



EMPLOYEE HANDBOOK

APPROVED – APRIL 23, 2020



DISCLAIMER

ALL EMPLOYEES OF BEAUFORT-JASPER WATER & SEWER AUTHORITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY REASON. NOTHING IN ANY OF BEAUFORT-JASPER WATER & SEWER AUTHORITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE PUT IN WRITING, 2) THE DOCUMENT IS LABELED "CONTRACT," 3) THE DOCUMENT STATES THE DURATION OF EMPLOYMENT, AND 4) THE DOCUMENT IS SIGNED BY THE BEAUFORT-JASPER WATER & SEWER AUTHORITY BOARD.

I acknowledge receipt of the Beaufort-Jasper Water & Sewer Authority Employee Handbook **AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT – EXPRESS OR IMPLIED.**

EMPLOYEE'S SIGNATURE

DATE

ACKNOWLEDGEMENT OF RECEIPT

Employees should sign and retain this page for their records.

TABLE OF CONTENTS

Description	Page	Description	Page
WELCOME		EMPLOYMENT PRACTICES <i>continued</i>	
Standards of Excellence	4	Tobacco Use Policy	36
Mission Statement	4	Employee Recognition Program	38
Core Values	4	Safety & Security	38
Welcome from Our General Manager	5	Employee Identification Badges	38
Our History / Our Future	6	Emergency Closings	39
GENERAL INFORMATION POLICIES		Vehicle Tracking Policy	40
Overview / Purpose of the Handbook	9	Vehicle Management Policy	41
Open Door / Conflict Resolution Policy	10	Incident Reporting	45
Affirmative Action & Equal Employment Opportunities (EEO)	10	Incident Analysis Team	46
Americans with Disabilities Amendment Act (ADAAA)	11	Electronic Device Usage	47
Immigration Law Compliance / E-Verify	12	Visitors In The Workplace	47
Political Activity	12	Personal Appearance	48
Ethics	12	Performance Evaluations	48
Procurement Activities	15	Probationary Period	49
Lost or Damaged Personal Property	15	Employee Records	50
Code of Conduct	15	Record Retention	50
Guidelines for Disciplinary Action	15	Computer & Technology Acceptable Use Policy	51
Substance Abuse Policy	17	Monitoring Employee Use of Technology	54
Whistleblower Policy	19	Social Networking / Blogging	54
HIPAA Privacy Practices	19	Workplace Privacy	55
Genetic Information Nondiscrimination Act (GINA)	19	Employee Separation & Exit Procedures	56
Violence In The Workplace	20	Return of Property	56
Harassment Policy	20	BENEFITS	
Harassment Complaint Procedures	21	Overview & Discussion	57
EMPLOYMENT PRACTICES		Health Insurance	58
Overview / Practices & Procedures	23	Dental Insurance	58
Employment Applications	24	Life Insurance	58
Recruitment & Selection Process	24	Vision Insurance	58
Employment of Relatives (Nepotism)	26	Short Term Disability Insurance	58
Background Checks	27	Long Term Disability Insurance	58
Outside Employment	29	COBRA	59
Employment Categories	30	MoneyPlus	59
Pay Schedule & Method	31	Retirement	59
Pay Deductions	32	South Carolina Deferred Compensation	60
Pay Deductions – Exempt Employees	33	Workers' Compensation	60
Fair Labor Standards Act (FLSA)	33	Education, Training & Professional Development	61
Work Schedules	34	Employee Travel & Business Expenses	62
Alternative Work Schedules	34	Uniforms	65
Rest & Meal Periods	35	Employee Assistance Program (EAP)	66
Wellness Program	36		



Description	Page	Description	Page
TIME OFF POLICIES		COMPENSATION <i>continued</i>	
Overview & Summary	67	Working Out of Classification Pay	87
Attendance	67	On Call Pay	87
Job Abandonment (No Call / No Show)	67	Guaranteed Minimum Call Back	88
Paid Time Off (PTO)	68	Payment Upon Separation	88
Emergency PTO Buy Out	69		
Holiday Leave	69		
Floating Holiday	71		
Bereavement Leave	71	APPENDICES	
Jury Duty	72	Overview	89
Voting	72	APPENDIX A	
Family & Medical Leave Act (FMLA)	72	Family and Medical Leave Act (FMLA)	90
Military Leave	74	APPENDIX B	
Administrative Leave	75	Substance Abuse Policy	94
Compensatory Time	75	APPENDIX C	
		If Injured on the Job	101
		APPENDIX D	
		Acknowledgement of Receipt – Employee Handbook & Substance Abuse Policy Employee Copy	103
COMPENSATION		APPENDIX E	
Philosophy	77	Miscellaneous Forms	
Pay Transparency Nondiscrimination Provision	77	Harassment Complaint Form	105
Compensation Plan	77	Outside Employment Disclosure	106
Compensation Practices	79	Intradepartmental Transfer Summary	107
Compensation Changes	81		
Bonus Programs	84		
Introductory Period	84	INDEX & GLOSSARY OF TERMS	109
Changes in Employee Status	85		
Loss of Job Qualification	85		
Overtime	86		
Compensatory Time	87		

Translation Assistance

All employees are required to abide by BJWSA's policies. **If you have any problems reading or understanding any information included in this handbook, please notify Human Resources.** We will gladly provide you with language assistance, but you must let Human Resources know if you are having a problem.

Unless we hear otherwise, we will assume that you are thoroughly familiar with the policies and procedures discussed in this handbook.



STANDARDS OF EXCELLENCE

For BJWSA to achieve its mission of excellence, every employee must share responsibility for specific standards that promote excellence. These standards identify the basic requirements for a productive work environment. The standards include such relevant issues as ethics, leadership, non-discrimination, safety and wellness, as well as other topics that provide the foundation for a community in which positive employee relations can flourish. Management and employees share responsibility for complying and promoting these throughout BJWSA.

MISSION STATEMENT

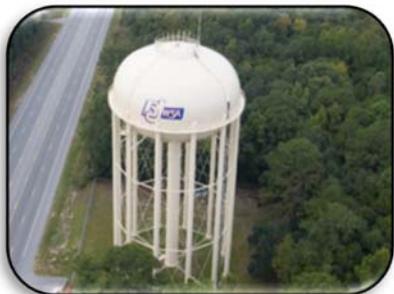
Inspire Trust & Enhance Public Health

CORE VALUES

*Ethical
Transparent
Team
Excellence*



**WELCOME FROM OUR
GENERAL MANAGER**



Dear BJWSA Employee,

On behalf of all employees, I'd like to welcome you to BJWSA. We are excited that you have decided to join the team and if there is anything I can do to assist you, please do not hesitate to contact me. BJWSA is one of the leading water and sewer utilities in the state and takes pride in consistently providing high quality water and wastewater services coupled with exceptional customer service. BJWSA is a public agency that is committed to operating in a fiscally-responsible manner, protecting the interests of the community that we serve, and being environmental stewards of the beautiful natural resources of the Lowcountry. The safety and wellness of our employees, business partners and customers is our top priority, so we work diligently to provide you with the training and resources necessary to maintain a safe, injury-free working environment.

The Employee Handbook is a comprehensive guide that will assist you in understanding and practicing the policies and procedures we employ every day here at BJWSA. Our outstanding Human Resources team is available to help you with any questions that you may have and we all look forward to making your experience at BJWSA enjoyable and successful.

Again, welcome to the BJWSA Team!

*Joe Mantua
General Manager*

W
E
L
C
O
M
E
F
R
O
M
G
M

OUR HISTORY....



The history of **Beaufort-Jasper Water and Sewer Authority** is the history of Beaufort County's search for a reliable source of drinking water and a clean water environment. Before the mid 1950's the Floridan Aquifer was a plentiful, high quality source of drinking water for all of Beaufort County. But as farmers converted more land to irrigated agriculture and the military's presence in northern Beaufort County grew, so did the demand for drinking water. The groundwater supply began to diminish and by mid-1950's, Beaufort was in danger of losing its military bases because of the shortage. In response, with the leadership of prominent local civilian and military leaders, the **Beaufort County Water Authority** was created in 1954 as a special purpose district by the South Carolina Legislature. The Water Authority's purpose was to bring treated surface water to the military installations and rural sea island residents of Beaufort County.

A timeline...

1954	The Beaufort Water Authority was created as a public, non-profit organization by the South Carolina General Assembly
1963	Community leaders worked with the Navy to construct an 18-mile canal from the Savannah River to BJWSA's first water plant in Okatie
1964	The Chelsea Water Treatment Plant (WTP) was constructed (8 Million Gallons per Day (MGD))
1965	The Authority began water services to the military installations, Beaufort, Port Royal, and the Highway 170 water tank was constructed
1969	Act 598 gave The Authority the power to construct facilities that provide collection, treatment and disposal of wastewater in Beaufort County
1971	Began providing water service to Highway 21 Elementary School, Lady's Island and St. Helena
1975	Point South Wastewater Treatment Plant (WWTP) (0.06 MGD) and Southside WWTP (0.75 MGD) were constructed
1976	Began providing water service to the rest of the Islands
1977	Hardeeville WWTP was constructed (0.55 MGD)
1983 BJWSA was created	The Authority and Jasper County Water & Sewer Authority were consolidated creating Beaufort-Jasper Water and Sewer Authority (BJWSA)
1984 Wastewater Service began	Chelsea WTP expanded to 16 MGD, St. Helena WWTP was constructed (0.35 MGD)



The reliability of the drinking water source for Beaufort County became a critical issue again in 1975 when saltwater began to intrude into the Floridan Aquifer in the southern part of the county. While northern Beaufort received Savannah River water, the southern half (Bluffton and Hilton Head Island) relied solely on the Floridan Aquifer for its water source. The South Carolina Department of Water Resources issued an order in 1989 for the Hilton Head Island utilities to reduce pumping from the Floridan Aquifer by 1995. Hilton Head Island had become a center for both tourism and retirement and to sustain both visitors and residents of the island, new reliable water sources had to be found.

1988	BJWSA became the management agency for the Levy-Limehouse Bellinger Hill (LLBH) Water Company
	Installed sewer to Beaufort County School in Bluffton
1989	Shell Point WWTP was constructed, eliminating four smaller, aging WWTP's. BJWSA acquired Rose Hill
	Began golf course irrigation and land application of effluent at Rose Hill and Dataw Island
1992	Hardeeville WWTP was upgraded to 1.01 MGD
1994	Palm Key WWTP (0.066 MGD) was built
	Cherry Point WRP (1.1 MGD) was built
	Executed the Del Webb Sun City Water and Sewer Agreement
1995	Hilton Head Island Water supply contract was signed, and Aquifer Storage and Recovery (ASR) #1 was built at Chelsea WTP
1996	St. Helena WWTP was upgraded to 0.6 MGD, Point South WWTP was upgraded to .125 MGD, and Bluffton Regional WWTP was created
1998	The Great Swamp Wetland effluent disposal site was placed in service, and the BJWSA Administration Building was built
1999	BJWSA acquired the City of Beaufort water and sewer, the Chelsea WTP expanded to 24 MGD, and water service was initiated to Hilton Head Island
2000	The Broad River ASR and ground storage tank were constructed
2001	Rose Hill wastewater flows were diverted to the Cherry Point Water Reclamation Facility (WRF)
2002	BJWSA acquired the City of Hardeeville water and sewer services, and the Cherry Point WWTP was upgraded to 1.6 MGD



	2003	BJWSA acquired the Town of Port Royal water and sewer service, Point South WWTP was upgraded to .200 MGD and Cherry Point WRF was upgraded to 3.2 MGD
	2004	Bluffton Regional Wastewater flows were diverted to Cherry Point WRF, an additional 600 acres of Great Swamp wetland were purchased, Purrysburg WTP was constructed (10 MGD)
	2005	Palmetto Bluff WWTP was built (0.5 MGD)
	2006	Port Royal Island WRF (PRIWRF) was built (4.8 MGD), and the Purrysburg WTP was rerated to 15 MGD
	2007	Cherry Point WRF was upgraded to 4.4 MGD, Point South WWTP was upgraded to .50 MGD, Southside, Shell Point WWTP's were taken offline, and the Administration Building was expanded to support growth
Military Acquisition	2008	BJWSA acquired water and wastewater systems on Marine Corps Recruitment Depot (Parris Island), Marine Corps Air Station, Laurel Bay Housing Area and the Naval Hospital. BJWSA acquired Levy-Limehouse Bellinger Hill (LLBH) Water Company and Cherry Point WRF was upgraded to 7.5 MGD
		The Tradition Reclaimed Water System was started
	2009	BJWSA Board of Directors expanded from 9 to 11 members, Point South elevated water tank was constructed; BJWSA purchased the Port Royal Railroad right-of-way from the South Carolina Ports Authority.
	2010	Palmetto Bluff ASR #3 and ground storage tank were built; PI/MCAS Wastewater Treatment Plants decommissioned; PI01 and AS01 were put online diverting flows to PRIWRF
	2012	Began construction of the Purrysburg to Bluffton 36" water transmission main
	2014	The Purrysburg to Bluffton 36" waterline was placed in service
	2016	Hardeeville WRF Expansion SOB Operations Building

Throughout its history, BJWSA has been recognized by its peers, regulators and trade groups through many awards. BJWSA has won multiple DHEC Facilities Excellence Awards, NACWA Peak Performance Awards and the AMWA Platinum Award.

BJWSA stands poised to continue its mission and remains committed to serving the Lowcountry, and will remain a leader in water and wastewater treatment locally, regionally and throughout the United States.



GENERAL INFORMATION POLICIES

Overview / Purpose of the Employee Handbook

The Employee Handbook is a central reference for all Employees. Each policy is a guideline to be used with discretion and understanding in the spirit in which the policy was written.

The Handbook is designed to provide all Beaufort-Jasper Water and Sewer Authority (BJWSA) employees with information about the work environment, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities and outlines programs developed by BJWSA for your benefit. One of our objectives is to provide a safe work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As BJWSA continues to grow, the need may arise and BJWSA reserves the rights to revise, supplement, or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion. Employees will be informed as quickly as possible of revisions.

As an employee of BJWSA, you work for a very important group of people - the citizens and businesses of Beaufort and Jasper Counties. Through your employment at BJWSA, you play a part in providing essential services that improve the quality of life in our area. Attitude is an important part of your job. Your attitude toward the public should be one of courtesy, efficiency, and a willingness to serve. Your attitude toward co-workers and supervisors should be one of cooperation, responsibility and fairness.

As a public employee your actions both on and off the job reflect directly on BJWSA. Keep in mind that as a public employee, paid with public funds and using public equipment, you are in the public eye. It is essential that your actions be beyond reproach and in the best interests of the area you serve.

