

**MANCHESTER WATER DISTRICT**  
**Resolution No. 2025-11**

**A RESOLUTION REVISING DISTRICT EMPLOYEE MANUAL**

**WHEREAS**, the Board of Commissioners of Manchester Water District (Board) has determined that certain portions of the District Employee Manual need revision to comply with current law and/or practice; and

**WHEREAS**, the Board recognizes the value of its employees serving the District and endeavors to provide a positive culture that promotes positive mental health and wellness within the organization; and

**WHEREAS**, the District Board has reviewed proposed revisions to Chapter 9.00 "Employee Service Recognition Program", attached hereto as EXHIBIT A, and determined those revisions shall be included in the District's Employee Manual and shall be applicable to all regular employees, in service of Manchester Water District; and

**NOW THEREFORE BE IT RESOLVED** by the District Board that the District Employee Manual revisions listed in Exhibit A attached hereto are hereby adopted.

**THIS RESOLUTION** was duly considered and approved by the Manchester Water District Board of Commissioners in a regularly scheduled open public meeting on July 8, 2025.

1. **Ratification.** Any act consistent with the authority granted pursuant to this Resolution occurring prior to the effective date of this Resolution is hereby ratified and affirmed; and
2. **Severability.** The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this resolution or the invalidity of the application thereof to any person or circumstances, shall not affect the validity of the remainder of the resolution, or the validity of its application to other persons or circumstances; and

3. **Effective Date.** This resolution shall become effective immediately upon adoption and signature as provided by law.

ADOPTED by the Manchester Water District Board of Commissioners on July 8, 2025.



Steve Pedersen  
Board Chair

James E. Strode  
Secretary



Robert Ballard  
Commissioner

## **EXHIBIT A**

### **Manchester Water District**

#### **REVISIONS TO THE EMPLOYEE MANUAL**

##### **Purpose**

The purpose of this revision is to promote and improve positive mental health and wellness among District staff. Modifications to the Employee Manual are highlighted in red for clarity.

##### **9.00 EMPLOYEE SERVICE RECOGNITION PROGRAM**

The purpose of this program is to establish procedures for recognizing those District employees, employee teams, and community volunteers who have performed or provided a notable act, achievement, or service for Manchester Water District.

To best serve the community, Manchester Water District fosters an organizational culture of service and partnership between customers and community members, elected officials, and District employees. The Board of Commissioners of Manchester Water District recognizes the importance of this teamwork and the value of individual contributions to providing and improving service to our ratepayers and the community. To that end, the District shall endeavor to reward both excellent service and long-term employee retention through incentives and recognition.

##### **9.01 Employee Years of Service Awards**

District employees shall be recognized on or near milestone employment anniversary dates, beginning at five years of service, and incrementally after that for each five-year period. The following are suggested forms of recognition for employee years of service to the District:

- At each five-years of service anniversary, a recognition luncheon or party, including a gift of either a plaque, trophy, or apparel.
- After each ten-years of service anniversary, a recognition luncheon, party, or dinner, including a gift of either a plaque, trophy, or apparel, and a gift card valued at a maximum of \$100 for each decade of service recognized (i.e. after 20-years of service, the employee would receive a maximum gift card amount of \$200)

##### **9.02 Legacy Group Incentives**

In addition to service recognition awards, the District has established a Legacy Group Retention Incentives program. All Legacy Group retention incentives are intended to encourage service longevity and recognize the value of institutional knowledge that these employees have earned. All Legacy Group retention incentives are applicable in addition to any Cost-of-Living Allowance (COLA) increases that may be awarded at the beginning of any calendar year.

Each employee that has served the District for five (5) consecutive years shall be eligible for an additional 1-percent hourly wage increase effective on the first day of the month following their 5-year service anniversary date. The 1-percent increase is applicable regardless of grade and

step level achieved; and is in addition to any grade and step increase as a result of promotion or merit. After 10 consecutive years of service, qualified Legacy Group employees will be eligible for a 1.5-percent per annum retention incentive. The 1.5-percent retention incentive is also in addition to any increase to their hourly wage as a result of promotion or merit. Legacy Group incentives are not cumulative. The 1-percent award granted after 5 consecutive years of service shall increase to 1.5-percent after 10 consecutive years of service.

Legacy Group retention incentives shall be awarded for each subsequent year of service as described herein until separation of service from the District, or as otherwise directed by the District's General Manager.

### **9.03 Recognition Categories and Awards**

Recognition for service may take many forms including, but not limited to: Board of Commissioners' presentations, banquets, picnics and gatherings, public acknowledgements in local media, newsletters, and/or the District website.

Awards for service may include, but not limited to: letters of commendation, luncheons, parties, banquets, plaques, trophies, apparel or pins, and gift cards.

At the discretion of management, District service recognition celebrations may be attended by family members of all employees, community volunteers, and elected officials being recognized.

### **9.04 Wellness Events**

The District is committed to supporting the overall well-being and mental health of its employees. As part of this commitment, the District may host periodic **Wellness** events designed to encourage a healthy work-life balance, build community, and promote overall wellness. These events provide an opportunity for employees to relax, socialize, learn about their health and wellness, and enjoy quality time with family members and coworkers in an informal, enjoyable setting.

**Participation in Wellness events is entirely voluntary.** While attendance is encouraged to foster camaraderie and support employee wellness, there is no obligation to attend. Employees will not be compensated for their time, and attendance will have no impact—positive or negative—on performance evaluations or other work-related matters. Transportation and parking expenses are the responsibility of the employees and their guests. All attendees are expected to conduct themselves in a respectful and responsible manner throughout the event.

Wellness events will be coordinated and scheduled by the General Manager. Activities may include recreational or entertainment-based experiences such as sporting events, food, games, and/or health based trainings or other events designed to promote health and wellness. \$500 per calendar year will be allocated for Wellness Event programming.

### **9.05 Volunteer Service Awards**

When citizens or citizen groups volunteer their time and/or materials in service to the District, the Board of Commissioners may choose to acknowledge their service in a variety of ways including, but not limited to:

- Letters of Commendation
- Plaques, trophies, apparel, and/or pins
- Public acknowledgement in local media, newsletters, and/or the District website

## **9.06 Employee Retirement**

Retiring employees shall be honored with an employee luncheon, party, or banquet, and may be presented with gifts and acknowledgement commensurate with their years of service to the District.

## **9.07 Death of Former Employees, Elected Officials, and Volunteers**

On behalf of the Board of Commissioners and District staff, management may acknowledge the passing of individuals whose life and service impacted the District and local community in a positive manner. Acknowledgements shall be limited to media recognition, sympathy cards, and/or flowers to surviving family members, or as directed by the Board of Commissioners.