



SWA

Sinclair Water Authority

126 Cay Drive Milledgeville, GA 31061

Joseph D. Witcher Plant Manager

Phone (706) 485-8993 Fax (706) 485-8994

Called Meeting

Agenda

Monday, October 19, 2020 ◊ 5:00 PM

Sinclair Water Plant

Opening

1. Call to Order

Called Meeting

- [2.](#) Report of Search Committee for Water Treatment Plant Manager Position
3. Action on Plant Manager Position

Closing

4. Adjournment

File Attachments for Item:

2. Report of Search Committee for Water Treatment Plant Manager Position

Sinclair Water Authority (SWA) Search Committee

Plant Manager - Meetings Summaries

9/18/20 Committee Meeting

Member Present: Chair Joan Minton, Billy Webster, Sammy Hall

Also Present: Joey Witcher, Plant Manager and Bobby Brown, SWA Chair

Chair Minton opened the meeting and stated she had asked SWA Chair Brown to be an Ex-Officio member of the Committee.

Joey presented the short-term plan for operating the plant during the transition. The plan is attached and was implemented by him as current plant

The Committee agreed that the long-term plan would be to advertise for a manager on the standard sites used for employment by SWA.

Joey agreed to send a draft of the advertisement to the Committee for review and to then to place the ad for recruitment of a Plant Manager for SWA.

Chair Minton closed the meeting.

10/12/20 Committee Interview Meeting

Members Present: Chair Minton, Billy Webster, Sammy Hall

Also present: Bobby Brown, SWA Chair and Andrew Paracca, Applicate

Chair Minton opened the meeting.

The Committee agreed for Chair Minton to ask the interview questions that she had developed and previously sent to the Committee for review and comments prior to the meeting.

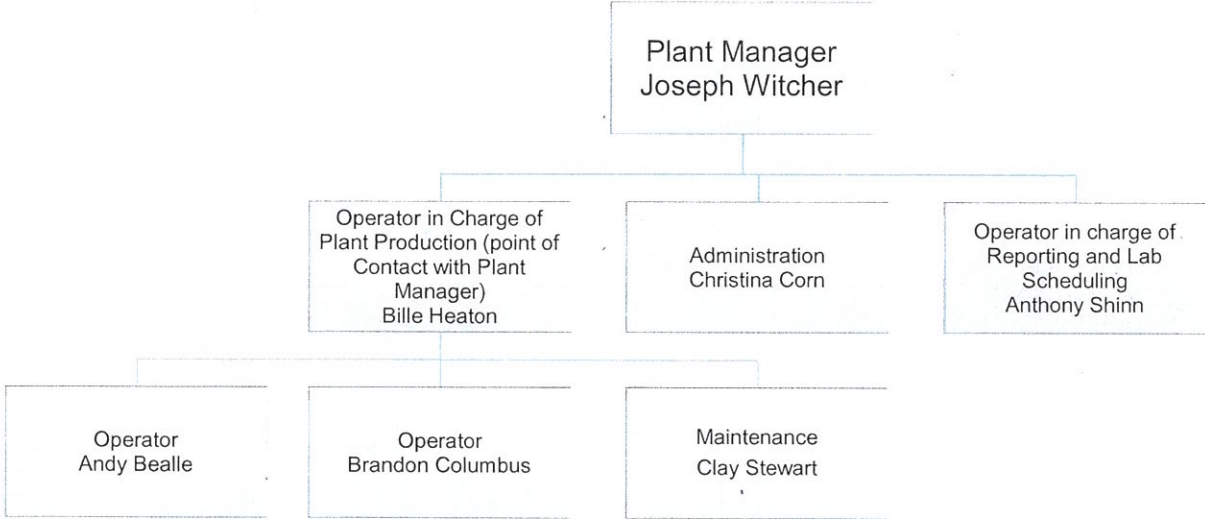
The interview was conducted by Chair Minton and other questions were asked by those present.

Chair Minton asked Mr. Paracca to leave the room. The process and his responses were discussed, and everyone was pleased with his knowledge, skills and answers. The group appreciated the importance he placed on preventative maintenance especially to extend the life of the filters, his experience and knowledge of the SWA plant and with the beverage filtration plants since it is a more complex filtration process than SWA. The group agreed to make him an employment offer with the salary to be negotiated.

Chair Minton asked SWA Chairman Brown to take the lead along with her in negotiations regarding the salary and benefits offer since he was more familiar with the budget funds available for said purpose. Mr. Paracca was asked to return. The job offer was made and the next step for finalizing negotiations was explained.

SWA Chairman Brown confirmed contact information with Mr. Paracca. Chair Minton closed the meeting.

Transitional Organizational Chart
Sinclair Water Authority
System ID 2370087



PLANT MANGER

The Plant Manager is responsible for the daily operations and maintenance of the SWA water treatment plant to ensure safe, water is distributed to Baldwin and Putnam Counties, including compliance with all local, state, and federal regulations. Additionally, the position is responsible for financial and personnel administration.

Describe your overall knowledge, skills, education, and experience that qualifies you for the Plant Manger job at the Sinclair Water Plant.

Give us an overview of your knowledge and understanding level of the state and federal regulations regarding the operation of a membrane filtration plant.

Describe your proficiency regarding the water processing equipment, including laboratory and chemical equipment.

Maintenance and long-term planning are important at the plant. Tell us your thinking regarding these requirements.

Tell us your skill level with computers and software applications as they relate to the plant.

Do you have budget development and management experience including financial reporting and budget control?

How would you describe your personnel management experience and ability to effectively manage employees?

Describe your leadership skills and your understanding of working for the Authority and effectively provide service to the two counties served by SWA.

Why are you considering leaving your current job and if hired what would be your long-term work goals as the Manager of SWA.

Is there anything else you would like to tell us about yourself or your skills that we have not asked?

I know you may have questions about the starting pay level for the job. If you interested in the job and the Committee makes a job offer, we will work with you to negotiate a compensation package that is hopefully acceptable to you and the Authority.

Are there additional questions from the Committee Members that may not have covered or fully explained during the interview.?