Nothing in this Policy creates a property interest of employment or a contract of employment, nor does this procedure limit or restrict the Employee's status as "at will" or the authority of BJWSA to terminate any employee.

BJWSA reserves the right to change this policy at any time, with or without notification.

GENERAL
INFO



OPEN DOOR / CONFLICT RESOLUTION POLICY

BJWSA has an open door policy, which is intended to allow open and honest communications for employees to express their opinion and to seek a solution concerning disagreements or concerns arising from working relationships, working conditions, employment practices or differences of interpretation of policy. It is the employee's responsibility to address their concerns.

BJWSA offers its employees this Conflict Resolution Process, which is intended to facilitate an open and honest manner of review and is intended to be an extension of the open door policy. A conflict is defined as any complaint by an employee who feels that they have been treated unfairly, unlawfully, or in violation of BJWSA policy, with regard to any matter pertaining to their employment. A conflict does not generally include issues related solely to the amount of compensation paid to the employee.

Employees should first present the concern to their supervisor; typically, they are the most direct source of information regarding the employee's job and departmental policies and procedures. If for any reason the employee feels uncomfortable discussing the matter with their supervisor, the supervisor is not available, or the employee is not satisfied with the response from the supervisor, the employee is encouraged to discuss the matter with any member of management or Human Resources.

Human Resources will investigate and coordinate with appropriate parties, including the employee's supervisor, to respond to the complaint.

BJWSA does not tolerate harassment, discrimination or retaliation in any form and utilizing the prescribed process will not result in retaliation toward the employee.

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY (EEO)

BJWSA is an Equal Opportunity and Affirmative Action Employer that values diversity. It is BJWSA's policy to take affirmative action to employ and advance qualified individuals and base all employment decisions on valid job requirements. In addition, it is the policy of BJWSA to maintain a working environment free of violence, harassment, threats, coercion, intimidation and discrimination.

BJWSA does not discriminate in employment opportunities or practices on the basis of **race, color, religion, gender, genetic information, national origin, citizenship, age, veteran status, disability, marital status, sexual orientation or any other characteristic protected by federal law.**

This policy governs all actions including, but not limited to, selection, employment, promotion, demotion, transfer, recruitment, layoff, discipline, termination, compensation, access to benefits and training, and other terms of employment.



BJWSA may **reasonably accommodate** qualified individuals with qualifying physical or mental disabilities unless doing so would result in an undue hardship or a direct threat of harm to the employee or others in the workplace.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor, any member of management or Human Resources. **Employees may raise concerns and make reports without fear of retaliation.** Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

In accordance with federal regulations, BJWSA completes an annual Affirmative Action Program (AAP). This plan establishes guidelines for increasing diversity in the applicant pool. At BJWSA, we seek to employ a qualified, diverse workforce that reflects the global population that we serve. Each member of BJWSA who participates in the hiring process shares responsibility for affirmative action and should be aware of our commitment to diversity in the employment process.

BJWSA makes every effort to comply with the rules, regulations, and relevant orders of the Secretary of Labor and the Office of Federal Contract Compliance Programs (OFCCP).

**AMERICANS WITH
DISABILITIES
AMENDMENT ACT
(ADAAA)**

In accordance with the American with Disabilities Act of 1990 (ADA) and the American with Disabilities Act Amendments Act of 2008 (ADAAA), BJWSA prohibits discrimination against qualified individuals with known disabilities in all employment practices, including, but not limited to, selection, employment, promotion, demotion, transfer, recruitment, layoff, discipline, termination, compensation, access to benefits and training, the process of resolving conflicts and other terms and conditions of employment.

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

BJWSA is committed to providing reasonable accommodations for applicants and employees with qualifying and documented disabilities unless such accommodation poses an undue hardship or a direct threat to the employee or others in the workplace. The determination of whether any particular condition is considered a disability is made on a case-by-case basis.

Any person wishing to self-identify as disabled or request a reasonable accommodation due to a disability should contact Human Resources.



**IMMIGRATION LAW
COMPLIANCE (WORK
ELIGIBILITY)**

BJWSA is committed to employing only those who are authorized to work in the United States and will not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility to work in the United States.

Additionally, BJWSA is an E-Verify employer. E-Verify is an Internet-based system that compares information from an employee's Employment Eligibility Verification Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

POLITICAL ACTIVITY

BJWSA employees may participate in political activities provided that no employee:

1. Uses official authority or influence for the purpose of interfering with/or affecting the results of an election or a nomination for office;
2. Uses BJWSA equipment or resources for campaign purposes;
3. Engages in any political activity while on duty; and
4. Engages in any activity expressly prohibited by State or Federal law.

ETHICS

BJWSA expects strict observance of the South Carolina State Ethics Act and all other laws applicable to its business. BJWSA expects the highest standard of honesty and integrity from all employees. If there is any uncertainty about the application of this policy, the concerned party should seek clarification from their immediate supervisor. If the matter cannot be resolved to the full satisfaction of both parties, Senior Management provides further guidance. The General Manager periodically makes a report to the Board on all matters involving actual or potential conflicts of interest with respect to its employees.

Employees must avoid any action, which might result in, or create an appearance of:

1. Using public office for private gain
2. Giving preferential treatment to any organization or person
3. Losing independence of judgment or impartiality of action
4. Adversely affecting the public's confidence of the integrity of BJWSA
5. Accepting additional compensation

Conflict of Interest Considerations

Employees must not take part in any personal, business or professional activity, including any direct or indirect financial interest that places

them in a position of conflict between their private interests and the interests of BJWSA.

Relative to this standard, employees:

1. Must not use, directly or indirectly, any BJWSA information not generally available to the public to further a private gain to self or others.
2. Must not use their BJWSA position to induce, coerce, or to influence any other person (including subordinates) to provide any benefits, financial or otherwise, to self or to others.
3. Must not have direct or indirect interest in any organization which has, or is seeking to have, business dealings with BJWSA where there is an opportunity for preferential treatment to be given or received, except as noted in this policy.
4. Must understand that unethical conduct will not be tolerated, that employees have an obligation to report wrongdoing, which they can do without fear of retaliation, and that BJWSA will investigate each report fully and fairly.
5. In the event an employee has a personal relationship outside of work with a person in a company that does business with BJWSA, he/she should consider whether that relationship and/or associated activities call into question a potential conflict of interest in regards to their work responsibilities. If this is the case, then it is recommended the employee inform their supervisor.
6. Must not solicit or receive any money or gifts of greater than nominal value from any person or business having business dealings with BJWSA for performance of official duties.

Acceptance of a Gift or Gratuity

Consistent with guidelines established in the South Carolina State Ethics Act, employees, or any family member must not solicit, demand, accept, or agree to accept, directly or indirectly, any cash or gift card or anything else of greater than nominal value, or special favors from any organization, firm or individual doing or seeking to do business with BJWSA; or under any circumstances which might be construed as influencing the performance of official duties.

For the purposes of this policy, a “Gift” means anything greater than \$50.00, including entertainment, travel, and lodging given or paid to a public official, public member, or public employee to the extent that consideration of equal or greater value is not received. A gift includes a rebate or discount on the price of anything greater than the nominal value of \$50.00 unless it is made in the ordinary course of business without regard to that person’s status.

Receipt of monetary tips, gratuities or in-kind services in recognition of work performed for customers is prohibited. Violations will be managed through the disciplinary policies.

To eliminate the appearance of coercion, intimidation, or pressure, employees must not make personal commercial solicitations or sales to BJWSA subordinates.

Property Use

Employees must not directly or indirectly use or allow the use of BJWSA property or resources of any kind for other than officially approved activities. Employees are responsible for protecting and conserving BJWSA property, including equipment, supplies and other property entrusted to them.

Standards of Ethical Conduct

1. Employees must never discriminate unfairly by the dispensing of special favors and privileges.
2. In no case is an employee to discriminate against any other party because of any protected characteristic as defined by federal law and/or our policies.
3. Employees must not engage in criminal or dishonest conduct.
4. Employees must be candid in revealing information to BJWSA relating to the ethical conduct of BJWSA's business.
5. Employees must obtain prior approval in the event that a consultant, manufacturer or vendor offers to provide travel, and/or housing for an employee for the benefit of BJWSA. If approval is granted, then BJWSA will bear the cost.
6. Employees must disclose a potential conflict of interest where an employee's official duties require an action or a decision which substantially affects their personal financial interest or those of a family member of their household or family, or a business with which they are associated.
7. Employees must not engage in outside employment, which might result in a conflict, or apparent conflict of interest. Outside employment must be approved by your supervisor.
8. Employees are expected to give a full day's labor for a full day's pay, giving their best effort and thought to the performance of their duties.
9. Employees must refrain from participation in any activities related to the appointment of Board Members and from any activities which would impair the performance of their duties.
10. Employees must obtain approval in the event they engage or desire to engage in activities outside of work with a representative from a company that does business with BJWSA and the activities either exceed \$50.00 or call into question a potential conflict of interest in regards to their work responsibilities.
11. Management personnel must handle personnel matters such as appointment, pay adjustments, promotions and discipline on a nondiscriminatory and lawful basis.
12. All transactions must be accurately recorded and in compliance with accounting rules and controls. Falsification of books and records and any off-the-record bank accounts are strictly prohibited. All employees, especially those senior officials involved in BJWSA's fiscal affairs, must demonstrate and promote a high level of financial integrity to deter any wrongdoing.

Violations

Employees who violate the Standards of Ethical Conduct or any portion of the Ethics Policy outlined herein may be subject to disciplinary action in accordance with BJWSA's policy on disciplinary procedures, up to

and including termination of employment, and may be subject to penalty provisions of the South Carolina State Ethics Act.

Commitment

As an employee of BJWSA, you are expected to demonstrate a commitment to:

1. Honest and ethical conduct.
2. Avoidance of conflicts of interest.
3. Full, accurate, timely and understandable financial disclosure in reports and documents.
4. Compliance with applicable government laws, rules, and regulations.

**PROCUREMENT
ACTIVITIES**

BJWSA has established procurement policies and procedures to ensure the fair and equitable treatment of all persons involved in public purchasing, to establish and enforce ethical standards for employee conduct to preclude any actual or perceived impropriety, and to provide the Authority the best value in all purchasing transactions.

A copy of the Procurement Policy is available from the Procurement Department.

**LOST OR DAMAGED
PERSONAL PROPERTY**

BJWSA does not assume responsibility for personal property that may be lost or damaged in the course of normal business operations.

CODE OF CONDUCT

BJWSA expects the highest standards of behavior from all employees. BJWSA's **Code of Conduct** provides the foundation for employee behavior with the guidelines established here intended to clarify the severity of the misconduct and appropriate discipline.

The Disciplinary Guidelines list many of the most important rules but it is not intended to cover all conduct or work performance issues which may be grounds for disciplinary action up to and including termination. BJWSA can unilaterally change or add to them at any time, without prior notice.

**GUIDELINES FOR
DISCIPLINARY ACTION**

These Disciplinary Guidelines are provided to create a framework and to ensure that discipline, when administered, is administered in a fair, equitable manner and in a manner consistent with established guidelines and without regard to race, color, religion, gender, genetic information, national origin, citizenship, age, veteran status, disability, marital status, sexual orientation or any other characteristic protected by federal law.

In many cases, potential problems can be corrected by an informal discussion between the employee and their immediate supervisor. Documentation of actions, including a description of the violation and the action taken may be filed in the employee's personnel file in Human Resources.

BJWSA does not have a progressive discipline policy and reserves the right to take whatever disciplinary action it deems appropriate.

Because the violation of some offenses is more serious than others, these offenses have been divided into three groups. Discipline may range from a verbal discussion and counseling to a written warning, probation, suspension, or termination of employment at the discretion of BJWSA. The severity of the violation as well as previous violations may be considered.

Group A - General Violations

1. Failure to follow oral or written instructions.
2. Insubordination or other disrespectful conduct.
3. Inefficiency or lack of application in the performance of duties.
4. Careless, negligent or improper use of BJWSA property or equipment.
5. Thoughtless conduct or horseplay that endangers others or results in minor property damage.
6. Failure to maintain satisfactory and/or harmonious working relationships with the public and/or fellow employees.
7. Misuse of BJWSA time such as, but not limited to, the following:
 - a. Not starting work on time.
 - b. Stopping or leaving work early.
 - c. Unauthorized working of overtime.
8. Loitering.
9. Violation of BJWSA policies.
10. Interfering with other employee's work.
11. Excessive reading of books, magazines, or other materials (print or online) not pertaining to work while on duty.
12. Boisterous or disruptive activity in the workplace.
13. Creating or contributing to unsanitary conditions.
14. Failure to use required PPE (Personal Protective Equipment) including earplugs, safety glasses, hardhat, or any other PPE specified for a particular job.
15. Violation of the Tobacco Use policy.

Group B - Serious Violations

1. Willful disregard of standard safety operating procedures including, but not limited to:
 - a. Alterations of safety devices. An example would be the removal of guards or safety interlocks or any similar action or activity.
 - b. Failure to use safety equipment. An example would include lockout devices, fall protection harness, or confined space equipment.
 - c. Failure to comply with safety rules. Examples would include work zone safety, lockout, or trenching.
2. Excessive force or language in dealing with the public or other employees.
3. Unauthorized gambling on BJWSA property, or at any time during working hours.
4. Improper use of leave.
5. Unauthorized absence.

Group C - Extremely Serious Violations

1. Falsification of records or misrepresentation of material records.
2. Unauthorized or improper disclosure of confidential information, BJWSA records or documents.
3. Unauthorized use of employer-owned equipment or systems.
4. Misuse of BJWSA funds, equipment or property.
5. Willfully causing damage or destruction of equipment or property belonging to BJWSA or to fellow workers.
6. Theft or inappropriate removal or possession of BJWSA property.
7. Fighting or threatening violence in the workplace or while on duty.
8. Unauthorized possession, distribution, sale, transfer, or consumption of alcohol or use of illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
9. Sexual or other unlawful or unwelcome harassment or other unlawful discriminatory actions.
10. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace, on company property, or at company sponsored events.
11. Falsification of information in application process.
12. Conviction of a felony or failure to notify an employee's supervisor or Human Resources of any arrest or conviction of a felony, a crime of moral turpitude, a drug or alcohol related incident or any incident that could cause distrust by BJWSA to customers or the general public.
13. Incidents of aggressive driving typically is characterized as "road rage".
14. Violation of BJWSA's Ethics Policy.
15. Guilty of gross misconduct, insubordination or conduct unbecoming of a BJWSA employee.
16. Unauthorized absence of three consecutive days or more.

