

# WEST POINT CEMETERY DISTRICT

BEFORE THE BOARD OF TRUSTEES

RESOLUTION 2024-01

*A Resolution of the Board of Trustees of the West Point Cemetery  
District (District) Modifying District Bylaws*

Resolved by the Board of Directors of the District:

**WHEREAS**, the District is responsible for maintaining a safe and productive workplace for the sole employee, our Groundskeeper; and,

**WHEREAS**, the Board of Trustees is issuing an Employee Guidance document with the intent of setting forth conditions of employment and intends to memorialize said document; and,

**WHEREAS**, said document's proper location should be in the District Bylaws;

**Now, therefore the district resolves as follows:**

- **To incorporate the attached document into the District Bylaws:**

**WEST POINT CEMETERY BOARD  
GROUNDSKEEPER EMPLOYMENT GUIDANCE**

This Resolution is hereby adopted and approved by the Board of Trustees of the West Point Cemetery District.

**PASSED AND ADOPTED** by the Board of Trustees as a Resolution of the West Point Cemetery District at a regular Board Meeting held on the 5th day of March, 2024 by the following vote:

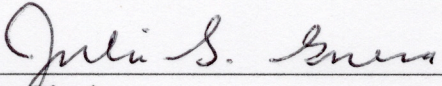
**AYES:** 5

**NOES:** 0

# WEST POINT CEMETERY DISTRICT

ABSTAIN: 0

ABSENT: 0

  
\_\_\_\_\_  
District Chair

DATED: 3-5-2024

ATTACHMENT: WEST POINT CEMETERY BOARD  
GROUNDSKEEPER EMPLOYMENT GUIDANCE

## **WEST POINT CEMETERY BOARD GROUNDSKEEPER EMPLOYMENT GUIDANCE**

Authorized maximum hours per month: 80;  
Hours subject to increase only with Board of Trustees approval;

During wildfire and serious weather emergencies, Groundskeeper is not expected to work the normal schedule and shall only be paid for hours actually worked. The employee may make up hours so missed by working additional hours the month following, but may not exceed an 80 hrs/month average for the two months. Hours authorized shall be subject to annual review and authorization by the Board.

Employee shall receive an annual sick leave benefit of 40 hours, awarded at the beginning of each calendar year, in accordance with State Law and/or Regulations. Unused sick leave shall be forfeit at the end of the year and not be carried over.

Employee shall receive an annual leave benefit of 40 hours, or average of two weeks worked, hours to be taken at his discretion. The Board shall approve leave in advance, or, in the case of an emergency, the Board shall be notified as soon as possible. Employee shall avoid taking leave if it would constitute a problem for District operations.

### **GROUNDSKEEPER RESPONSIBILITIES:**

Shall operate and maintain all District facilities, to wit, Sandy Gulch and West Point cemeteries.

Shall be responsible for the safe operation and maintenance of all District tools, saws, mowers, trailers, and backhoe.

Shall record a maintenance and repair history so it can be reviewed by the Board to make decisions about replacement or disposal.

Shall maintain a daily log of activities, burials, and significant events; Trustees shall also make entries to log when performing cemetery duties on site.

Shall participate in online safety programs as made available by Special District Risk Management Agency (SDRMA).

Employee shall utilize safety equipment and procedures as required or advised during daily operations.

Examples: Boots for foot protection;

Long pants for leg protection;

Ear protection while operating high-decibel equipment;

Bump cap for head protection;

Mask for dust or respirator for fume protection;

Goggles, safety glasses, or face shields for face protection;

Gloves for hand protection;