SINCLAIR WATER AUTHORITY
126 Cay Drive
Milledgeville, GA 31061

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Date 9-28-2020

1. Name: Paracca Andrew Martin
(Last) (First) (Middle)

2. Address: 717 Kaylors Meadow Locust Grove GA 30248
(No. and Street or P. O. Box) (City) (State) (Zip)

3. Phone # ([REDACTED]) Social Security # [REDACTED]
(Area) (Number)

4. Positions or Job Applied for A. Water Treatment Plant Manager Salary Expected \$ 80,000 yearly
B. _____ Salary Expected \$ _____

5. How did you learn about this position? Joey Witcher

6. Are you applying for part-time _____ or full-time work.

7. Have you been employed with us before? Yes No _____

8. If hired, when will you be available for work? 2 weeks - 1 month after accepting position

9. Are you a veteran? Yes _____ No National Guard? Yes _____ No

10. List special qualifications and/or skills that would qualify you for the position(s) for which you have applied (including typing wpm, shorthand, skills with machines and equipment, type of machines and equipment, etc.):

Familiar with Zenon Ultrafiltration technology, Preventative Maintenance pl.
water treatment processes. Experience with heavy equipment, State water
regulations, and Laboratory/Sampling procedures. Computer Literate

11. Do you have any physical handicap, disease, limitations or other disability which should be considered in assigning you this position?
Yes _____ No

PERSONAL REFERENCES

(No Relatives, Please)

	Name	Address	Phone #	Years Known
A.	Brandon McCranie	161 McDade Rd. Eatonton GA	31024	2013
B.	William Barely			2019
C.	Jordan Hughes			2004

EDUCATION AND TRAINING

Circle the highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
 Grade High School College

Type of school	Name and Location of School	Graduated	Type of Diploma or Degree	Major Field of Study
High School	Thomas County High School	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	High School Diploma	
Vocational or Technical School		Yes <input type="checkbox"/> No <input type="checkbox"/>		
College or University	Georgia College & State University	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bachelor of Science	Psychology

EMPLOYMENT HISTORY

(List in order, last or present employer first)

A. Employer Address Suez WTS

From Jan. 2019 to Current Supervisor's Name Bryan Shelton

Position held Field Service Representative Salary: Starting \$ 28.96/hr Ending \$ 28.96/hr.

Major work duties and responsibilities Service + maintain multiple ~~500~~ sites based on contractually agreed tasks on RO + UF equipment

Reason for leaving: Travel + better Career opportunity

B. Employer Address Sinclair Water Authority 126 Cay Drive Milledgeville Ga
 From April 2013 to Dec. 2018 Supervisor's Name Joey Witcher
 Position held Maintenance /operator Salary: Starting \$ 10.00/hr. Ending \$ 21.00 /hour
 Major work duties and responsibilities Operate + Maintain water treatment plant
+ maintain / repair equipment
 Reason for leaving: Career opportunity w/ higher pay @ Suez. UTS

C. Employer Address _____
 From _____ to _____ Supervisor's Name _____
 Position held _____ Salary: Starting \$ _____ Ending \$ _____
 Major work duties and responsibilities _____
 Reason for leaving: _____

(If applicable, please list on another sheet of paper other jobs you have held and attach to application.)

12. May we contact any of the above employers? Yes No _____

I hereby certify that all statements made on this form are true to the best of my knowledge. I fully realize that should an investigation disclose any misrepresentations, I will be subject to immediate dismissal.

Date 9-28-2020 Signature Andrew Parson

AN EQUAL OPPORTUNITY EMPLOYER



Hello Andrew,

Sinclair water Authority (SWA) is pleased to offer you the position of Water Treatment Plant Manager. We were all pleased and impressed by your interview. We would like for you to start as soon as you serve appropriate notice to your current employer and as soon as possible if notice is not required.

Your starting salary will be \$71,000 for the first six months of employment and \$75,000 after the first six months. At that point you will be in the wage matrix currently in use at SWA and future raises will be in accordance with the matrix.

The SWA personnel policy is attached. SWA will recognize and grandfather benefits for your five years of prior service according to the policy. Recognition of prior service will include placing you on the current retirement plan at the level reflecting that service and will be reflected in vacation leave accrual.

SWA pays 100% for health, vision, dental and \$30,000 life insurance for the employee. Health coverage for dependents is 80% employer / 20% employee
Vision and dental are 100% covered by the employee.

Please let me know when you will be ready to start.

Thank you,

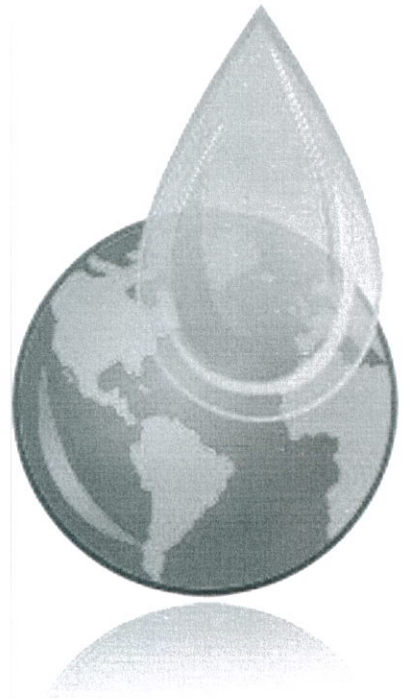
Bobby Brown CIC

Sinclair Water Authority

Human Resources Manual

Policies and Procedures Relating to
Employees' Benefits, Rights and Actions.

Revised and Adopted 5/6/13



I.FORWORD

A. INTRODUCTION

The following policies have been developed to provide all employees with a clear and precise declaration of the policies and procedures relating to employees’ benefits, rights and actions.

This policy is not a contract and may be modified or changed by the Sinclair Water Authority Board through a resolution approved by this Authority Board in a duly convened meeting. Employees will be notified of changes to this policy and required to sign an acknowledgement of receipt of the handbook. Nothing herein shall be deemed to establish any employment relationship other than “at-will” or otherwise establish any particular durational term of employment.

The following material shall be known as the “Sinclair Water Authority Personnel Policy Manual” and is established to provide a fair, equitable, and productive work environment for all Sinclair Water Authority employees.

B. DECLARATION

The Sinclair Water Authority is an equal opportunity employer in compliance with Federal and State laws.

C. PERSONNEL CATEGORIES

The following are employee categories:

1. Part-Time Personnel

Employees hired for less than thirty (30) hours per week averaged over a twenty-six week period.

2. Full-Time Personnel

Employees who have successfully completed their training period and work thirty (30) hours per week averaged over a twenty-six week period are eligible for full-time status and the benefits applicable under the classification as detailed in the Sinclair Water Authority Personnel Policy Manual.