**SUBSTANCE ABUSE
POLICY**

BJWSA is committed to a safe, healthy and productive work environment for all employees. BJWSA recognizes that alcohol, drug or other substance abuse by an employee may impair their ability to perform properly and can have serious adverse effects on the safety, efficiency and productivity of other employees and BJWSA as a whole. Some BJWSA employees perform duties which are regulated by the U.S. Department of Transportation (DOT) and /or Department of Defense (DOD).

BJWSA prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs at any time, and unauthorized possession or use of alcohol in the workplace, including in BJWSA vehicles or personal vehicles used in the performance of duties for BJWSA. This prohibition includes the presence of any such substances or their metabolite as identified through BJWSA's workplace drug and/or alcohol testing program.

Disciplinary action may be imposed, up to and including termination of employment, at the sole discretion of BJWSA. The

decision of continued employment may include employees' position/duties, past performance and current situation.

As a condition of continuing employment, an employee must:

1. Abide by the terms of this policy; and
2. Complete testing when required by policy or regulation, as instructed; and
3. Have a verified negative drug test or confirmed negative alcohol test in accordance with this policy and/or applicable DOT regulation; and
4. Immediately notify their supervisor and the Director of Human Resources of any required prescription medication they must take that may affect performance or ability to perform work duties; and
5. Notify their immediate supervisor and the Director of Human Resources immediately following an arrest and within five (5) calendar days after any conviction for the manufacture, distribution, dispensation, possession, or use of narcotics, drugs, alcohol or other controlled substances.

Conviction as used in this policy includes a finding of guilt, an imposition of a sentence, a plea of no contest, or a plea of guilty.

Disciplinary action for violation of this policy may include any and/or all of the following:

1. Suspension.
2. Immediate removal from DOT and/or DOD regulated duties.
3. Demotion, reduction in pay, and/or termination of employment with BJWSA.
4. An employee still in their initial Introductory Period is subject to immediate termination.

*Further details on the substance abuse policy and enforcement can be found under **APPENDIX B**.*

Employees are required to sign the **ACKNOWLEDGEMENT OF RECEIPT** (found in **APPENDIX D**) and return this to HR.

Employee Assistance for Dependency

An employee who suspects they have an alcohol or drug dependency problem is encouraged to seek professional assistance or advice and to follow appropriate treatment before it results in job performance problems or a violation of BJWSA policy.

If an employee violates the provisions of this Policy, appropriate disciplinary action may be taken, up to and including termination of employment.

This policy does not require, and should not result in any special privileges, or exemptions from satisfactory job performance.

FMCSA-DOT (Federal Motor Carrier Safety Administration – Department of Transportation) regulated employees may self-report a substance abuse problem and voluntarily seek assistance in accordance with BJWSA policy.



Searches Authorized

BJWSA may from time to time conduct unannounced searches for drugs and alcohol on BJWSA owned or controlled property. *Controlled property is defined as any article, equipment, or vehicle, which is on BJWSA property or under its control in any manner as determined by and at the sole discretion of BJWSA.*

WHISTLEBLOWER POLICY

This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns internally prior to seeking resolution outside the organization. It is the responsibility of all employees to report in good faith suspected misconduct that is deemed unethical or illegal. Examples of alleged misconduct can be classified in many ways: violation of federal, state or local laws; gross abuse of company policy/rules; fraud; corruption; or threat to public health or safety.

BJWSA has an open door policy and suggests that employees share their problems, complaints, or suggestions with any member of management and/or Human Resources. Supervisors are required to report these to the Director of Human Resources to ensure unethical or illegal conduct is investigated and resolved. The Director of HR may include the assistance of senior management or Board of Directors to decide if an investigation is warranted and what actions should be taken to determine whether fraud or an illegal act by an employee has occurred.

BJWSA will make every reasonable effort to protect the identity of all involved. However, in some cases, identity may have to be disclosed in order to conduct a thorough investigation.

It is contrary to the values of BJWSA for anyone to retaliate against any employee who in good faith reports an ethics violation or a suspected violation of law. Any employee who believes they are the victim of retaliation should contact Human Resources immediately.

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove to have been made maliciously or knowingly false may be subject to discipline up to and including termination.

HIPAA PRIVACY PRACTICES

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), BJWSA is committed to protecting the privacy of its employees and to complying with all legislation surrounding the confidentiality of personal health information that may be collected during the employment relationship. Any employee in violation of the HIPAA policy may be subject to disciplinary action, up to and including termination.

GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)

The **Genetic Information Nondiscrimination Act of 2008 (GINA)** prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. Employees should not provide any genetic information for



employment purposes “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

VIOLENCE IN THE WORKPLACE

BJWSA promotes a safe and secure work environment for its employees. BJWSA is committed to working with its employees to maintain a work environment free of violence, harassment, threats, coercion, intimidation and discrimination. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Any form of violence in the workplace will not be tolerated and may be reported to Law Enforcement. Respecting the privacy of all involved as much as possible, reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit any act of violence may be removed from the premises and may be subject to disciplinary action up to and including termination of employment.

BJWSA needs your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore any type of violence, harassment, threats, coercion, intimidation and discrimination. If you observe or experience such behavior by anyone in the course of normal business operations, whether they are an employee or not, you are required to report it immediately to a supervisor or department head or Human Resources.

Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace, on company property, or at company-sponsored events is strictly prohibited regardless of permit.

*The **QUICK GUIDE** contains specific information on how to respond if presented with actual or potential acts of violence. Employees are encouraged to make themselves familiar with this resource. See page 38 for more information on Safety & Security.*

HARASSMENT POLICY

Under federal law and BJWSA policy, unlawful discrimination, including harassment, on the basis of race, color, religion, gender, genetic information, national origin, citizenship, age, veteran status, disability, marital status, sexual orientation, or any other characteristic protected by federal law is prohibited.

Harassment is unwelcomed physical, verbal or visual conduct that is based on any characteristic protected by federal law. Sexual harassment, which warrants special mention, is unwelcomed sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex.

Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a

reasonable person would consider intimidating, hostile, or abusive. 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, and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

It is the responsibility of every BJWSA employee to promptly report harassing conduct to anyone in your supervisory chain; any member of management or to Human Resources.

BJWSA cannot correct harassing conduct if a supervisor or Human Resources does not become aware of it.

BJWSA will promptly investigate alleged harassing conduct. Information will be maintained on a confidential basis to the greatest extent possible.

BJWSA forbids retaliation against anyone for making a good-faith report of harassing conduct under this or any other policy or procedure, or for assisting in any inquiry about such a report.

BJWSA does not permit harassing conduct by anyone in the workplace. Anyone engaging in sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

HARASSMENT COMPLAINT PROCEDURES

In the event an employee feels they have been subjected to a form of harassment or witnessed harassment, regardless of whether it is by a fellow worker, any member of management or another person, they should report the incident(s). The employee may do this by:

1. Reporting the incident to any supervisor or any member of the management team, consistent with our Open Door Policy.
2. Reporting to the Director of Human Resources.
3. Complaints against the General Manager should be made to your immediate supervisor, any member of the management team, Human Resources and/or the Chair of the BJWSA Board.

Any member of management who receives a complaint or becomes aware of harassment shall assist the employee in completion of the **Harassment Complaint Form** and notify the Director of Human Resources for investigation. Management is obligated to report the incident to HR and complete the form documenting the complaint.

Investigations may include an interview with the person filing the complaint, witnesses, and the person alleged to have committed harassment or others. When the investigation has been completed, BJWSA may, to the extent appropriate, inform the complainant and the person alleged to have committed the conduct about the status of the investigation and/or follow up action.

*Employees should use the **Harassment Complaint Form** (found in **APPENDIX E**) to report the incident and initiate an investigation.*



**EMPLOYEE HANDBOOK
APPROVED – APRIL 23, 2020**

NOTES:



EMPLOYMENT PRACTICES

Overview / Practices and Procedures

Employment guidelines are an important part of the employer/employee relationship. Both employees and candidates for employment should have a good understanding of the employment opportunities available and the employment requirements expected at BJWSA. Numerous federal, state, and local laws govern many of the systems established in the employment process. BJWSA is committed to ensuring the workforce is comprised of qualified, talented, and diverse employees who are willing to work in a mutually supportive manner. BJWSA expects all employees with hiring and supervisory authority to be uncompromising in their search for and management of employees by following these policies.

These policies provide a framework for daily operations and address a wide variety of issues, from hiring and personal appearance to inclement weather and outside employment.

Employees should read this handbook carefully to understand the basic guidelines of behavior that are expected.

EMPLOYMENT



EMPLOYMENT APPLICATIONS

All applicants are required to complete an application. BJWSA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in BJWSA's exclusion of the individual from further consideration for employment or, if the person has been hired, discipline up to and including termination of employment.

RECRUITMENT AND SELECTION PROCESS

BJWSA's recruitment and selection activities are designed to recruit and retain the most qualified individuals available.

Position openings or employment notices will be posted in conspicuous places and made available to employees and applicants, including those who may require special accommodation.

Internal Applicants

For each vacancy and newly created position, and prior to soliciting external applications, BJWSA follows the following guidelines:

1. Position is advertised internally for at least seven (7) business days and ends on a Friday.
2. All internal applicants who meet the minimum qualifications will be interviewed and a decision will be rendered prior to external recruiting.
3. The Director of Human Resources may adjust this process if a valid business reason exists such as a hard-to-fill position or a shortage of qualified internal applicants.

Intradepartmental Transfers

BJWSA recognizes that staff motivation, productivity, and retention are dependent upon people working in jobs that are well suited to their interests and qualifications, and therefore offers **Intradepartmental Transfer** opportunities for current employees. Likewise, supervisors should be supportive of staff members who have the desire to enhance their skills or develop new competencies by pursuing different or greater responsibilities internally.

For the purposes of this policy, **Intradepartmental Transfer** is defined as a transfer of an employee to another position within the same classification and same department. The transferring employee must meet the minimum qualifications for the job reassigned.

Current departments include:

Administration, Billing, Public Affairs, Customer Service, Engineering, Field Operations, Finance, Fleet Maintenance, Human Resources, Information Technology, Laboratory, Procurement, Technical Maintenance, Wastewater Operations and Water Operations.

It is critical to ensure transparency and fairness that transfer opportunities are communicated using a variety of forums. Those forums will include:

1. Announcement communicated during staff meetings;
2. Announcement emailed to department employees and Human Resources;

3. Announcement posted on the Human Resources bulletin board by HR staff;
4. Announcement posted on the department bulletin boards;
5. Supervisors or managers will notify absent employees of the announcement via phone;
6. Announcement must include a deadline that allows for responding within three (3) business days.

The selection may be based primarily on the department's business needs and the selected employee's qualifications. For all positions, consideration may be given to the employee's demonstrated skills, among other job-related factors, before making a final decision. Deficiencies in such skills or job-related factors may eliminate an individual from further consideration.

If more than one employee expresses an interest in the position, brief interviews may be conducted by the supervisor or manager to determine the most qualified candidate. It is usually not necessary for the selected candidate to complete an additional 180-day introductory period.

Once the selection process is completed, the hiring supervisor or manager may complete and forward the **INTRADEPARTMENTAL TRANSFER SUMMARY** form (found in **APPENDIX E**) to Human Resources. The form should identify the following:

1. Hiring supervisor
2. Job title of the position being filled
3. List of the applicants
4. Selected applicant and reason
5. Effective date of transfer

Once the Intradepartmental Transfer has been completed, or if no one shows interest in the Intradepartmental Transfer, then the position that is left vacant may be advertised internally and/or externally.

Human Resources will notify Payroll per normal process.

Former BJWSA Employees

Should a former BJWSA employee return to work within fifteen (15) days or less after the effective date of termination, the employee:

1. Retains the original "Service Date" (Date of Hire) with BJWSA.
2. Insurance coverage may be reinstated with no break in service.
3. Paid Time Off will reset to new hire status and the Service Date will be used for accrual earnings as defined by the earnings schedule on page 68.
4. Regardless of the reason for separation, there is no guarantee to any position, to the same position, or to the same salary earned prior to separation of employment.
5. Vacant positions may be advertised in accordance with BJWSA's current employment policy found in the employee handbook. Former employees should apply following the guidelines in this handbook and those listed on the job vacancy announcement.

PEBA determines eligibility for South Carolina Retirement, for more information refer to their website at:
<https://www.peba.sc.gov/retirement.html>.

External Applicants/Hiring Committee

The Director of Human Resources may establish a hiring committee consisting of the Director of Human Resources as Chair, the hiring supervisor, and at least two other employees to be appointed by the Director of Human Resources depending on the number of applicants.

1. The Committee members should reflect the diversity of BJWSA employees.
2. The Committee screens applications and resumes with the objective of obtaining the broadest possible range of qualified candidates.
3. The Committee's role is to select the candidates to be pre-screened.

In most cases, the hiring supervisor conducts the interviews and recommends a candidate. This recommendation must be approved by the appropriate levels of management and Director of Human Resources. **Human Resources can only make offers of employment.**

Selection Process

To help ensure that employees are able to perform their duties safely and effectively, the selection process may include: interviews, evaluation of experience, education and training, and valid performance tests.

**EMPLOYMENT OF
RELATIVES
(NEPOTISM)**

Relatives of persons currently employed by BJWSA may not be hired if:

1. They will be working directly for or supervising a relative or;
2. Interacting with each other in the handling of money or compensation or;
3. Any other potentially conflicting situation within the organization.

Additionally, BJWSA employees cannot be transferred into positions that would cause such a conflicting relationship.

For the purposes of this policy, a relative is a parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship such as a domestic partner, or co-inhabitant.

If employees become related, as such is defined above, and thereby create a situation, prohibited by this policy, which cannot be remedied administratively, one of the employees may be reassigned into a position for which they are qualified or may be asked to resign. If the two employees cannot agree on how to resolve the matter, the General Manager in consultation with Human Resources will make the determination based on the overall business needs of BJWSA.

Situations not specifically addressed in this policy which, in BJWSA's opinion, create a conflict of interest or give the appearance of a conflict of interest, are handled at BJWSA's discretion.

BACKGROUND CHECKS

It is BJWSA's policy to conduct Background Checks on new hires as well as periodic checks on employees. Background checking may include checks of references, driving records, criminal, credit and/or education. Verification of licenses and certifications may also be included.

A Background Release Form must be signed by applicants before conducting any check. Any applicant who refuses to sign a release form is not eligible for employment. Prior to making a contingent offer, Human Resources may verify that the applicant has signed a Background Release Form.

