT THESE SAFETY TIPS TO WORK

Tip #1: Be mindful that debris can become lethal projectiles for extended distances

Tip #2: Watch for pedestrians and idle tractor as they approach and pass by

Tip #3: Keep first aid kit handy

POWER HAND TOOL RULES TO REMEMBER

Rule #1: The road to power tool mastery starts with the manual

Rule #2: Proper operating methods minimize potential risks

Rule #3: Practice makes for operator perfection

Rule #4: Prepare the power tool for hard work

Rule #5: Power tool safety is a matter of life and thumb

PUT THESE SAFETY TIPS TO WORK

Tip #1: Plastic line = plastic shield, metal blade = metal shield

Tip #2: Know where a weed cutter throws debris

Tip #3: Start hedge trimmers on a firm surface

Tip #4: Turn off hedge trimmer to clear blade

Tip #5: Avoid hot muffler when using power blowers

Tip #6: Never point a power blower at anyone

Tip #7: Start chain saw before cutting

Tip #8: Keep the chain saw blade off to one side of the body

Tip #9: Stop saw before removing the blade

PUSH MOWER RULES TO REMEMBER

Rule #1: To do the job right, select the right mower

Rule #2: Learn how the equipment is designed to work

Rule #3: Prepare yourself and the mower for peak performance

Rule #4: Put safety first when fueling

Rule #5: Fatigue is the father of carelessness

PUT THESE SAFETY TIPS TO WORK

Tip #1: The proper equipment improves efficiency

Tip #2: Read the manual and replace worn caution labels

Tip #3: Never override safety features

Tip #4: Shut down the engine when leaving the mower

Tip #5: Inspect safety features prior to mowing

Tip #6: Disengage drive units before starting the mower

Tip #7: Dress for safety

Tip #8: Clear the mowing area of people, pets and debris

Tip #9: Use the proper fueling mixture