II. RECRUITMENT

A. ANNOUNCEMENT OF VACANT POSITIONS

The Plant Manager shall publicize vacant positions by advertising in the legal organ of Putnam County for ten (10) working days with reference to the Sinclair Water Authority website. The website announcement shall specify the title, salary dependent upon qualifications, skills, experience, or position qualifications, application form availability,

work hours and position closing date. A printed copy of the position details will be available upon request.

B. APPLICATIONS

Standard application forms shall be made available at the Sinclair Water Authority’s business office. Applicants must complete the applications *truthfully and in full*. Resumes are welcomed and can be attached to the applications. Applications must be signed by the applicant.

C. DURATION OF APPLICATIONS

Applications will only be accepted for the position(s) advertised and only for the specific vacancy (ies). Applications will be kept during the training period (6 months) of the person hired. If an employee does not complete the training period, applications on file can be reviewed in an attempt to fill the position instead of re-advertising the position, unless no qualified applicants are available, under the direction of the Sinclair Water Authority Plant Manager or Board Chairperson.

D. TYPES OF RECRUITMENT

All full time positions shall be filled as provided in section II, A (Announcement of Vacant Positions). Temporary and part-time positions need not be advertised and may be filled as needed under the authorization of the Sinclair Water Authority Plant Manager or Board Chairperson.

E. QUALIFICATIONS

It is the Sinclair Water Authority’s desire to fill vacancies from within its current work force. All applications shall meet the job classification qualifications established for the position. Sinclair Water Authority employees interested in a newly opened position must complete an application indicating a desire to be considered.

III. APPOINTMENTS

A. APPLICATION REVIEW

The Sinclair Water Authority Plant Manager or Board Chairperson will review all applications received. The Plant Manager and when appropriate, a Board Selection Committee, will interview qualified applicants, except as noted below, and present his/her findings to the Sinclair Water Authority Board with recommendations. It shall be the sole responsibility of the Sinclair Water Authority Board and the Sinclair Water Authority Manager to fill the vacancy. They may accept or reject any and all applications; the Sinclair Water Authority Plant Manager along with the Sinclair Water Authority Board shall determine the proper salary rate for the position. The Sinclair Water Authority Plant Manager or Board Chairperson shall have the responsibility to hire and/or remove all employees. The Sinclair Water Authority Board preserves the authority to hire and/or remove the Plant Manager by a 4 vote majority. The Sinclair Water Authority Board

reserves the authority to hire and/or remove those appointments made under current legislation. The Sinclair Water Authority Plant Manager or Board Chairperson shall notify the Sinclair Water Authority Board of their appointments and/or removals.

B. CONDITIONS

Job offers are subject to a background check along with a physical examination and pre-employment substance abuse test by a qualified physician to be paid for by the Sinclair Water Authority.

IV. TRAINING PERIOD

A. INTENT

The training period or working test shall be regarded as an integral part of the selection process and shall be utilized for closely observing the employee’s work for securing the most effective adjustment of a new employee for his/her position and for rejecting any employee whose performance is not satisfactory.

B. CONDITIONS

All new employees appointed to full-time positions shall serve a probationary period of 6 months or more (see below). Employees in full-time positions who are promoted shall retain the benefits they received before promotion during the training period. Employees serving a training period shall receive all benefits provided in accordance with this policy with the following exceptions.

1. Dismissal during the initial training period shall deny the employee the right of grievance in accordance with Article IX. (In the case of an employee promoted to a higher position in the SWA organization, failure to successfully perform the duties in the higher position does not deny the employee the right to return to the position formerly held, or similar position, if the position is vacant and necessary.)
2. If an employee is laid off during a training period, and performance of duties has been satisfactory, then, if reappointed to the same department, that employee shall be given credit for the portion of the training period completed prior to the layoff.

Should the employee’s performance be deemed questionable, unsatisfactory or further evaluation be deemed necessary, the Sinclair Water Authority Plant Manager or Board Chairperson may extend the training period for an additional period not to exceed six (6) months or, if deemed necessary, the employee may be terminated.

C. DISMISSAL

At any time during the training period, the Sinclair Water Authority Plant Manager or Board Chairperson may terminate an employee if, in his/her opinion, the employee’s performance during the training period indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily or that his/her habits and lack of dependability do not

merit his/her continuance with the service. The employee serving their training period does not have the right of grievance in accordance with Article IX.

If an employee has committed an offense, which is considered cause for disciplinary action under the provisions of these regulations, the Plant Manager or Board Chairperson may dismiss the employee without prior notice.

An employee found to have been appointed through fraud or intentional error on the part of the employee shall be terminated immediately.

V. CONDITIONS OF EMPLOYMENT

A. WORK HOURS

The work week for full-time employees will normally be forty (40) hours.

B. ATTENDANCE

Employees are required to be punctual. Repetitive tardiness must be documented by the Plant Manager or Board Chairperson and placed in the employee’s file. An employee who is on twenty-four hour call and/or has a SWA vehicle at his/her residence is considered on the job when he/she leaves his/her residence/domicile in response to a call.

C. ABSENCE WITHOUT LEAVE

The absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific leave of absence under the provisions of this regulation shall be deemed to be an absence without leave. Any such absence shall be without pay and may be cause for disciplinary actions including termination.

D. OVERTIME

The Plant Manager is not overtime eligible.

E. COMPENSATORY TIME

Compensatory time means time off from work in lieu of financial compensation for overtime worked by an employee when the employee is compensated based on an hourly rate. All hourly employees are subject to the Wage & Hour Laws.

F. TESTING

The SWA Drug free Work Place Policy will be strictly adhered to. A copy of the Drug Free Policy can be obtained from the Plant Manager. All SWA employees are required to read and understand it. Substance abuse testing *will* be required after each on-the-job accident, regardless of the type or severity of the accident. Substance abuse testing of individual employees may be required when circumstances indicate use/abuse, such as, erratic behavior, reliable reports of drug use, impaired performance or behavior indicative of drug use, or an accident.

Random drug testing may be required as deemed necessary by the Plant Manager and/or SWA Board.

VI. LEAVE

A. VACATION LEAVE

1. General

Vacations are for the purpose of rejuvenating both physical and mental faculties and all employees are urged to avail themselves of vacation periods. No employee shall receive pay in lieu of vacation. No employee may take vacation leave for more than two (2) consecutive weeks without the approval of the Plant Manager or Board Chairperson.

2. Persons Entitled

All Full-time employees are eligible to use vacation leave accrued, as outlined below, after the successful completion of a six (6) month training period.