Reference Checks

BJWSA conducts reference checks on all potential employees to confirm and supplement information in the applicant's resume or application. The hiring official may seek confirmation of background data such as: dates of employment, salary, position, duties, education, professional licenses, attendance, dependability, judgment and initiative.

Any requests for reference checks on current or past employees must be made in writing and directed to Human Resources. BJWSA may permit the release of dates of employment, job title and ending pay for written reference checks, not to be confused with Employment Verifications. See also Employee Records for more information on Employment Verification on page 48-49.

Criminal Record Checks

BJWSA conducts job related criminal record checks on both new hires and current employees. Criminal record checks can be conducted at any time during employment as necessary for business operations and will be conducted through the South Carolina Law Enforcement Division (SLED) or the appropriate state-agency, but BJWSA reserves the right to utilize a third party.

Driving Record Checks

BJWSA employees are required to maintain a valid, state-issued, driver's license. BJWSA conducts driving record checks on both new hires and current employees. Driving record checks may be conducted at any time during employment and may be conducted through the South Carolina Department of Motor Vehicles or the appropriate state-agency, but BJWSA reserves the right to utilize a third party.

Human Resources may conduct **annual driving record checks** to determine eligibility for continued employment.

Speeding, reckless driving, an accumulation of preventable incidents or the receipt of multiple driving citations is conduct unbecoming of a BJWSA employee. BJWSA utilizes The **National Safety Council's** definition of "**preventable**" which is "any accident involving an

organizational vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent the accident.”

An employee receiving any of the following may be subject to review:

1. One major driving infraction within the last 12-month period such as DUI, DWI, reckless driving, speeding more than 25mph, passing a stopped school bus or anything similar in nature as determined by the Director of Human Resources.
2. Two (2) or more driving (moving) citations within the last 12-month period such as speeding, failure to yield, failure to wear seatbelts, contributing to a motor vehicle accident, etc.
3. Three (3) or more driving (moving) citations within the last 24-month period such as speeding, failure to yield, failure to wear seatbelts, contributing to a motor vehicle accident, etc.
4. Four (4) or more driving (moving) citations within the last 36-month period such as speeding, failure to yield, failure to wear seatbelts, contributing to a motor vehicle accident, etc.
5. Two (2) or more determinations of “preventable” vehicle incidents from BJWSA Incident Analysis Team within a 12-month period.
6. Cancellation or Suspension of Driver’s License.

An employee may be subject to review based on the criteria noted above during the normal course of the year or if such violations are discovered during the annual review. The employee may receive formal counseling and documentation may be placed in the employee's file. The employee may be required to attend a *Defensive Driving Course* as a condition of continued employment as determined by the review process.

To determine eligibility for employment, applicants who exceed the criteria established above may not be eligible for hire. In addition, those applicants who are required to obtain a Department of Defense Contractor Badge and do not meet the government's criteria due to their criminal or driving history may not be eligible for hire.

Medical Examination and Drug Test (Post Offer)

BJWSA requires all applicants who have received (and accepted) an offer of employment to complete a medical examination and drug test.

The medical examination may be used to determine the applicant's abilities to perform the essential functions and their job-related tasks. All information and results obtained from the medical examination are confidential and maintained separately from the employee's personnel file.

Medical Examinations (CDL Capacity)

Employees with a CDL job requirement will be expected to undergo a medical examination annually that will be funded by BJWSA.



OUTSIDE EMPLOYMENT

BJWSA employment shall be the principal vocation of all Regular Full-Time Employees. A full-time employee who is presently engaged, or who plans to engage, in outside employment shall report to their supervisor using the Outside Employment Disclosure Form detailing the nature and extent of such activities, and the amount of time the work will require. For this policy, Outside Employment is defined as *any form of non-BJWSA employment or business relationship or activity involving the provision of personal services by the employee for direct, indirect, or deferred compensation other than reimbursement of actual and necessary expenses.*

Regardless of the nature, HR must be made aware of any outside employment as it may interfere with scheduling and performance. Employees are required to complete the **Outside Employment Disclosure Form** annually and any other time that Outside Employment occurs.

An employee may not hold a job with another organization if the outside employment would cause a conflict of interest with the employee's BJWSA duties or would interfere with the employee's performance of their BJWSA job. BJWSA equipment, vehicles, time, property, facilities, materials, supplies or uniforms are not to be used by employees for outside employment or other personal gain.

If BJWSA determines an employee's outside employment interferes with their performance or their ability to meet the requirements of BJWSA, the employee may be asked to terminate the outside employment if they wish to remain employed with BJWSA.

*Employees should use the **OUTSIDE EMPLOYMENT DISCLOSURE** (found in APPENDIX E) to report an Outside Employment.*



EMPLOYMENT CATEGORIES

Throughout the Employee Handbook, references are made to particular employee groups as classifications. This section is designed to familiarize you with these terms.

Regular Full-Time: One who is normally scheduled to work forty (40) hours per week.

Regular Part-Time: One who is normally scheduled to work less than forty (40) hours per week but at least thirty (30) hours per week is eligible for all benefits. An employee scheduled to work less than 30 hours per week is not eligible for benefits beyond legally mandated benefits including Social Security, Workers' Compensation and S.C. State Retirement. Leave accrual will be prorated based on hours worked.

Intern: One who is normally scheduled to work no more than 25 hours per week and no more than 1,000 hours in a calendar year (generally not to exceed 900 hours in a calendar year).

Temporary: One who is hired for a job requiring irregular hours or a schedule for a temporary period of time, usually not more than six (6) months. No service is accrued for temporary employees and they are not eligible for benefits including leave accrual.

Introductory: All new employees (Full Time or Part Time) must complete a 180-calendar day Introductory Period. Transferred, promoted or demoted employees may be considered introductory employees for an additional 180 calendar days. The Introductory Period is intended to give the employee an opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. BJWSA uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on an introductory basis for the first 180-calendar days after their date of hire or appointment. Any significant absence may automatically extend an Introductory Period by the length of the absence. If BJWSA determines that the designated Introductory Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Introductory Period may be extended for a period not to exceed 90 calendar days.



During the Introductory Period, new employees accrue leave and are eligible for those benefits that are required by law, such as workers' compensation insurance, Social Security and South Carolina State Retirement. They may also be eligible for other BJWSA-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

Upon satisfactory completion of the Introductory Period, employees enter the "regular" employment classification.

All employees are classified as either **exempt** or **non-exempt** as defined by Federal and State laws.

Exempt:

Employees who, due to the nature of their duties, *are not covered by the minimum wage and overtime provisions of the law*. Such individuals are paid a fixed annual salary and are not eligible for overtime nor compensatory time.

Non-Exempt:

Employees who are covered by the minimum wage and overtime provisions of the law. Such employees are usually paid on an hourly basis and are required to record their hours on a timekeeping system. Non-exempt employees are paid overtime or compensatory time at a rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek.

PAY SCHEDULE AND METHOD

BJWSA plans a bi-weekly pay schedule for employees to be paid every other Friday for a total of 26 pay dates annually. All employees are required to have their paychecks directly deposited into the financial institution(s) of their choice.

Employees are paid on Friday for the two-week period ending the previous Friday. The work week begins at 12:00:00 AM on Saturday and ends at 11:59:59 PM on Friday.

Non-exempt employees are required to complete time cards accurately reflecting all time for which they receive compensation. Supervisors are required to review and approve time cards by the established deadline every payroll Monday morning.

Employees are required to complete time off requests as per the Paid Time Off policies. Time off maybe tracked in any increment. All time

should be recorded appropriately and with approval of the immediate supervisor.

Employees are responsible for ensuring the accuracy of their time card. Failure to follow these rules may result in discipline up to and including termination.

For more information, see **TIME OFF POLICIES** beginning on page 67.

Improper Deductions

If an employee believes there is an error in their paycheck, including compensation paid, hours worked and/or leave balance deductions or any other error, they must report this immediately to Human Resources. Reports of improper deductions will be promptly investigated, and the employee reimbursed for any improper deductions.

PAY DEDUCTIONS

State and Federal law requires BJWSA make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes and State Retirement. BJWSA also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base".

BJWSA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize approved deductions from their paycheck to cover the costs of participation in these programs. Human Resources will assist employees with enrollment in such programs.

Questions concerning time card computations should be directed to Payroll. Questions concerning why certain deductions were made can be answered by Human Resources.

Mandatory deductions subtracted from your gross pay include:

1. Federal and State Income Tax based on employees' W-4 or IRS guidelines
2. South Carolina Retirement System (SCRS)
3. FICA/Social Security and Medicare
4. Deductions ordered by a court of law/garnishments

Optional deductions from your pay may include, but not limited to:

1. Health, Dental and Vision Insurance
2. 401k Retirement and similar plans
3. AFLAC
4. Christmas Club



Common abbreviations found on your pay stub and their meanings.

FICA WH	Federal Insurance Contributions Act
MEDICARE	Medicare
HEALTH	Health Insurance
DENTAL SC	Dental Insurance
DENTAL +	Dental Plus
TOBACCO	Tobacco Surcharge
FBMC	Fringe Benefits Management Company
HSA	Health Savings Account
SLTD	Supplementary Long Term Disability Insurance
EFT	Electronic Funds Transfer
VISION	Vision Insurance
SCRS	South Carolina Retirement System

For more information, see **BENEFITS** beginning on page 57.

PAY DEDUCTIONS – EXEMPT EMPLOYEES

BJWSA prohibits any improper deductions from the salaries of exempt employees. However, deductions from pay are permissible when an exempt employee is absent from work:

1. For one or more full days for personal reasons other than sickness or disability;
2. For one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
3. And the deduction is to offset amounts received such as for military pay; or
4. And the deduction is for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

In addition, an employer is not required to pay the full salary and may make deductions for either partial or full days in the following circumstances:

1. For employment in either the initial or terminal week of employment;
2. For penalties imposed in good faith for infractions of safety rules of major significance, or
3. For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act (FMLA)

FAIR LABOR STANDARDS ACT - FLSA

BJWSA complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). The FLSA is a federal law that requires that most employees in the United States be paid at least the federal minimum wages for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over forty (40) hours in a workweek.

However, the FLSA also provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, outside sales employees and

certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on the “salary basis” test. Job titles do not determine exemption status. In order for an exemption to apply, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor’s regulations.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work.

NURSING MOTHERS

BJWSA provides reasonable break time for a nursing mother employee in order for the employee to express breast milk for her nursing child for one year after the child’s birth. BJWSA also provides a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public.

WORK SCHEDULES

BJWSA’s administrative offices are open to the public **8:30 AM to 5:00 PM Monday through Friday** except for holidays. Regular full-time employees generally work forty (40) hours per week with varying work schedules, depending on the needs of their department. Factors to consider may include operational needs, holidays, approved leave and summer schedules. For example: Water Plants must be staffed 24/7 and Water Plant Operators work Twelve-Hour Shifts: 6:30 AM - 6:30 PM and 6:30 PM - 6:30 AM.

Supervisors are encouraged to work with employees to ensure coverage but should not, as a general rule, schedule employees to work in excess of 14 hours in a 24-hour period.

ALTERNATIVE WORK SCHEDULES

Alternative Work Schedules (AWS) is a term that refers to compressed work schedules and flexible work schedules, allowing full-time, non-exempt employees to alternate the regular five (5) day, forty (40) hour workweek. If approved by the employee’s supervisor, AWS enables full-time non-exempt employees more control over their work schedule allowing for a greater balance of work and personal responsibilities, while still meeting the needs of BJWSA.

If an AWS plan is deemed to have an adverse impact to BJWSA, it may be modified or be terminated. An adverse impact is defined as:

1. A reduction of productivity;
2. A diminished level of services furnished to the public/other employees;
3. An increase in the cost of operations; or
4. An abuse of the AWS policy.

There are two categories of AWS; they are:

1. **Compressed Work Schedules (CWS)** are always fixed schedules. For full-time non-exempt employees, CWS has a basic work requirement of forty (40) hours per week in fewer or more than five (5) full workdays.

2. **Flexible Work Schedules** (FWS) may change start and end times on a daily basis provided the established core hours are worked. For example, start times can vary between 6:00 AM and 10:00 AM forcing end times to vary between 2:00 PM and 6:00 PM compared to the regular 8:30 AM to 5:00 PM schedule.

Hours of the week (including holidays and excused absences) should add up to forty (40) hours unless prior approval has been received by the supervisor for overtime and/or compensatory time.

Break times should not be used to alter the beginning or end of the employee's workday, nor should they be combined with a lunch period to further change an employee's start or ending time.

Paid Time Off benefits will accrue at the same rate as an employee on a regular work schedule. Paid Time Off benefits shall be used on an hour-for-hour basis equal to the number of hours used during a normal work period. For example, if an employee has selected a compressed workweek and is scheduled to work 10 hours on a day they request to take leave, 10 hours should be charged against accumulated leave for the day.

AWS HOLIDAYS

Paid time off for holidays will continue to be the equivalent number of hours (8) as provided for by a normal work schedule. For any given holiday, the employee may use Paid Time Off or flex time to allow for 40 hours in that week.

REST AND MEAL PERIODS

Supervisors should schedule meal periods to accommodate operating requirements. Employees are relieved of all active responsibilities and restrictions during meal periods and are not compensated for that time – an employee should not work through their meal period unless approved in advance by the supervisor or as result of an unexpected business or operational reason.

Employees may be granted formal paid breaks, per workday, as approved by the supervisor. It is recommended one be taken in the morning and one be taken in the afternoon, 15 minutes each. BJWSA encourages employees to participate in a wellness activity during breaks. **However, if and when breaks are given depends on the department involved and the operating needs of the department as determined by the supervisor.**

Non-exempt administrative employees leaving BJWSA property for lunch or personal reasons should clock out when departing and clock in upon their return.

WELLNESS PROGRAM



BJWSA is focused on creating sound policies to help provide a foundation for a culture of wellness with a focus on nutrition, physical activity and a healthy work environment.

It is the policy of BJWSA to enable and encourage employees to engage in wellness related activities for the mutual benefit of the employee and BJWSA.

BJWSA is dedicated to providing opportunities for employees to enhance their health and well-being. Examples include the following:

1. Annual Safety and Wellness Festival
2. Annual Health Screening
3. Tobacco Cessation Support
4. Healthy Food Options at Company Catered Events
5. Walking Trail
6. Flexible Work Schedules
7. Sit/Stand Work Stations
8. Providing an Employee Assistance Program

BJWSA encourages employees to participate in physical activity. Examples include the following:

1. Promoting physical activity during work breaks;
2. Evaluating and allocating appropriate financial resources to enhance workstations;
3. Supporting stretching during meetings/trainings;
4. Educating employees of the options and benefits of regular physical activity; and
5. Negotiating discounts or special rates for gym memberships.

