

**MANCHESTER WATER DISTRICT**  
**Resolution No. 2024-09**

**A RESOLUTION REVISING DISTRICT EMPLOYEE MANUAL**

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

**WHEREAS**, periodic revisions are also essential to update and/or improve District policies; and

**WHEREAS**, Management has determined the need to modify Ch. 10.03 "General Rules of Conduct" to address the District's expectation of employees regarding the use and care of District assets; and

**WHEREAS**, the District Board has reviewed the proposed revision to Chapter 10.03 of the current District Employee Manual listed, and attached hereto as EXHIBIT A, and determined the revision 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 revision listed in Exhibit A, attached hereto, is 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 October 8, 2024.

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  
October 8, 2024.

  
\_\_\_\_\_  
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 update the District Employee Manual to address the use and care of District assets by employees. The modification to the Employee Manual text is in red for clarity.

### **10.03 General Rules of Conduct**

There are certain types of actions which should not occur, but normally, it is the re-occurrence of the action rather than the first occurrence of the action which results in discharge. For such actions, a regular employee will normally receive a written or verbal warning, be suspended without pay, or placed on disciplinary probation prior to discharge, depending upon the facts and circumstances presented in each instance. Examples of such offenses are listed below. The list is not all-inclusive.

- 1) Acts that Warrant Disciplinary Action, Other than Immediate Discharge – The occurrence of any of the following is deemed sufficient justification for the imposition of lesser discipline such as a warning, suspension without pay, or probation as set forth in the succeeding section, although under appropriate circumstances the District may immediately discharge the offender:
  - a) Willful violation of security or safety rules; failure to observe safety rules or District safety practices; failure to wear required safety equipment; improper use of District equipment or safety equipment.
  - b) Engaging in disorderly conduct, rough or boisterous play, immoral conduct, or minor insubordination; using offensive, uncivil, insulting, vile, or obscene language and gestures.
  - c) Engaging in activities other than assigned work during work hours and/or while operating District equipment, without approval in advance by an employee's Supervisor.
  - d) Acting in an insulting, rude, insolent, or uncivil manner toward any customer, employee, or other person, while working for the District, while operating District equipment, or while on District's premises.
  - e) Smoking in restricted or prohibited areas during work hours, whether on District property or otherwise.
  - f) Accepting employment with another employer while on leave without pay from the District without written authorization from the District.
  - g) Loafing or spending unnecessary time away from the job during work hours.
  - h) Carrying an unauthorized passenger in a District vehicle.

- i) Contributing to unsanitary conditions or poor housekeeping on District property and regarding District work.
- j) Conviction of a traffic offense in the operation of a District vehicle and/or unsafe operation of a District vehicle.
- k) Loss, damage, and/or negligent use of District property, vehicles, or equipment.
- l) Failure to comply with posted and/or published District rules, regulations, policies, and procedures.