3. Accrual of Vacation Leave

Full-time eligible employees shall begin using accrued vacation after 6 months of service, retroactive to first day employed. Full-time eligible employees shall accrue (6.66) hours vacation leave per month (80 hours annually). Full-time eligible employees with at least five years' service shall accrue (10) hours per month (120 hours annually). Full-time eligible employees with at least 10 years' service shall accrue (13.3) hours vacation leave per month (160 hours annually) per year.

Employees who are promoted may continue to accumulate vacation and sick leave during the new training period.

Vacation leave will accrue to the credit of an eligible employee who is in a leave-with-pay status for vacation, sick, or civil. Employees who are not at work because of an on the job injury will not accrue leave beginning with the 2nd day off the job.

4. Holidays

The Sinclair Water Authority will issue an annual statement of the observed Holidays at the beginning of each calendar year.

Floater (choice to be made by employee with 7 Day Notice requirement)

New Year's Day

Good Friday

Memorial Day

Independence Day -4th of July

Labor Day

Veterans Day

Thanksgiving Day & Day After Thanksgiving

Christmas Eve & Christmas Day

5. Official Holidays and Vacation Leave

If an official holiday should fall during an employee's vacation leave period, that official holiday shall not count as vacation leave.

6. Vacation Leave Substituted for Sick Leave

If an employee has used up his/her allotment of sick leave, the employee may substitute vacation leave in case of further sickness.

7. Compensation for Vacation Leave

If an employee resigns or is dismissed by the SWA as an employee, the employee will be compensated for all accumulated vacation leave at the employee's ending rate of pay.

8. Records of Vacation Leave

Records concerning vacation leave for employees shall be kept in the Plant Manager's office.

9. Accumulation

Vacation leave may be accumulated up to forty (40) hours and carried from one fiscal year to the next. Any employee who carries forty (40) hours forward from one year to the next will be allowed to accumulate leave during the year but will in no case be allowed to carry more than forty (40) forward to the next fiscal year. Unused vacation leave, which is not carried to the next fiscal year, will be credited to time of service at retirement. Records of unused time will be maintained in the employee's personnel file. Leave is accrued on a monthly basis.

B. Sick Leave

1. General

Sick leave shall be allowed to all eligible employees in the case of actual sickness, or disability of the employee or the sickness of a member of the employee's immediate family for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours. Immediate family is limited to spouse, father, stepfather, mother, stepmother, son, stepson, daughter, stepdaughter, brother, 1/2 (half) brother, sister or 1/2 (half) sister. An employee shall report all instances of illness requiring absence. An employee may utilize his/her sick leave in increments of fifteen minutes upon approval of the Plant Manager or Board Chairperson for absence due to illness or injury.

2. Persons Entitled

All full-time employees, after six months' continuous employment, are eligible to use sick leave "3" below. Temporary, seasonal, and other part-time or substitute employees are not eligible for sick leave.

3. Accrual of Sick Leave

Full-time eligible employees shall accrue sick leave at the rate of 6.66 hours per month,

for a total of 80 hours per year, at date of hire. No employee shall be entitled to utilize sick leave time until the employee has completed six months of continuous service. Sick leave shall not be accrued while an employee is on sick leave for more than one pay period.

4. Accumulation of Sick Leave

No employee shall accumulate more than 240 hours of sick leave without the expressed approval of majority vote of the Sinclair Water Authority Board. Employees who have accumulated the maximum allowable hours shall be paid monthly for all additional accruals that exceed the maximum.

5. Forfeiture of Sick Leave

Sick leave is a privilege, therefore, any employee who resigns from the SWA before becoming eligible for retirement shall forfeit all unused sick leave. Any employee leaving employment and eligible for immediate retirement or deferred retirement shall have unused sick leave added as service time.

C. FUNERAL LEAVE

1. Funeral Leave is limited to use for the immediate family. Immediate family is limited to spouse, father, stepfather, mother, stepmother, son, stepson, daughter, stepdaughter, brother, ½ (half) brother, sister or ½ (half) sister. Employees desiring to attend the funeral of persons other than immediate family must use vacation leave.
2. Funeral leave shall not be granted for more than 3 days.

D. MILITARY LEAVE

SWA will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA). In accordance with USERRA, SWA employees who perform service in the uniformed services, as defined by ISERRA, are entitled to military leave of absence from their positions, subject to the limitations and restriction set forth in federal laws. Upon receiving an assignment for military service, employees should promptly provide notice to the Plant Manager prior to going on military duty, unless preclude by military necessity.

An employee who leaves employment at the SWA for service in the uniformed services will be entitles to reemployment, provided he or she meets the USERRA eligibility criteria:

1. The employee (or an appropriate officer of the uniformed service) must have provided the SWA prior oral or written notice of the impending service.
2. The employee’s cumulative period or periods of service, relating to this company shall not have exceeded five years (excluding initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency).

- 3. The employee must have completed the period of service without having received a punitive or other than honorable discharge or having been dismissed or dropped from the rolls of the uniformed service.
- 4. The employee must have made a timely application for reemployment or have been timely in reporting back to work.

Such reemployment shall be a job that is close as possible to the job that the employee would have attained had he not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

An employee who is a member of the National Guard or an organized military reserve unit of the United States will be allowed leave of absence without pay not exceeding thirty calendar days during any calendar year to attend such training. If the National Guard or organized military reserve unit remains on active duty beyond thirty days and the employee's services are still required, the employee may be placed on military leave without pay for the duration of his/her active duty obligations consistent with USERRA.

E. CIVIL LEAVE (JURY DUTY)

An employee serving in a full-time position, working test, provisional, or temporary basis shall be entitled to leave of absence from duties, without loss of pay or time, with the exception of fees received for serving as a juror or a witness, and without effect on his service rating, on all days during which he shall be subpoenaed by any court, federal, state or political subdivision thereof, to serve as a juror or witness.

Employees must provide notification and a copy of the subpoena or notice to their supervisor upon receipt of such document.

F. FAMILY MEDICAL LEAVE ACT

The Sinclair Water Authority will comply with all conditions covered under the guidelines of the Family and Medical Leave Act of 1993 (FMLA).

G. LEAVE WITHOUT PAY

1. Leave Without Pay Defined

When it is deemed in the best interest of the SWA, a full-time employee may be granted leave without pay for personal or other reasons, provided such leave is approved by the SWA Plant Manager and/or Board. Non-full-time employees are not eligible for grants of leave without pay.

2. Reasons for Granting

The SWA will determine the amount of leave without pay for each situation based upon its own merit.