Proper nutrition is as important as physical activity and BJWSA will support healthy food choices by:

1. Providing healthy choices for food and beverage at all company functions where food is provided;
2. Identifying the healthier options in company vending machines at point of sale; and
3. Educating employees of the options and benefits of good nutritional choices and habits.

TOBACCO USE POLICY

BJWSA is committed to promoting a healthy work environment for its employees, customers, contractors and visitors. As part of this commitment, BJWSA's work environment includes a smoke-free workplace.

As such, smoking and/or the use of any tobacco or nicotine product, or substitution for a tobacco or nicotine product, shall be specifically prohibited in and on any BJWSA owned and operated properties other than in the designated smoking area. "Tobacco and smoking products" include all tobacco and nicotine derived or containing products, including but not limited to cigarettes (i.e. clove, bidis, kreteks), electronic cigarettes, vape pens, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spit-less, chew, pouches, snuff) or any other device intended to simulate smoked tobacco, nicotine or substitute products.

The use of tobacco-free pouches, chews or snuff that result in spitting and the use of spit cups, spittoons, or similar holding vessels is prohibited from use within the workplace.

**THIS DOES NOT APPLY TO NICOTINE REPLACEMENT THERAPY,
WHICH IS DESIGNED TO ASSIST USERS TOWARDS SMOKING
CESSATION.**

“Workplace” includes all buildings, leased or owned by BJWSA whether or not signs are posted. This includes, but is not limited to, any building, facility, property, common areas, offices, laboratories, elevators, stairwells, restrooms, meeting rooms, lounges, eating areas, hallways, and lobbies.

The use of Tobacco and Smoking Products or their substitutes are prohibited:

1. In and around BJWSA buildings and facilities, excepting in designated areas.
2. In/on BJWSA-owned operated or leased vehicles and equipment.
3. During paid working hours, excepting the two (2) formal break periods.

The use of Tobacco and Smoking Products shall only be allowed in clearly marked, designated smoking areas which will be located at least twenty-five (25) feet from the entrance of any BJWSA building, operable windows or a ventilation system of enclosed areas where smoking is prohibited. Users will self-police this area ensuring tidiness and trash receptacles are emptied regularly. Although BJWSA makes these areas available to employees, there is no legal requirement to do so. If these designated areas are not properly maintained as determined by the Facilities Maintenance Planner, they will be eliminated from the campus. Employees using these areas do so at their own risk.

BJWSA will continue to encourage employees to use the resources available to them through the State Health Plan and The Employee Assistance Program. The State Health Plan offers a comprehensive tobacco cessation program at no cost to the employee.

Nothing in this policy shall be deemed to amend or repeal any applicable fire, health or other law, ordinance or regulation so as to permit smoking in areas where it is prohibited by such applicable fire, health or other law, ordinance or regulation.

BJWSA strongly discourages the use of tobacco and smoking products on properties adjacent to BJWSA's Campus.

BJWSA will continue to encourage employees to use the resources available to them through the State Health Plan and The Employee Assistance Program. The State Health Plan offers a comprehensive tobacco cessation program at no cost to the employee.

EMPLOYEE RECOGNITION PROGRAM

BJWSA embraces and promotes a culture of appreciation and recognition. The Recognition Program is a way for BJWSA to recognize, praise and thank employees for their dedication to the organization and for their positive contributions to the organization's success.

Recognition is like a three-legged stool - comprised equally of “day-to-day”, “formal” and “informal” recognition with the foundation of the program representing balance. The program generally includes retirement, anniversaries, Employee of the Quarter/Year, supervisor’s toolbox, Kudos, Fuel Stars and recognition for new baby, illness and bereavement.

SAFETY AND SECURITY



BJWSA recognizes employees safe work activities and encourages a safe and productive work environment through our daily habits and work practices.

The **Safety and Health Policies and Procedures Manual** should be referenced for specific safety program guidance. See the Safety Department for more information.

The **BJWSA Quick Guide** provides all employees with immediate response actions in the event of an emergency or incident. Employees are encouraged to report any unsafe actions or conditions to Safety and their supervisor.

BJWSA employees have a duty to protect BJWSA's water systems. The federal government considers water systems to be critical infrastructure of the United States. Under TITLE 42 (USC § 3001-1 THE PUBLIC HEALTH AND WELFARE) any person who attempts to tamper, or makes a threat to tamper with a public water system can result in possible imprisonment, monetary fines, civil action in the appropriate United States district court. “Tamper” is defined as (1) to introduce a contaminant into a public water system with the intention of harming persons; or (2) to otherwise interfere with the operation of a public water system with the intention of harming persons.

EMPLOYEE IDENTIFICATION BADGES

All employees are issued an Employee Identification/Security Access badge upon hire. This must be on your person at all times and provides access to facilities. Contact HR or IT immediately if you lose yours or it is damaged.

If a badge is lost, the employee will be charged a fee via payroll deduction once the second lost badge is replaced.

Employees should also verify that their visitors return all Visitor/Contractor Badges before leaving the property.



EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures, can disrupt BJWSA operations. In extreme cases, these circumstances may require the closing of a work facility.

By definition, an **emergency** refers to that which imposes an immediate threat or risk to the health, life, property, or work environment.

When operations are officially closed due to emergency conditions, those designated as essential employees may be required to be available to prepare for or clean up after an emergency event to ensure service continuation. An essential employee is determined by the job title, skill, experience and the number of employees that would be needed.

During emergency conditions, scheduled leave may be cancelled and employees on leave may be recalled.

Emergency conditions are effective when the following conditions are met:

1. The Governor of South Carolina, Beaufort County or other authority have declared a State of Emergency and/or;
2. The General Manager has suspended normal operations.

During a declared State of Emergency, the following special pay provisions are effective:

1. Non-exempt and exempt employees required to work during the preparation phase leading up to an event will be compensated at their regular pay in accordance with FLSA rules, unless otherwise authorized by the General Manager.
2. Essential employees required to work will be compensated as follows:
 - a. Non-exempt employees are eligible to receive 1.5 times their regular rate of pay for hours required beyond 40 hours per workweek. This rate of pay is applicable even if the essential employee has used Paid Time Off during the pay cycle.
 - b. Exempt employees will be paid their regular salary up to 80 hours and may be compensated an additional amount to be determined by the General Manager.
 - c. All time spent at work, to include rest time, will be paid.
3. Non-essential employees released from work are compensated as follows:
 - a. Employees that report to work but work fewer hours than their normal schedule/shift because the office is closed will be paid for the day/shift.
 - b. Employees unable to report to work because their office is closed will be paid for their normal schedule/shift.
 - c. All hours paid but not worked are considered Holiday Pay.
 - d. Employees will be compensated Holiday Pay up to maximum of one pay period of their regular schedule. If more time is necessary, employees may supplement Holiday Pay with their Paid Time Off.



Essential employees that do not report when scheduled may be subject to disciplinary action.

When normal operations resume, any employees that do not report for work as scheduled may be subject to the No Call/No Show Policy and/or appropriate disciplinary action up to and including termination.

See **JOB ABANDONMENT (NO CALL / NO SHOW)** on page 67 for more information.

VEHICLE TRACKING POLICY

Beaufort-Jasper Water & Sewer Authority utilizes a Global Positioning System (GPS) to track vehicles to maximize efficiencies, improve customer services, and to reduce vehicle related risks and expenses. The GPS tracking system has been affixed to all BJWSA vehicles and may be used on other assets such as generators, pumps or other rolling stock.

In addition to the above, the goals and benefits of BJWSA's vehicle tracking system include but are not limited to:

1. Reduction of fuel costs by efficiently routing and dispatching vehicles.
2. Tracking the location of vehicles.
3. Improving dispatch times based on vehicle location.
4. Increasing the quality of customer service by improving response times.
5. Recovering stolen BJWSA vehicles.
6. Properly managing overtime.
7. Insuring the appropriate provision of meal and rest breaks.
8. Helping with the location of an employee in the event of an emergency.
9. Corroboration of an employee's assertion versus a customer claim.

In general, the GPS tracking system utilizes satellite technology that provides information on vehicle location, speed, direction, and ignition status. It also provides historical data on vehicle location to show operational patterns to assist with management decisions to better align workforce assets. Management reports can be generated so as to assist with these decisions.

Employees who operate BJWSA vehicles for official business need to be made aware of the limitation of privacy expectations and that the Authority utilizes GPS technology to monitor the vehicle's and operator's location. Any inappropriate vehicle use by employees will be subject to disciplinary action up to and including termination of employment. Some examples of inappropriate use could be speeding, unauthorized travel outside BJWSA's service area, excessive idling, tampering with the GPS device, etc. Employment related decisions will be fully investigated by management and disciplinary action up to and including termination may be imposed.



VEHICLE MANAGEMENT POLICY

BJWSA believes that, in order to provide for optimal business operation, vehicles and equipment should be provided for employee use. The Vehicle Management Policy outlines guidelines for appropriate use and responsibilities that align with our culture and ethical standards.

General Rules for Vehicle Use

1. BJWSA vehicles are to be operated in a safe, lawful, and courteous manner at all times.
2. BJWSA vehicles are to be used only for official BJWSA business.
3. No alterations are to be made to a BJWSA vehicle by an employee unless specifically approved by the appropriate Deputy General Manager.
4. The vehicle's registration and insurance cards in legible form must be kept inside the vehicle, within the owner's manual inside the glove box or other designated area as appropriate
5. No BJWSA vehicle may be used for personal use except as approved by the General Manager and as noted below. This rule specifically prohibits the use of BJWSA vehicles for personal errands or personal business, including those situations where an employee is authorized to drive a BJWSA vehicle home at the end of the workday.
 - a. Employees whose sole duties require the use of a BJWSA vehicle may, as an exception, make a brief stop for a lunch-break.
6. Transport of any equipment, item, or cargo projecting from the side, front, or rear of the vehicle in such a manner as to constitute a hazard to safe driving, pedestrians, property or other vehicles is prohibited.
7. Any employee driving a BJWSA vehicle or a personal vehicle on BJWSA business must agree to an annual verification of his or her driving record with the Department of Motor Vehicles.

Vehicle Security

BJWSA owned vehicles, when unattended, must have all windows closed, and doors and toolboxes locked. The mobile radio should be turned off and all electronic devices out of view. Confidential materials should not be left in unattended vehicles. Keys should not be left in a vehicle when it is left unattended, except as noted below.

Vehicle motors should be turned off when not driving unless the motor is needed to power work-related appurtenances. In those cases, the vehicle, which may be unattended due to job-site labor requirements, is to be located within an employee's clear line of sight and within ample distance so to allow an employee to react to a potential vehicle security incident.

Restrictions on Use of BJWSA Vehicles

1. BJWSA employees are authorized to drive a vehicle home at night only when one of the following conditions prevails:
 - a. The employee is on-call and receives on-call pay.
 - b. The employee is a Manager or Supervisor within Field Operations
 - c. The employee is a Supervisor in the Technical Maintenance Department.

- d. The General Manager grants, on a daily and individual basis, permission to take home a vehicle when the BJWSA's business is facilitated. For example, an employee may be required to start a business trip very early in the morning and could save resources by driving the vehicle home the previous night. In an emergency or safety related situation, the Supervisor can make the decision as appropriate.
2. Only those employees with a valid Driver's License or CDL are permitted to operate BJWSA vehicles. In the event an employee's driver's license is revoked or suspended, the employee must immediately inform their supervisor and the Director of Human Resources.
3. Persons not employed by BJWSA cannot operate a BJWSA-owned vehicle; however, non-BJWSA employees may be authorized to pick up/deliver vehicles for repair and/or maintenance or in an emergency.
4. No driver of BJWSA vehicles or equipment is permitted to carry passengers in or on any vehicles with these exceptions:
 - a. Other employees on BJWSA business.
 - b. Others engaged in advising or assisting in matters related to BJWSA business.
 - c. Others in need of roadside assistance that the employee happens upon during the course of business. The type of assistance is to be limited to instances such as offering telephone use, helping to fix a flat tire, using battery cables to help start a vehicle or assisting when a motorist is out of gas. The employee should use good judgment carefully to avoid being held personally liable for any damage to the other vehicle.
5. Travelling to and/or from social events, places of entertainment, etc. unless acting as an official representative of BJWSA is prohibited.

Commuting in BJWSA owned Vehicle

1. The privilege of driving a vehicle home at the conclusion of their shift (home garaged) is a benefit provided by BJWSA to specific roles. Just as with other benefits, BJWSA has the right to modify or discontinue this privilege at any time.
2. Commuting is defined as regular driving between work and home. Commuting positions are Supervisors and Managers, of Field Operations and Supervisors of Technical Maintenance,.
3. Commuting in a BJWSA owned vehicle is limited to within Beaufort and Jasper Counties. For employees living outside the two counties, the vehicle must be parked overnight at a secured (locked and fenced) BJWSA facility location to be picked up/dropped off as necessary. Vehicles used for on-call duty may be parked outside of the two counties if there is an operational efficiency related to response time and has prior approval of the appropriate Deputy General Manager.
4. When an employee who is assigned a take-home vehicle is on leave for more than five (5) consecutive work days, excluding



weekends, the employee must leave their assigned vehicle at a work location approved by their direct supervisor.

5. BJWSA vehicles assigned to specific employees but not home garaged are to be parked at the conclusion of the employees' shift at their assigned work locations in order to facilitate BJWSA business and maximize operational efficiency.
6. Commuting in a BJWSA vehicle is a taxable benefit. The amount of this benefit is calculated by Finance according to current IRS rules.

Use of Privately-Owned Vehicles

1. The General Manager or appropriate DGM may authorize employees to use their own vehicle for BJWSA business. In such cases, the employee is to be reimbursed for mileage in accordance with BJWSA's established guidelines.
2. Employees who operate a private vehicle on BJWSA business do so at their own risk. BJWSA assumes no responsibility for the operation, maintenance, insurance, risks or liability to third parties involved in the operation of such vehicles.
3. Any employee driving a BJWSA vehicle or a personal vehicle on BJWSA business must carry personal automobile insurance at or not less than the minimum amounts required by state law.

Operator Responsibilities

It is the responsibility of the driver of any BJWSA vehicle to operate that vehicle in a courteous and safe manner and in compliance with all traffic and parking laws.