3. Rights of employee on Leave Without Pay

a. Reinstatement of Former Position

For employees granted leave without pay, every effort will be made to return the employee to the former position or to a comparable one. If a position is not available, the employee shall be listed on re-employment lists in the same manner as employees who are laid off in good standing.

b. Continuity of Service

It shall be left to the discretion of the board under 3 general conditions. 1) All conditions covered under FMLA, (Article VI, Section F). 2) All conditions covered under Military Leave, (Article VI, Section D). 3) All conditions not specifically covered under FMLA and Military Leave shall be granted at the discretion of the SWA Board.

4. Temporary Filling of Position of Employee on Leave Without Pay

During the employee's approved leave of absence, the employee's position may be filled by temporary or substitution appointment. At the expiration of leave without pay, the employee is not guaranteed to receive the same position with the SWA.

VII. INTENT OF DISCIPLINARY ACTION

It is the intent of the SWA to encourage supervision and employee relations that will avoid most matters which necessitate disciplinary action. The purpose of these rules, and disciplinary action for violation of such rules, is not intended to restrict the rights of anyone but to ensure the rights of all and secure cooperation and orderliness throughout the Authority service. The severity of disciplinary action should be related to the gravity of the offense, the employee's record of disciplinary action and the SWA practice of similar cases. When it is deemed appropriate, at the Plant Manager's or the Board's discretion, progressive discipline principles and procedures to help employees correct problems and nurture their growth will be utilized. It may include some, but not necessarily all, of the following types of discipline: 1) oral warning and/or counseling; 2) written warning; 3) suspension; 4) demotion; 5) termination.

A. TYPES OF DISCIPLINARY ACTION

Except as otherwise provided for by General Statutes of the State of Georgia, the following provisions shall govern disciplinary action affecting employees in the Authority service:

1. Oral Warning/Counseling

Oral warnings and/or counseling may be provided to an employee by his/her Plant Manager or the Board Chairperson in instances where the nature and severity of the employee's actions warrant disciplinary action to be taken to correct detrimental employee behavior. Documentation of such discipline shall be recorded by the Plant Manager or Board Chairperson and acknowledged by the employee, with a copy retained by the employee, the Plant Manager, Board Chairperson, and the employee's personnel file, the latter being at the Board Chairperson's discretion. The official copy shall be

retained by the Plant Manager.

2. Written warning

Written warnings may be utilized in cases where documentation of such an offense may be necessary and may be used at the discretion of the appropriate Plant Manager or the Board Chairperson. Copies of this written warning shall be signed by the Plant Manager or the Board Chairperson, as well as, the employee. The employee will be given the opportunity to sign and comment on the evaluation. Copies of this should be provided to the employee, the Plant Manager or the Board Chairperson, and the employee’s personnel file. The official copy shall be retained by the Plant Manager.

3. Suspensions

The Plant Manager or Board Chairperson may, for disciplinary purposes, suspend without pay any employee under their supervision for a length of time as is considered appropriate, based on the determination made. A written statement specifically setting forth reasons for such suspension shall be furnished to the affected employee by the Plant Manager or Board Chairperson and a copy filed with the Board. The employee will be given an opportunity to review and sign the statement. An employee may be suspended without pay if charged with a felony, pending outcome of court decision.

4. Demotions

The SWA may reduce the salary of an employee within the range provided in the pay plan or demote the employee for cause to a lower grade. A written statement of the reasons for any such action shall be furnished to the affected employee by the Plant Manager or Board Chairperson, and a copy filed with the Board Secretary at least five (5) days prior to the proposed effective date of the action with proper and timely notification to the Board Chairperson.

5. Dismissals

A full-time employee whose work is not satisfactory over a period of time shall be notified in writing what way the employee’s work is deficient and what the employee must do if work is to be satisfactory. A full-time employee may be dismissed by the Plant Manager or Board Chairperson, if failure to perform work up to the standard of the classification or if the employee has committed any of the acts listed in SECTION B of this Article. When an employee is discharged, the Plant Manager shall immediately provide the Board Chairperson and the discharged employee with a written notice of the discharge indicating the effective date and the reasons for the discharge. Infractions by the Plant Manager should be discussed with the Board Chairperson. Dismissal at the Plant Manager level shall be in accordance with SECTION C of this article, DISMISSAL, SUSPENSION OR DEMOTION OF THE PLANT MANAGER.

B. REASONS FOR DISCIPLINARY ACTION

Listed below are some of the reasons, which might be cause for disciplinary action. This list

is not all-inclusive.

1. Failure to perform duties at an acceptable level of competence as determined by the Plant Manager (Unacceptable job performance may include excessive tardiness, lost time, or inefficiency.)
2. The employee has violated any of the provision of the SWA code as outlined in Section XIII or of these rules; or has attempted to, or does commit any act or acts intended to nullify or mitigate any of the provisions thereof.
3. The employee has violated any lawful official regulation or order or failed to obey any lawful and reasonable directions given by superiors when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in a lower morale in the organization or to result in loss or injury to the SWA or to the public.
4. Employee has been on duty or reported to duty while under the influence of intoxicating liquors or beverages, narcotic drugs not prescribed for use by a licensed physician, or who has indulged in the same while on duty.
5. The employee is careless or negligent of the property of the SWA or steals, misplaces or misuses equipment, materials property, or any other things of value belonging to the SWA.
6. The employee has taken for personal use a fee, gift, or other valuable thing in the course of work or in connection with it when such a fee, gift or other valuable thing is given to the employee *by* any person in the hope of expectation of receiving a favor or better treatment than that accorded other persons.
7. Discourteous or physical mistreatment of the public, public charges, other employees or a Plant Manager.
8. The employee has been guilty of using, threatening to use or attempting to use political influence or to exert unethical pressure on any SWA employee or officer in securing promotions, transfers, leave of absences, increased pay or other favors.
9. Physical or mental disability which precludes satisfactory performance of essential job duties even with a reasonable accommodation, or refusal to be examined by an Authority authorized, licensed physician when so directed, when the objective of such examination is to determine the employee's ability to perform the essential functions of the job with or without a reasonable accommodation.
10. The employee has claimed to be sick when physically fit for duty.
11. The employee has intentionally falsified time records; or information on his application for employment.

- 12. The employee has been absent from duty without leave from the employee’s supervisor or contrary to prescribed procedures; or has failed to report after such a leave of absence has expired, or within 2 work days after such leave of absence has been revoked.
- 13. The employee has repeatedly failed to call in to the appropriate superior to notify when the employee will be tardy or absent because of sickness or other causes.
- 14. The employee has been convicted and sentenced in any court of competent jurisdiction for a felony or a crime under the laws of this state, or any other state, or of the United States, provided that such conviction is deemed to be detrimental to the effective performance of the duties and responsibilities of the position.
- 15. Political activity in conflict with ARTICLE XIX of the personnel policy.
- 16. The employee has acted in a manner not herein above specified that tends to lower discipline and reputation of the SWA, or engaged in conduct unbecoming a SWA employee.
- 17. The employee has acted in a manner not herein above specified that tends to lower discipline or moral within the SWA or adversely affects the rendering of prompt, courteous and efficient service by the SWA and its employees to the public.

In all cases, the Plant Manager or Board Chairperson shall notify the employee of the action taken and a copy of such notice shall be retained in the employee’s personnel file.

Any employee who has received disciplinary action and who has completed his/her training period shall have the right to grievance (Article IX).

C. DISMISSAL, SUSPENSION, OR DEMOTION OF THE PLANT MANAGER

The SWA Board has the sole authority to dismiss, suspend, or demote the Plant Manager for cause in accordance with the guidelines in Section B of this article by a 4 vote majority.

VIII. SEPARATIONS

A. RESIGNATIONS

1. Voluntary Resignation

To resign in good standing, an employee must, in writing, give the Plant Manager or Board Chairperson at least fourteen (14) calendar days notice. Normally, failure to comply with this rule shall be entered on the service employment record of the employee and my result in a denial of re-employment rights. However, the Plant Manager or Board Chairperson, with the approval of the SWA Board, may exempt from any or all of these penalties an employee who has given less than the required notice when, in his/her judgment, exceptional circumstances warrant such exception. The resignation will be accepted effective fourteen (14) days after receipt of a letter of intent by the Plant Manager or Board Chairperson. The vacant position shall be filled as provided in Section II (Recruitment).

2. Compulsory Resignation

An employee who, without valid reason, fails to report to work for three (3) consecutive days without authorized leave is considered to have abandoned his/her position. Such an employee may not be eligible for re-employment.

B. LAYOFFS

Layoffs will be determined by seniority within each job classification where ability & job performance are deemed by management to be equal. Should job performance and or ability not be deemed equal, management will determine a layoff based upon documented evidence of the two previously mentioned attributes.

C. DISABILITY

The Plant Manager or Board Chairperson may direct an employee to be examined by a physician employed by SWA. When a disability of any kind is discovered, which impairs the effectiveness of an employee or makes such reasonable accommodations, as required by the Americans With Disabilities Act. The inability of an otherwise qualified employee with a disability to perform the essential functions of his or her job with a reasonable accommodation may be grounds for separation.

D. LOSS OF JOB REQUIREMENTS

Any employee who is unable to do the assigned job adequately because of loss of a necessary license or other requirement may be separated by a layoff or placed in another position for which the employee may be qualified.

IX. GRIEVANCES

A. DEFINITION

A grievance is a claim initiated by an employee alleging that his or her employment or productivity has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, alleged erroneous or capricious application of Authority policies and procedures, or alleging unlawful discrimination. This definition applies to all Authority employees including qualified disabled employees.

B. PURPOSE

The most effective accomplishment of the work of the Authority requires prompt consideration and equitable adjustment of any employee grievances. It is the desire of the Authority to adjust the causes of grievances informally, and both employees and their supervisors are expected to make every effort to resolve problems as they arise.

C. POLICY

It is the policy of SWA to foster employee satisfaction and to give careful consideration and attention to any complaint. For the purposes of this rule, a grievance shall be considered to be

any matter concerning an employee's status or conditions of employment or termination that cannot be resolved through informal or normal supervisor/employee discussions.

D. GENERAL PROCEDURES

1. Any employee may submit a complaint on a continuing condition or action to the Plant Manager. The employee may submit the initial written complaint within twenty (20) working days from the date the last incident arose. Otherwise, it will not be accepted.
2. For each grievance, a file shall be maintained by the Board Secretary of all written material submitted by the employee for use at every step.
3. All formal grievances must be prepared in writing and must explain the complaint and what remedy is sought.

E. FORMAL GRIEVANCE PROCEDURE

1. If the employee is not in agreement with the decision reached under the informal grievance procedure, the employee may present the complaint, in writing, to the Plant Manager. The Plant Manager or Board Chairperson shall render a decision and comments in writing, and return them to the employee within five (5) working days after receiving the grievance. If the decision does not provide resolution of the grievance as outlined above, the employee may present this grievance in writing to the Board Chairperson.
2. The Board Chairperson shall discuss the grievance with the employee, the Plant Manager, and other appropriate persons. The Board Chairperson then shall render his/her recommendation and comments in writing and return them within five (5) working days after receiving the grievance.
3. If unsatisfied with the recommendation of the Board Chairperson, or if the grievance is directly related to actions and/or policies regarding the Board Chairperson, the grievance may then be brought before a duly convened quorum of the SWA Board. In the event that a grievance is brought before the SWA Board, the facts of the grievance will be presented by all parties involved at the next regularly scheduled Board meeting. The SWA Board then shall present a written statement of findings and recommendations concerning the dispensation of the grievances. Decisions reached by a majority vote of a duly convened quorum of the SWA Board shall be final.

F. NON-GRIEVABLE ISSUES

The following issues or circumstances are not amenable to the grievance procedure:

1. Issues which are pending or have been previously settled by other administrative procedures;
2. Work assignments which do not result in a demotion or salary reduction;
3. Budget allocations and expenditures and organizational structure including the persons or number or persons assigned to particular jobs or units;

4. The content or rating of a performance appraisal except when the employee can show that he or she has been adversely affected by the appraisal;
5. The selection of an individual by the appointing authority to fill a position through appointment, promotion, or transfer except when the employee can show that he or she has been adversely affected because of unlawful discrimination;
6. Disciplinary actions other than reprimands;
7. Any matter which is not with the jurisdiction or control of the appointing authority.
8. Internal security practices established by the SWA Board or Plant Manager;
9. Decisions, policies, practices, resolutions, or ordinances, made or passed by the SWA Board or the appointing authority which do not contradict these policies.

G. EMPLOYEE PROTECTION

No employee shall be disciplined or discriminated against in any way because of his/her proper use of the grievance procedure.