Guidelines

1. **Seatbelts:** If a BJWSA vehicle or any moving machinery is equipped with seatbelts, all operators and occupants must properly wear seatbelts at all times while the vehicle is in operation.
2. **Electronic Device Use:** All employees whose job responsibilities include regular or occasional driving or operating moving machinery are prohibited from using either their business or personal electronic devices while driving; including, but not limited to: texting, receiving or placing calls, accessing email, instant messaging, and taking pictures or video. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull into a parking lot or onto the shoulder of the road and safely stop the vehicle before using their device. This policy also prohibits the use of any hands-free devices while operating BJWSA vehicles or moving machinery. Employees who are travelling on official business and have been pre-approved to use their privately-owned vehicle during the travel are also prohibited from using a device as stated above while operating the vehicle.
3. **Radio System:** Employees who utilize the BJWSA radio system should be brief and limit their messages to official business when operating a BJWSA vehicle or moving machinery. If possible and practical, employees should pull over and safely stop their vehicle or moving machinery before using the radio system.

4. **Tobacco Use:** Tobacco use is specifically prohibited in any BJWSA vehicle.
5. **Reporting Violations:** All employees are required to report any violations received while operating a BJWSA vehicle to their immediate supervisor and Human Resources.

BJWSA Vehicle Inspection Report Process

BJWSA vehicle drivers will inspect ALL company vehicle's on a weekly basis. This inspection will also need to be completed on any trailer that is connected to a vehicle.

BJWSA vehicles are required to have a Driver's Vehicle Inspection Report (DVIR) in every vehicle owned and operated by the Authority. The DVIR has inspection items listed for vehicles and inspection items for trailers. In the event the vehicle/trailer does not have the listed inspection item, it will be noted as Not Applicable or N/A.

Until the DVIR process is automated, the DVIR original copies (white) will be submitted weekly to Fleet Maintenance from the department supervisor. The DVIR vehicle copies (yellow) will remain in the DVIR inspection book located in the vehicle. DVIR original copies will be stored with Fleet Maintenance for a minimum of one year and then discarded.

Drivers will complete a DVIR and note any discrepancies found prior to use. The driver will also perform a thorough visual inspection and complete the remarks section of the DVIR form weekly. If any defects are found, the defects should be noted on the remarks section of the form and signed by the driver.

Employees should immediately report any and all defects, malfunctions or needed repairs to their supervisor. After reporting, the employee's supervisor must ensure that a work order request is entered for the needed repairs to ensure that the defect, repair or malfunction is corrected. If there are any safety-related issues reported, the vehicle will be taken out of service immediately. Any and all repairs to vehicles/trailers will be signed off on the DVIR form by Fleet Maintenance.

Failure to comply with DVIR inspection will be reported to the department director and/or the appropriate Deputy General Manager and may result in disciplinary action for the employee.

Disciplinary Action

1. Employees with poor driving records, poor driving experience and/or reports of bad driving may be subject to disciplinary action and/or lose the privilege of driving a BJWSA vehicle. The loss of driving privileges may affect the employee's continued employment at BJWSA.
2. Proof of deliberate abuse or lack of reasonable care of a BJWSA vehicle on the part of any employee will be grounds for disciplinary action up to and including termination.
3. Evidence of deliberate abuse or lack of **reasonable care** of a BJWSA vehicle may be grounds for disciplinary action, up to and including termination.

INCIDENT REPORTING

Vehicle Incident Reporting

Any employee involved in an incident while operating a BJWSA vehicle shall follow each of the following steps unless prevented by serious injury:

1. Render necessary aid to anyone injured without putting yourself in danger.
2. Immediately report the incident to the appropriate law enforcement agency.
3. Make no statement which could be considered as an admission of fault, or which might obligate BJWSA or its insurance carrier.
4. Obtain the name, address, insurance company and policy number of the other party and the license number, year and make of their vehicle at the scene of the incident.
5. Notify the supervisor as soon as possible.
6. Stay with the vehicle until it is removed for repair or released to a BJWSA facility unless the employee is in need of medical attention or in doing so exposes the employee to unsafe conditions..
7. If injuries have occurred, the supervisor must notify BJWSA's insurance carrier and Director of Human Resources, immediately.
8. Prepare the incident reports and submit them to the supervisor and Safety Specialist Procurement within 24 hours.
9. Any incident that results in property damage or injury will require a drug/alcohol test as soon as possible.

Incidents (Occupational Injuries and Illnesses)

Injuries and illnesses that require reporting include those occurring on the job which results in any of the following: lost work time, restrictions in performing job duties, requirement for first aid or outside medical attention, permanent physical bodily damages, or death. Example of other incidents requiring reporting include those occurring on the job which results in any of the following:

1. Damage to a vehicle,
2. Fire/explosion,
3. Property damage,
4. Breaches in information technology security,
5. Alteration of physical security deterrents,
6. Out of ordinary events such as trespassers, or
7. Chemical releases requiring evacuation of at least that immediate spill area.

Events (Near Misses)

Other incidents that, strictly by chance, do not result in actual or observable injury, illness, death, or property damage are to be reported to the employee's supervisor and Safety Specialist. The information obtained from such reporting can be extremely useful in identifying and mitigating problems before they result in actual personal or property damage. Examples of near miss incidences required to be reported include the falling of a compressed gas cylinder, overexposures to chemical, biological, or physical agents (not resulting in an immediately observable manifestation of illness or injury), and slipping and falling on a wet surface without injury.

INCIDENT ANALYSIS TEAM

The **Incident Analysis Team** is designed to:

1. Review all incidents involving injury, property damage or loss,
2. Establish responsibility, and
3. Identify corrective action as appropriate.

The supervisor will notify the employee involved of the meeting and the employee may choose to be present or have their supervisor represent them as desired.

Membership

Lead by the Safety Specialist, the Incident Analysis Team can consist of up to twelve (12) employees that will be trained in Incident Investigation and serve an unlimited term. Team Members may be from the following departments, but not limited to: Administration, Engineering, Field Operations, Maintenance, and Treatment Operations.

Authority

The Team has the authority to review personnel, incident, and injury documents. The employee(s) involved in the incident submit(s) a written statement to give their view of the circumstances surrounding the incident.

Findings/Actions

After reviewing the circumstances of the incident, the Team determines whether the incident was preventable or non-preventable. BJWSA utilizes The **National Safety Council's** definition of "**preventable**" as "any accident involving an organizational vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent the accident." Before reaching a finding of non-preventable, the Team must be satisfied the incident could not have been prevented by the employee through normal alertness, attention to operation, and compliance with all safety traffic laws.

The Team reports their findings to the Director of Human Resources. The Director of Human Resources, along with the Manager and/or Director of the employee involved will determine what disciplinary actions to take if the incident is determined to be Preventable. Disciplinary actions may be based on the severity of the incident and past history.

The employee may be advised in writing of the findings and any disciplinary action. Appeals to the findings and disciplinary actions can be made through a written request for appeal, to include reasons, additional evidence, etc. Each appeal may be reviewed and a written response provided to the employee.

BJWSA does not retaliate against employees based upon the occurrence and/or filing of a claim for workers' compensation injury or illness.



ELECTRONIC DEVICE USAGE

BJWSA recognizes that certain job functions require that an employee be accessible when away from the office or during times outside of scheduled working hours. For this reason, BJWSA will provide electronic devices (cell phone, laptop, tablets, etc.) to certain employees, based on need.

Electronic devices may be assigned to employees provided at least one of the following two criteria is met. It is the responsibility of the supervisor to make the above determination as to whether an electronic device is warranted and the type of plan that is required.

1. The job function of the employee requires time outside of their assigned office or work area and it is important to BJWSA that they be accessible during those times.
2. The job function of the employee requires them to be accessible outside of scheduled or normal working hours including on-call arrangements.

General Guidelines for Electronic Device Use

1. Driving: Employees are prohibited from using electronic devices while driving, including hands-free devices, with the exception of GPS.
2. Personal Calls: Employees are expected to exercise prudent judgment in keeping personal calls to a minimum during working hours. Failure to do so will result in disciplinary actions.
3. Internet Use: Employees may not use BJWSA assigned Electronic Devices to access the internet for any purpose other than official BJWSA business. Failure to do so will result in disciplinary actions.
4. Lost, Stolen or Damaged: BJWSA will make a determination of fault, on a case-by-case basis, in the event that any electronic device is stolen, lost or damaged.

Additional guidelines are included in the Vehicle Management Policy on page 41.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at BJWSA, only authorized visitors are allowed in the workplace after first checking-in with the Receptionist (or plant operator as appropriate) and obtaining a visitor badge. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

To ensure the safety and security of everyone, employees are encouraged to minimize visits from family and friends. In cases of emergency, an employee will be called to meet any visitor outside their work area. If an unauthorized individual is observed on BJWSA's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the Receptionist or plant operator.

See page 38 for more information on Safety & Security.



PERSONAL APPEARANCE

Maintaining a professional, business like appearance is very important to the success of BJWSA. Regardless of the employee's interaction with clients, customers, suppliers, contractors, or the community, each employee contributes to the image of the organization.

BJWSA has chosen to offer a business-casual dress environment for employees. Employees are expected to use good judgment and to show courtesy to their co-workers by dressing in a manner that is presentable and appropriate. At all times employees are asked to be cognizant that regardless of the interaction, BJWSA is still a place of business. Tattoos and piercings should not be offensive or extreme. BJWSA has the sole discretion to determine whether a tattoo and/or piercing is acceptable in the workplace and may discuss it with the employee. Removal of extreme jewelry or covering of offensive tattoos may be requested.

Employees are encouraged to work with their supervisor to clarify specific requirements of the department or functions of the job and should recognize that appropriate dress will be considered as part of your overall job performance in the same way that one might assess an employee's preparedness for a meeting.

Any questions related to the content of this policy or its interpretation should be directed to Human Resources.

PERFORMANCE EVALUATIONS

The purpose of a performance evaluation is for management to formally assess an employee's performance over a designated period of time. It provides an opportunity for the supervisor and the employee to discuss the individual's performance with respect to fulfilling the requirements, duties, and responsibilities of the position. Documenting performance may also provide a basis for pay increases and promotions.

In addition to ongoing direction and supervision, formal performance evaluations are generally conducted annually. It is BJWSA's general practice to conduct a formal performance evaluation after 180 calendar days of employment, and annually thereafter for regular full-time employees.

BJWSA encourages employees with concerns to use the open door policy, rebuttal process or conflict resolution policy.

Pay for Performance or Merit Increases are generally awarded on the basis of the quality of performance and are not automatic.

An employee who has received a formal performance evaluation rating below acceptable standards may not be granted a merit increase while such rating is in effect.

For more information, see **COMPENSATION POLICY** beginning on page 77.



PROBATIONARY PERIOD

The probationary period is used when an employee's performance or behavior has fallen below acceptable standards and informal coaching has not been effective. Its purpose is to provide a structure for constructive feedback and positive change. This is an opportunity for the supervisor and employee to work together to address performance/behavior issues, clarify expectations and improve work-related skills and/or behaviors. The Employee Assistance Program (EAP) is an available resource.

During the probationary period, the employee should receive a Performance Improvement Plan (PIP) outlining the employee's goals and what they can do to meet them more effectively. In addition to the Human Resources review before presentation to the employee, this document should include:

1. The objective specifics of the performance or behavior deficiencies.
2. Specific references regarding skill and/or behavior gaps to be closed.
3. Measureable improvement expectations that reference time, cost, deadlines, frequency, percentages, quantity and/or quality.
4. A reasonable, appropriate time frame for the employee to improve their performance or behavior.
5. Any additional internal or external training or access to resources that may be helpful.
6. Agreement on objective and fair data sources for tracking key information.
7. Detailed consequences of continued underperformance.

The employee should sign the document indicating it has been reviewed with their supervisor and a copy received.

The probationary period is generally 30 – 60 – 90 days, but varies in length depending on the number of years of satisfactory prior service and the severity of the problem. During this period, regular feedback indicating if improvement has or has not been achieved should be shared. The employee and supervisor should sign the PIP each time it is updated.

If the problem is resolved at the end of the probationary period, the employee is returned to regular status and will once again be eligible for a merit increase at the normal merit schedule. The employee must continue to meet the expectations required or termination may result (depending upon the amount of time since the probation ended). If the problem(s) is/are not resolved but trending in the right direction, the probationary period may be extended or employment may be terminated.

This probationary period does not change the employment-at-will relationship between the employee and BJWSA. BJWSA reserves the right to take whatever disciplinary action it deems appropriate up to and including termination.



EMPLOYEE RECORDS

Personnel Files

Employees are responsible for keeping the information contained in their personnel file current. Personal data, such as address, telephone number, name change, number of dependents, insurance beneficiaries, tax withholding information, and the person(s) to be contacted in an emergency, should be both accurate and up-to-date.

Personnel files are the property of BJWSA and are treated as confidential information. Managers and supervisors may only have limited access to personnel file information and on a need-to-know basis. A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted limited access to the personnel file.

For the protection of all, and to maintain employee privacy, records may be examined only in accordance with the following safeguards:

1. An employee may periodically review their personnel file. This review is conducted only in the Human Resources Department during regular business hours.
2. No record may be removed from the Human Resources Department, even temporarily.
3. Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. This decision is to be made at the discretion of the Director of Human Resources in response to the request, a legal subpoena, or court order.
4. If an employee disagrees with information in their file, they may request the information be removed or corrected. If BJWSA does not agree to correct or remove the information, the employee may explain their position in writing, to be included in their personnel file.

Employment Verification

An Employment Verification is a response to an inquiry by an outside entity, such as a prospective employer, a government agency or a lending institution, for current or former employees.

All employment verification inquiries should be directed to Human Resources for an official response. Human Resources will provide a neutral employment verification confirming:

1. Dates of employment,
2. Job title, and
3. Salary information.

To ensure confidentiality, **all requests for employment verification must be written and contain the employee's or former employee's signature authorizing the release of information.**

Exceptions to this policy must be approved by the General Manager.

Please contact Human Resources if you have any questions.

RECORD RETENTION

BJWSA maintains specific guidelines in each functional area for the retention and destruction of documents.



**COMPUTER AND
TECHNOLOGY
ACCEPTABLE USE POLICY
(CTAUP)**

BJWSA provides a variety of electronic communications systems for use in carrying out its business. All communication and information transmitted by, received from or stored in these systems are the property of BJWSA and, as such, are to be used for job-related purposes only. Employees are required to sign an acknowledgment form before receiving access to the various systems in use at BJWSA. The following summary guidelines regarding access to and disclosure of data on any BJWSA electronic communication system will help you better determine how to use these systems in light of your own use and BJWSA's privacy and security concerns.

The **Computer and Technology Acceptable Use Policy (CTAUP)** establishes summary guidelines; employees should contact the Information Technology (IT) department for more detailed information.