X. TRAINING AND DEVELOPMENT ACTIVITIES

A. EMPLOYEE SAFETY AND DEVELOPMENT

It shall be the responsibility of the Plant Manager or Board Chairperson to organize with employees and others to: (1) Foster and promote programs of safety and training for the employees, (2) provide in-service training of employees for the purpose of improving the quality of personal services rendered to the SWA and, (3) aid employees to prepare themselves for advancement in the service.

B. ADMINISTRATION OF EMPLOYEE DEVELOPMENT PROGRAM

The Plant Manager or Board Chairperson shall:

1. See that training is carried out and have prepared certificates or other forms of recognition for persons who satisfactorily complete approved courses and programs. (Class IV, Class III, Class II, Class I)
2. Develop and conduct training to meet the specific needs of the SWA and utilized other techniques for increasing employee efficiency and effectiveness.
3. Develop and conduct employee development programs and other types of training common to all departments.
4. Direct standards of performance and procedures for evaluating employee effectiveness.
5. Make information available concerning job requirements and training opportunities in order to assist employees in increasing their efficiency and effectiveness in their present positions, and in preparing themselves for promotions to higher positions in the SWA service.
6. The Plant Manager or the Board Chairman can authorize an employee to receive payment for the cost of tuition and books for any job-related course successfully completed.

Such courses shall be taken during employee off-duty hours unless it is necessary training for the job, which is specifically approved by the Plant Manager. If such necessary training involves travel, the Plant Manager may also approve compensation based on regular Authority travel policies and Fair Labor Standard Act (29 U.S.C.) requirements. Prior to reimbursement of expenses, the employee must execute a "Personnel Education Agreement." This agreement requires a commitment from the employee to work for the Authority for a specific period of time after receiving the training and/or education.

- 7. Keep or create a record of all approved training programs and courses and a record of employees who successfully complete such courses and programs.

C. CONFERENCES/SEMINARS

- 1. The SWA recognizes the importance of continued professional development. Employees are encouraged to participate in conferences, meetings, and seminars so long as these are a definite benefit to the employee's job and are recognized in the department budget (See X.B.6). The Plant Manager or Board Chairperson shall approve or disapprove all requests. Employees may be reimbursed for expenses as deemed appropriate.

XI. OUTSIDE EMPLOYMENT

A. RULES

Outside employment is any paid employment performed by an employee in addition to his/her employment with the SWA. The following criteria will apply to outside employment.

- 1. Such employment shall not interfere with the efficient performance of the employee's duties.
- 2. Such employment shall not involve a conflict of interest or conflict with the employee's duties.
- 3. Such employment shall not involve the performance of duties, which the employee should perform as part of his/her employment with the SWA.
- 4. No employee granted permission to engage in outside employment shall work at said outside employment for a longer period of time than stated in his/her request for permission to engage in such employment.
- 5. Any employee accepting outside employment under the terms of this rule shall make arrangements with the outside employer to be relieved from his/her outside duties if and when called for emergency sent by the SWA.

B. PROCEDURE

- 1. Any employee desiring to perform outside employment shall first file a request in writing with the Plant Manager or the Board Chairperson for permission to engage in outside employment. The request shall state the type of employment and the hours of work, the name of the prospective employer, duration of employment and the place of

prospective employment. A copy of the request shall be filed with the Board Secretary's office.

- 2. The Plant Manager may either recommend approval or disapproval of the request to the Board Chairperson. The decision of the Chairperson or, if necessary, the full SWA Board shall be final.
- 3. The Plant Manager desiring to perform outside employment shall first file a written request to the Board Chairperson as outlined in 1. Above. The decision of the Chairperson, or if necessary, the full SWA Board shall be final.

XII. ACCEPTANCE OF GIFT AND GRATUITIES

An employee shall not accept gifts, gratuities or loans from organizations, business concerns or individuals with whom the employee has official relationships on business of the SWA valued at more than \$25.00. These limitations do not apply to articles of value nor loans from regular lending institutions, nor shall they prohibit employees from accepting social courtesies, which promote good public relations. It is particularly important, however, that all employees guard against relationships, which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

XIII. CODE OF CONDUCT POLICY

- 1. No employee shall solicit or accept anything of value including a gift, loan, reward, promise of future employment, favor or service:
 - a. That would cause a reasonably prudent person to be influenced in the discharge of official duties.
 - b. That is based upon any understanding that the vote, official action, or judgment of the employee would be influenced thereby.
- 2. No employee of an agency or his/her spouse or minor child shall, at any time, accept any compensation, payment or thing of value when such employee knows, or with the exercise of reasonable care, should know that it was given to influence a vote or other action in which the employee was expected to participate in his/her official capacity.
- 3. No employee shall corruptly use or attempt to use his/her official position or any property or resources which may be within his/her trust, or perform his/her official duties, to secure a special privilege, benefit or exemption for himself/herself or others.
- 4. No Employee shall have or hold any employment or contractual relationship (personal services) with any business entity or agency which is subject to the regulation of, or doing business with, SWA that will create a conflict between his/her private interests and the performance of his/her public duties or that would impede the full and faithful discharge of his/her public duties. Determination of such conflict shall be made by the Plant Manager, Board Chairperson, or if necessary, the SWA Board concerned, upon written request of the employee. Written approval must be

received prior to engaging in such employment or contractual relationship.

- 5. No employee shall disclose or use information not available to members of the general public and gained by reason of his/her official position or for the personal gain or benefit of any other person or business entity.
- 6. It is not the intent of this section, nor shall it be construed, to prevent any employee of SWA from accepting other employment or following any pursuit which does not interfere with the full and faithful discharge of such employee of his/her duties of the SWA.

XIV. USE OF AUTHORITY VEHICLES

- 1. Employees driving SWA vehicles are required to have such Driver’s Licenses for the vehicles being driven as is required by Georgia state law. This condition is irrespective of whether the employee drives the vehicle on a regular, occasional or other basis, and whether or not this requirement is included or omitted in the description of the class to which the employee was appointed. Citations, fines or other actions taken by any law enforcement jurisdiction against any employee while driving a SWA vehicle in violation of this rule shall be the responsibility of the employee and may be cause for disciplinary action.

Authority vehicles shall only be used for official Authority business. Official Authority business is defined as performance of job or operational requirements or travel related to an employee’s official duties. The employee may use an Authority vehicle for necessary personal business when the employee is in route between locations for official Authority business or when in route between home and the workplace and the use is “de minimus” in time and value. Only SWA employees or individuals contracted to perform tasks for SWA may be transported in a SWA vehicle. Anyone misusing or abusing SWA vehicles or using a SWA vehicle for other than approved purposes shall be subject to appropriate disciplinary action, including dismissal if deemed appropriate.