IT Support is available through the department's help desk application.

Employees are responsible for the proper care of BJWSA technology issued to them in connection with their employment. Employees are not responsible for ordinary wear and tear, or loss or damage beyond the employee's control. If such technology is lost, damaged, stolen or results in additional charges to BJWSA, the employee may be subject to discipline up to and including termination.

Employees are responsible for notifying BJWSA of any loss or damage, and to return any BJWSA issued technology in good condition, wear and tear expected, upon request or termination of employment. BJWSA assumes no responsibility for loss of theft of personal property.

GENERAL GUIDELINES

The computer systems, network, servers, printers, operating systems, software and other technology in place at BJWSA are owned by BJWSA, and exist for the purposes of enhancing BJWSA business. Any work performed or created on these systems is considered the property of BJWSA. The product of this work includes, but is not limited to, documents, spreadsheets, instant messages, text messages and email. All of this work is subject to the rules and guidelines of BJWSA. Violation of these rules may lead to disciplinary action up to and including termination of employment and criminal prosecution. This applies to use on or off BJWSA property.

BJWSA technology includes, but is not limited to:

1. Email
2. Text Messages/Instant Messaging
3. Telephone systems (cell phones, desk phones, etc.)
4. Voicemail systems
5. 2-way radio
6. Internet browsing
7. Printers/copiers
8. Audio/Visual equipment
9. Laptops/Tablets
10. Workstations
11. MiFi/Jetpack devices



Employees are expected to use only BJWSA technology for any business related activities such as the creation of work-related documents and spreadsheets, generation of email messages, accessing the internet for work purposes only, and using the phone (to include text messaging/instant messaging and voicemail systems), all in furtherance of BJWSA interests.

In some cases, employees will have access to BJWSA resources away from the office for the performance of BJWSA business. This may be through an internet connection to the BJWSA servers, or it may be carrying a BJWSA-owned and issued cell phone or laptop. In these cases, all guidelines put in place by this policy apply and must be followed. Failure to abide by all Computer and Technology Acceptable use policies will result in disciplinary action which may include termination and/or criminal prosecution dependent on the circumstances associated with the violation of the policy. Please note that BJWSA equipment will not be loaned without direct approval from your management team. The employee is solely responsible for lost or damaged loaned equipment.

Use of BJWSA owned technology shall be for business purposes only. Personal use of BJWSA owned technology either by the employee or any other person who has access to the BJWSA owned technology through an employee (including but not limited to incoming personal phone calls, text messages or voice mails) shall only occur during emergency situations. Any such emergency personal use will not be treated differently from any other traffic on BJWSA systems and is therefore subject to review and reproduction, since it is under the ownership of BJWSA.

The following list gives examples of unacceptable use, but is not intended to be a complete or definitive list:

1. Accessing, displaying, printing or transmitting of threatening, abusive, harassing, obscene, lewd or explicit sexual material and/or communications or other material that involves a protected characteristic (i.e. race, age, disability, national origin, etc.).
2. Accessing, displaying, printing or transmitting any material that is in violation of federal, state or local laws.
3. Accessing, displaying, printing or transmitting of child pornography or any type of pornographic material.
4. Personal use of technologies such that the time spent interferes with performing the functions of one's job.
5. Disruption of network services, such as intentionally distributing computer viruses.
6. Attempting to gain unauthorized access to internal or external computer systems.
7. Using someone else's identity to gain access to information or to send email messages without proper authorization.
8. Unauthorized copying of system files, data or software programs.
9. Using email to solicit for commercial for-profit ventures.
10. Downloading, copying or distributing copyrighted materials without appropriate permissions.

11. Any downloading or adding of personally purchased or owned, free, pirated, downloaded from the internet, or software not purchased or obtained specifically by and for BJWSA.
12. Gambling online.
13. Sales of personal merchandise or any activity pertaining to a personal business of the employee.
14. Without prior authorization, using personally owned media storage devices of any kind, such as flash drives, compact disks, etc. on BJWSA technology.
15. Internet browsing, streaming, and/or use of the internet for any purpose other than business related efforts.

BJWSA reserves the right to track, access, retrieve and read any data, message or files stored on BJWSA technology, and disclose any data, message, or files without prior employee consent. Employee use of BJWSA technology is not private; nor should any BJWSA employee assume any expectation of privacy. This includes but is not limited to use of internal and external email, and use of the internet or intranet. Use of passwords does not make data, messages or files private. Passwords may be reset or bypassed by BJWSA at any time. By using BJWSA technology, employees consent to any monitoring of that technology.

Employees who resign, are terminated, laid off, suspended or otherwise cease (permanently or temporarily) their employment with BJWSA have no right to their email messages, text messages, photographs, videos or voicemail, and are not allowed access to any technology systems immediately upon separation from BJWSA.

Supervisors may access an employee's email, text messaging/instant messaging, voicemail and internet browsing history if employees are on leave of absence, vacation or otherwise absent, or at any other time the supervisor deems necessary for BJWSA's business purposes.

Electronic data, including email messages, text messages/instant messages and voicemail, is treated as business records of BJWSA. It may be disclosed within or outside BJWSA without the permission of the employee at any time for any purpose necessary by BJWSA, subject to any limitations imposed by law. Such electronic data may also be subject to disclosure pursuant to the South Carolina Freedom of Information Act, SC Code Ann. Section 30-4-40, et. seq.

Access is a Privilege, Not a Right: BJWSA reserves the right to deny the privilege of the use of any or all types of computer, phone, radio or other technology to individuals who violate this Acceptable Use Policy. Failure to comply with all components of this policy may result in the suspension of privileges and/or discipline up to and including termination of employment. BJWSA reserves the right to modify or clarify this policy at any time.

PHONE USE

BJWSA provides cellular telephones to some employees as a business tool. Cell phones are provided to assist employees in communicating with management, co-workers, customers and others with whom they may conduct business in the course and scope of their employment.



Cell phone usage should be for business-related matters only, unless an emergency situation arises. Employees are allowed to conduct personal business on their personal devices during designated breaks in the workday. BJWSA regularly monitors cell phone invoices to ensure appropriate usage.

Employees are prohibited from talking, texting or emailing while driving, and must abide by all appropriate and applicable state driving laws governing the use of handheld devices while driving.

Employees should keep in mind appropriate business etiquette when using any phone system, such as in meetings.

Any employee found using BJWSA's telephone system, cell phones or loaned computers for excessive local, long distance, toll calls, or text/picture messaging without a sufficient business related explanation may be disciplined up to and including termination.

MONITORING EMPLOYEE USE OF TECHNOLOGY

BJWSA may monitor employees throughout the performance of their job duties. BJWSA reserves the right to monitor employees' performance by audio, video, observation or any other means in order to ensure security of the workplace, appropriate usage and the quality of performance and to protect its business interests.

This monitoring is by no means intended to constitute an invasion of individual privacy, however, any personal telephone calls, text messages, instant messages, emails or personal contact in the workplace during working hours may be subject to the same monitoring for reasonable business purposes. This same right applies to communications between customers and employees.

SOCIAL NETWORKING / BLOGGING

As social media and networking outlets such as blogs, Facebook, LinkedIn, Twitter, etc. have increased in popularity, so has the potential for their misuse and abuse. An employee's activities both inside and outside of work have the potential to directly affect BJWSA's business, as well as the job performance of the employee and others.

Employees may not use BJWSA-provided technology or property to create, maintain, amend, view, access, download, contribute to, comment on, save, send, or store a social media or internet post unless employed by the public affairs department and said use is included in the employees job description. Employees may not perform any of these activities during work time unless for official business purposes and should refrain from posting information that may reflect badly on the organization or individual. Recognize that you are personally responsible for any posting you make. Employees can be disciplined for comments, content or images that are defamatory, pornographic, proprietary, discriminatory, retaliatory, harassing, and libelous or create a hostile work environment. Use common sense and be responsible.

BJWSA cannot address every potential improper use of social media in advance, and violations of the letter or spirit of this policy will be addressed by BJWSA on a case-by-case basis.

1. Do Not Speak for BJWSA - Only official designated employees are authorized to speak on behalf of BJWSA. Any publication by an employee in any social media or on any networking site is solely made on behalf of that employee,
2. Communicate Responsibly - Employees are personally and solely responsible for any content that they publish in blogs or other social media. In general, BJWSA believes that thinking before you speak is good advice in this regard. Employees should also be mindful of the following additional points regarding responsible communication:
 - a. Do not publish information of BJWSA or others.
 - b. Clearly identify yourself.
 - c. Do not engage in harassing conduct.
 - d. Be mindful of how you present yourself.
 - e. Comply with all applicable terms of service.
 - f. Use BJWSA's Open Door Policy/Conflict Resolution Policy to address disagreements.
 - g. Do not comment on BJWSA's business performance.

Public social media postings may be viewed by anyone, including BJWSA management. Likewise, postings that were originally intended to be private may be made public by others, even at a later date. As a result, employees should have no expectation of privacy with respect to any social media, and should treat every blog entry and social networking posting as though it were publicly available. BJWSA reserves the right, but does not have the duty, to monitor and review publicly available, non-protected, or legally disclosed social network media, and may employ a number of search and monitoring tools to do so.

If an employee believes that a violation of this policy has occurred, they should immediately report it to the supervisor, manager and/or HR Department. BJWSA will not retaliate against any employee for reporting in good faith a suspected violation of this policy.

WORKPLACE PRIVACY

The workplace is intended to be a place of work. An important part of work is communications and record keeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by an employee in their individual workplaces. **Each employee must understand that personal items and personal communications received or stored on BJWSA premises are not entitled to a guarantee of privacy and that monitoring and/or recording of telephone calls may be used for quality control or improvement of business operations.**

Management may access any BJWSA property such as employee desks, file cabinets, BJWSA-owned vehicles, lockers, etc.

Electronic media raises similar issues. BJWSA provides electronic and telephonic communication and, when necessary, computers to employees. Although assigned to the employee, these items belong to BJWSA. Similarly, any computer files created or stored on a BJWSA computer belong to BJWSA.



BJWSA prohibits employee use of recording devices in the workplace as a preventative step believed necessary to secure employee privacy unless specific advance written authorization has been obtained from a member of the senior management team. Employees should regard this policy as an explicit statement that the employer does not consent to recording of any meetings or discussions without prior authorization.

EMPLOYEE SEPARATION AND EXIT PROCEDURES

Should the time come when you are thinking of leaving BJWSA, we ask that you talk it over with your supervisor. This is an important decision, and it is mutually beneficial to consider all of the factors involved to ensure the best decision is reached.

Resignation is a voluntary act initiated by the employee to terminate employment with BJWSA. Although advance notice is not required, BJWSA requests **at least two weeks written notice** from all employees. BJWSA reserves the right to pay the employee in lieu of permitting the employee to work until the resignation date.

An employee who resigns, retires, is laid-off in a reduction in force (RIF), or discharged shall be regarded as terminated from employment with BJWSA and must complete the exit procedures.

Much like the hiring interview, BJWSA generally conducts a confidential exit interview that provides you and BJWSA the chance to frankly review your impressions and feelings. The exit interview is an informal, discussion-style meeting designed to give you an opportunity to share your observations during your employment.

Upon separation, employees will be provided with information outlining their rights under COBRA (Consolidated Omnibus Budget Reconciliation Act), options available for employee funds in the South Carolina Retirement System and other benefits.

Regardless of whether the employee elects to do an exit interview, it is recommended that they meet briefly with Human Resources to complete all necessary paperwork.

Employees will receive all due compensation on or before the next regularly scheduled pay period following termination.

The supervisor is responsible for completing the EXIT CHECKLIST.

See page 88 for more information on **PAYMENT UPON SEPARATION**.

RETURN OF PROPERTY

An employee is responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all BJWSA property immediately upon request or upon termination of employment. BJWSA may take all action deemed appropriate to recover or protect its property.

BENEFITS

OVERVIEW AND DISCUSSION

Under state and federal law, employers must provide certain benefits to their employees. In South Carolina, some employers are required to provide Workers' Compensation, Social Security, Family and Medical Leave (FMLA), Military Leave and unemployment insurance.

Optional benefits are not required by law, but are provided by BJWSA to help retain employees and attract high-quality job applicants.

As an organization, BJWSA offers the following benefits to "benefits eligible" employees:

1. Health Related Insurance
2. Paid Time Off
3. Holiday Leave
4. Deferred Compensation (401(k) and 457)
5. Flexible Spending Accounts
6. Educational Assistance
7. Time Off for Jury Duty
8. Employee Assistance Program

These benefits are sometimes referred to as the "hidden paycheck" and add approximately 40% to the employee's compensation package.

Human Resources has forms that employees must complete for eligible benefits. Please refer to the Plan of Benefits, found at www.peba.sc.gov/assets/planofbenefits.pdf, for actual insurance plan details. If the language in the Plan of Benefits differs from the Employee Handbook Summary, the Plan of Benefits will prevail.

Benefits eligibility can vary - employees should be advised that some benefits outlined in this section may not apply to them. .

For more information...

PAID TIME OFF→

Information related to Paid Time Off is available starting on page 67.

COMPENSATION →

Information on our Compensation Plan and Pay Policies can be found on page 77.

B
E
N
E
F
I
T
S



HEALTH INSURANCE

BJWSA participates in the **State Health Plan**, commonly known as **Public Employee Benefit Authority (PEBA)** for health coverage. BJWSA offers low-cost health insurance to eligible employees / retirees / dependents. *These benefits are available on the first day of the calendar month after the date of hire.* Employees covered by the plan are able to utilize the State Health Plan Provider Network. The Health Plan also offers a Medi-Call Service for pre-certification review purposes designed to ensure employees receive appropriate medical care in the most beneficial and cost effective manner. Employees should refer to the Plan of Benefits for a more detailed description of the plans. These premiums are deducted pretax from an employee's pay unless otherwise specified by the employee.

DENTAL INSURANCE

The **State Basic Dental Plan** is offered at no cost to eligible employees/retirees and at a monthly premium for eligible dependents. Additional **Dental Plus** coverage is offered to eligible employees/retirees/dependents at the employee's cost. These premiums are deducted pretax from an employee's, unless otherwise specified by the employee. Employees may refer to the Plan of Benefits for more information.

LIFE INSURANCE

BJWSA provides life insurance coverage for eligible employees covered by the **State Health Plan**. In addition, surviving beneficiaries of a covered employee receive a death benefit equal to the employee's annual salary, if the employee has at least one (1) year of service credit. The service credit requirement is waived if the death is due to a job-related injury. These benefits are provided at no cost to employees and are subject to change. Employees should consult with the BJWSA Benefit's Administrator for additional details.