- 2. Any damage, whether major or minor, to SWA vehicles shall be reported in writing to the Plant Manager or Board Chairperson within one (1) business day. The Plant Manager or Board Chairperson shall promptly forward the written report to the office of the Board Secretary. Failure to report damage is grounds for disciplinary action.

XV. UNLAWFUL ACTS

No person shall make any false statements, certify, mark or report with regard to any test, certification or appointment made under any provision of this law or in any manner commit or attempt to commit any fraud preventing the impartial execution of this law and policies.

No person shall directly or indirectly, give, render, pay offer, solicit or accept any money, service or other valuable consideration for any appointment, proposed appointment, promotion or proposed promotion to or any advantage in a position in the SWA service.

No employee of the SWA, or other person shall defeat, deceive or obstruct any person in the person’s

right to examination, eligibility, certification or appointment under this law, or furnish to any person any special or secret information for the purpose of affecting the rights or prospects of any person with respect to employment in the SWA’s service.

XVI. RECORDS AND REPORTS

A. PERSONNEL TRANSACTIONS

All appointments, separations and other personnel transactions shall be made on standard forms designated by the SWA Board. A separate file folder shall be prepared and maintained for each employee and shall contain the original or a copy of all pertinent documents. This file will be kept by the Plant Manager or Board Chairperson.

When not in conflict with state or federal laws, the Plant Manager or Board Chairperson shall determine the time limit that personnel records shall be kept on file, and shall determine the final disposition of such records.

B. PUBLIC INSPECTION

SWA acknowledges and will meet the Official Code of Georgia that allows public inspection of various personnel records.

XVII. PENALTIES

Any person who willfully violates any provision of this policy or of the personnel policies established herein, may upon action of the proper authority, as outlined in the personnel policies, have one of the following judgments rendered:

1. Dismissal from Authority Service.
2. Demotion in rank or grade.
3. Suspension for a period of time not to exceed 30 days.
4. Ineligibility for appointment to or employment in a position in the SWA service for a period of time or indefinitely.

If any provision of this policy, or if any policy or order herein, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this law, and the application of such provision of this law or of such policy, or order to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.

The official copy of these Personnel Policies shall be attested by, and place upon file with the Plant Manager for examination by present employees, prospective employees and interested citizens.

XVIII. SEXUAL HARASSMENT POLICY

It is the policy of the SWA that all personnel will work in an environment free from sexual harassment. The SWA will promptly investigate any allegation of sexual harassment and, if it is determined that

sexual harassment has occurred, the SWA will take appropriate disciplinary action, which may include discharge of the offending employee.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature tending to create an offensive work atmosphere.

Behavior of this nature is unprofessional and demeaning. It is also can distract employees from performing their job functions. Moreover, IT IS AGAINST THE LAW. Therefore, sexual advances, requests for sexual favors, or verbal or physical conduct that has sexual connotations will not be tolerated. (Such behavior by contractors and other non-employees who have reason to be on SWA premises or who otherwise have dealings with employees also will not be tolerated.)

Any employee who believes that he or she is being sexually harassed should promptly take the following steps:

1. Politely but firmly tell the person harassing you to cease immediately.
2. If the harassment continues go to your immediate supervisor and orally or in writing, state the specific details of the sexually harassing behavior. If you feel the circumstances prohibit you from complaining to your immediate supervisor, report the behavior to the Plant Manager.
3. If you believe inadequate action is being taken to resolve your complaint go directly to the Board Chairperson for the resolution of the problem. The policy of the SWA is to listen to all reasonable complaints, investigate and quickly apply appropriate sanctions, when found warranted, that will end such offensive behavior.
4. It is the SWA intention that this system for resolving complaints be available to employees without fear of retaliation. Any instance of retaliation resulting from the reporting of any sexual harassment complaint should be reported to the attention of the Plant Manager or Board Chairperson immediately.

The Plant Manager or Board Chairperson will be responsible for preventing and/or eliminating sexual harassment in the respective departments or work areas.

5. Sanctions against sexual harassment will depend upon circumstances surrounding the incident. Sanctions may lead to written reprimands and/or time off without pay or dismissal of the offender.
6. By signing the SWA Human Resources Manual the employee is stating they have an understanding of the Sexual Harassment Policy, as described above, and their willingness to abide by the SWA policy.

XIX. POLITICAL ACTIVITIES

Authority employees may offer for elective office in the city, county, state, or national governments without resigning. Any employee wishing to run for elective office shall notify the Manager of his/her intentions and may apply for leave without pay for a specified period of time. Use of unauthorized leave without pay may be grounds for termination. Whereas Authority employees may run for elective office, no employee may publicly endorse other candidates for any elective office while on Authority time or

property. Specifically, Authority Employee's will adhere to the following rules pertaining to political activities:

- A. An employee shall not take part in political management or political campaigns during any time for which he/she is expected to be on duty.
- B. No employee shall solicit, orally or by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from any employee during either employee's hours of duty, service, or work with the Authority.
- C. SWA in no way seeks to influence employees in their choice of party affiliations or candidates, recognizing that this is a matter for each person to decide. Therefore, nothing contained herein shall be construed to restrict the right of the employee to hold membership in and support a political party, to vote as he/she chooses, to express opinions on political subjects or candidates, to maintain political neutrality, to attend political parties outside of working hours, or to campaign actively during off-duty hours in all areas of political activity.
- D. Employees shall not utilize any Authority equipment, vehicles, or supplies in support of any political campaign.
- E. No employee shall be permitted to seek or participate in the management or affairs of a campaign for any elective public office if, in the discretion of the Manager, such political activity will interfere with the employee's scheduled work time or would create a conflict, or apparent conflict, between private interest of the individual and his/her official duties and responsibilities.
- F. Authority Employees are not permitted to wear any clothing or related items depicting political affiliation, party allegiance, slogans, etc. Political or campaign memorabilia, e.g. pins, buttons, signs, etc., are similarly forbidden while on duty.

Any resolutions or rules and regulations previously adopted by the SWA which may be in conflict with this act, are hereby repealed.

We hope that you will find this Handbook a useful tool while you are employed with the SWA. In order for the SWA to verify your receipt of this handbook, please sign the acknowledgement and return it to the Plant Manager.

Acknowledgement

I have read the policies outlined in this SWA Human Resources Manual. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that SINCLAIR WATER AUTHORITY may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with SINCLAIR WATER AUTHORITY representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

SINCLAIR WATER AUTHORITY reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.