An employee may also purchase additional life insurance coverage for themselves and eligible dependents. Employees can refer to the Plan of Benefits for more detailed information.

VISION INSURANCE

The State Vision Plan is optional and available to eligible employees/retirees/dependents. The program covers comprehensive eye examinations, frames, lenses, lens options, and contact lens services/materials. Employees may refer to the Plan of Benefits for more information.

SHORT TERM DISABILITY

BJWSA provides short term disability insurance at no cost to employees for documented illnesses, injuries, and disabilities. This insurance is effective from the 8th day through the 12th week of the disability and pays 60% of pre-disability earnings up to a maximum of \$1500.00 per week. This benefit is not offset by other income such as Paid Time Off benefits.

LONG TERM DISABILITY INSURANCE

BJWSA offers two Long Term Disability plans: the Basic Long Term Disability (BLTD) Plan and the Supplemental Long Term Disability (SLTD), both of which are administered by Standard Insurance

Company (The Standard). Employees who participate in a State Health Plan are automatically enrolled, at no cost to the employee, in the BLTD. Optionally, you may enroll in the SLTD which provides additional financial assistance if you become disabled as defined by the Plan.

For more information, refer to the Plan of Benefits.

COBRA

You or your covered dependents may have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the **Consolidated Omnibus Budget Reconciliation Act (COBRA)** when group medical coverage for you and your covered dependents would otherwise end due to your death or because:

1. Your employment terminates, for a reason other than gross misconduct; or
2. Your employment status changes due to a reduction in hours; or
3. Your child ceases to be a “dependent child” under the terms of the medical plan; or
4. You become divorced or legally separated; or
5. You become entitled to Medicare.

In the event of divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify the Benefits Administrator within 60 days of the occurrence of the event.

The Benefits Administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

MONEY PLUS

MoneyPlus is a program that helps employees save money by using pretax dollars for group insurance premiums, health savings, dependent care and medical expenses.

When an employee signs up for **MoneyPlus**, the employee authorizes BJWSA to deduct a portion of their salary to pay for insurance premiums, dependent care expenses or unreimbursed medical expenses before federal, state and social security taxes are taken out. Employees can refer to the MoneyPlus brochure for more details.

RETIREMENT

The **South Carolina Retirement System (SCRS)** is a traditional defined benefit retirement plan that provides service and disability retirement, deferred annuities, and survivor annuities to eligible members.

Participation in the State Retirement System is *mandatory* for employees. Both the employee and BJWSA contribute an established percentage of the employee’s gross pay into a retirement account. The amount contributed is established by SCRS and is subject to periodic changes. Employees may refer to the South Carolina State Retirement booklets or check online for more detailed information. **For the purpose of SCRS, all overtime hours are considered “mandatory” and included in earnable compensation.**



SOUTH CAROLINA DEFERRED COMPENSATION

The State of **South Carolina Deferred Compensation Program** is a voluntary supplemental retirement program available only to public employees. BJWSA offers the 401(k) and 457 plans which supplement any existing retirement and pension benefits by saving and investing before-tax or after-tax dollars through voluntary contributions. Roth contributions are made with after-tax dollars as opposed to the before-tax dollars you contribute to a traditional 401(k) or 457. Employees are eligible for membership on the date of hire and can join at any time. Please refer to the South Carolina Deferred Compensation Program website for further information at www.peba.sc.gov.

WORKERS' COMPENSATION

BJWSA provides a comprehensive workers' compensation insurance program at no cost to employees. The program covers injuries or illnesses sustained in the course and scope of employment as prescribed by the South Carolina Workers' Compensation Law.

If an employee is injured on the job, they are to notify their supervisor and Human Resources as soon as possible. It is important to seek necessary medical attention the day of the injury or illness. Failure to report injuries timely may result in denial or delay of processing. Employees who receive medical attention the day of the injury are paid a full day's pay.

Neither BJWSA nor the insurance carrier is liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by BJWSA.

*Please refer to **APPENDIX C** and the Quick Guide for more information.*

EDUCATION, TRAINING AND PROFESSIONAL DEVELOPMENT

It is the policy of BJWSA to encourage employees to participate in educational and training opportunities.

BJWSA encourages and supports participation in professional development activities such as seminars, workshops, membership in professional associations, certification or licensure in an employee's profession. An employee interested in this benefit must discuss the activity with their immediate supervisor to obtain prior approval. *While educational assistance is expected to enhance an employee's performance and professional abilities, BJWSA cannot guarantee that participation in formal education entitles the employee to automatic advancement, a different job assignment, or pay increases.*

Eligibility

1. Training/Professional Development:
 - a. Employees in good standing according to BJWSA policies and procedures are eligible to participate in training and professional development as approved; and
 - b. Subject to availability of funds.
2. Tuition Reimbursement:
 - a. Employees must have completed one (1) year of continuous employment.
 - b. Reimbursement may be contingent upon the annual budget process.
 - c. If the employee should voluntarily separate employment with BJWSA, any tuition reimbursement monies paid within two (2) years of the separation date will automatically be deducted from the employee's final pay. If the reimbursement amount is more than the final pay, the employee will be required to reimburse BJWSA for the difference of any tuition reimbursement paid.

Approved Courses

An approved course is any course taken at an accredited institution resulting in a transcript grade that helps the employee:

1. Improve performance in their present position; or
2. Prepares them for advancement opportunities within BJWSA; or
3. Is required as part of a BJWSA approved degree program.

Courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable future position in the organization in order to be eligible for educational assistance. BJWSA will determine whether a course relates to an employee's current job duties or a foreseeable future position on a case-by-case basis.

Reimbursement Procedures

1. BJWSA reimburses tuition at a maximum rate that is established at the beginning of the fiscal year and announced by Human Resources. This amount is determined with consideration for major local college tuition rates as well as available and relevant online courses from accredited colleges.
2. The annual maximum is calculated on the fiscal year basis, which begins on July 1 of each year.



3. Upon completion of an approved course, BJWSA reimburses the employee for tuition only when the Director of Human Resources receives:
 - a. transcript verifying a grade of "C" or better for undergraduate courses and "B" or better for graduate courses; and
 - b. receipt of payment.
4. Reimbursement requests must be submitted to Human Resources within thirty (30) calendar days of completion, attendance, or receipt of transcript/certificate.

Formal Training

Formal training includes a professionally developed program or session with a fixed agenda that is offered on or off-site.

It may be necessary for BJWSA to require certain employees to take required training. When this occurs, BJWSA will pay all costs of the training including tuition, books, fees, and transportation.

With prior approval from an employee's supervisor, an employee may be granted *leave with pay* to attend training programs and meetings that are intended to improve or upgrade the employee's skills or professional ability.

Formal training is not limited to events where continuing education credits are awarded. It may include technical training, certification training, apprenticeship training, employee skills and development training, professional seminars, attendance at professional conferences, and college classes. On-the-job training (OJT) is not included.

Training hours include all hours spent at the event, from the opening session to the wrap-up, including all breaks that are part of the agenda.

EMPLOYEE TRAVEL & BUSINESS EXPENSES

BJWSA reimburses employees for reasonable business travel expenses incurred while on assignment away from the normal work location. The objective of these guidelines is to minimize the travel cost to BJWSA without creating an undue hardship or causing any unreasonable inconvenience to the traveling employee.

All business travel must be *approved in advance*. When approved, the costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives is reimbursed by BJWSA. Employees are expected to limit expenses to reasonable amounts.

Employees using their own vehicle for official business are reimbursed for mileage at the current General Services Administration (GSA) Privately Owned Vehicle mileage rate which can be found at www.gsa.gov. If there is a BJWSA vehicle available, employees are reimbursed at a lower rate than if one is not available. Requests for permission to use a private vehicle must receive prior approval.

When travel is completed, employees should submit completed travel expense reports to their supervisor within fifteen (15) days. Reports should be accompanied by receipts for such individual expenses. Per diem advances may be made to cover incidental expenses. *Employees are encouraged to make this request two weeks prior to travel although it can be submitted after travel. Per diem requests must have the approval of your supervisor.*

Although GSA establishes a standard per diem that is used for cities not specifically shown, BJWSA utilizes the M&IE per diem rate as established for Beaufort County unless a higher, urban rate is identified by the GSA website for the metropolitan area.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.

Local Mileage

Use of a personal vehicle for local BJWSA business is only allowed reimbursement when the following exist:

1. mileage must be incurred for purposes of official BJWSA business; and
2. a BJWSA vehicle is not available to the individual who is requiring mileage reimbursement; and
3. the supervisor approves the use of a personal vehicle and, therefore, mileage reimbursement.

Mileage to and from work in the normal course of business, including return to the normal work-site, is not reimbursable. (For example, if an employee who works in the Administrative building lives in Beaufort and is required to report to Hilton Head for a day meeting and return home at the end of the normal work day, the mileage that would normally be driven to report to work and return home must be excluded from the mileage used to calculate reimbursement. If, however, that same individual reported to work for the day, returned home for the evening, and then is required to attend a business meeting in Hilton Head in the evening, assuming the above requirements are met, the entire mileage would be allowable.) An employee called back to where they normally report to work is not reimbursed for mileage.

GUIDELINES

All travel must be approved in advance by a member of senior management prior to making reservations. The individual employee who is actually traveling may obtain competitive rates on their own or may contact the Procurement Department for assistance in securing their own reservations.

Time spent traveling for official business reasons is compensated under the guidelines of the Fair Labor Standards Act (FLSA). BJWSA will examine each request for reimbursement on a case-by-case basis to determine if time is compensable.

When Special Travel is performed at BJWSA's request and benefit, it is considered an integral part of the "principal" activity which the employee was hired to perform.

Guidelines for Airlines/Flights

1. Flights should be booked in advance on the lowest priced carrier to take advantage of the most favorable booking discounts or promotional programs available.
2. Depending on the destination, an employee may be expected to drive to, depart from, any of the following airports to achieve lower fares: Savannah, Hilton Head, Charleston or Jacksonville.
3. No “First Class” or premium seats are allowed unless the cost is equal to or less than the published coach fare.

Guidelines for Ground Transportation

1. **FIRST PREFERENCE - BJWSA Vehicles:** In general, employees are expected to use BJWSA vehicles when available and appropriate for BJWSA business travel
2. **SECOND PREFERENCE - Private Vehicles:** With prior approval from their supervisor, as noted on the expense reimbursement form, private vehicles may be used and shall be reimbursed for mileage at the current allowable rate per GSA guidelines. An employee who operates a private vehicle on BJWSA business does so at their own risk and BJWSA assumes no responsibility or liability for the operation, maintenance, insurance or risks involved in the operation of such vehicles. *Please refer to BJWSA's Vehicle Management Policy for additional details on page 40.*
3. **THIRD PREFERENCE - Rental Vehicles (Trips greater than 200 miles):** Before traveling, the employee must obtain approval from their supervisor and may contact Procurement for assistance in obtaining a rental car.

Guidelines for Rental Vehicles Used for Business Purposes

1. The employee should utilize the most cost effective alternative.
2. Depending on availability, only mid-size or smaller cars should be reserved unless larger cars can be rented at the equivalent rates. Premium class vehicles are prohibited.
3. Utilization of any discounts, Government rates or other “less-cost” promotions should be exercised.
4. The employee must provide a Credit Card number to hold the reservation.
5. The employee must submit rental receipts with their expense report.
6. Rental Vehicle insurance is not necessary.

Guidelines for Hotel/Lodging

1. Room reservations should be reasonable and located in a safe area near the destination. Government rates should be requested. If unavailable, the next least cost room should be booked.
2. The employee must provide a credit card number to hold the reservation.
3. Expenses such as personal phone calls, movies, etc. are not reimbursed as part of a lodging expense. These discretionary expenses may, however, be reimbursed as a part of the meal and incidental expense up to the allowable amount noted. Non-discretionary costs, such as additional hotel fees or parking fees are reimbursed with a valid receipt.



4. The employee must submit lodging receipts with their expense report.

Meals and Incidental Expenses (M&IE)

Employees traveling on official business are reimbursed for meals and incidental expenses at a *domestic per diem* rate per full day of absence established for Federal travelers while on official business for the Government.

Individuals absent for only part of a day are reimbursed as follows:

1. Breakfast: 20% of M&IE per diem (allowable for travel required before 7:00 AM)
2. Lunch: 32% of M&IE (travel between 11:00 AM and 2:00 PM)
3. Dinner: 48% of M&IE per diem (allowable for travel required after 6:00 PM)

The above allocations should be rounded to the nearest whole dollar, not to exceed the maximum per day allowance as established by the Federal Government.

The cost of meals served as part of an official function (e.g. working luncheon, seminar, awards banquet) are paid as billed and are in lieu of reimbursement as authorized above.

UNIFORMS

Employees are responsible for the general care and return of uniforms provided to them.

Personal Protective Equipment (PPE) is available as needed to ensure employees are provided with everything to perform their jobs successfully and safely. BJWSA encourages employees to continue safety practices and take PPE home as appropriate.

Safety Shoe Allowance

*Employees, based on work duties, may be provided a **shoe allowance**. Employees should ask their supervisor for details.*

Corrective Vision Safety Glass Program

*Employees, based on work duties, may be eligible to receive assistance through the **safety glass program**. Employees should ask their supervisor for details.*

BJWSA provides work and lab uniforms to employees who require such personal protective equipment. These are purchased and laundered at no cost to the employee. Employees who purchase or are given apparel with the BJWSA logo may also combine those items with their BJWSA-provided uniform. However, cleaning of this apparel is the responsibility of the employee.

Uniforms are NOT to be worn during off duty hours with the exception of stopping at childcare facilities, brief stops for essential grocery items, or for some similar reason authorized by the supervisor.

If an employee opts to wear their purchased or issued apparel during off duty hours, they are reminded that they are in the public eye and that their actions both on and off the job reflect directly on BJWSA.

While on duty, employees must wear the complete uniform at all times with the appropriate safety equipment. The uniform is determined by the employee's supervisor and may be dependent upon working conditions, weather, and employee safety. Should an employee receive a uniform to protect them from arc flash or high-visibility, it is the employee's responsibility to surrender the uniform should it fail inspection. A complete uniform consists of a jacket, shirts, trousers or shorts, and shoes. A sweatshirt or wind-shirt may also be added depending on weather conditions.

All company issued uniforms must be returned at separation of employment.

Contamination of Clothing

Personal clothing that becomes contaminated with wastewater must be properly treated in accordance with BJWSA's **BLOODBORNE PATHOGEN (BBP)** policy. Every effort should be made to prevent personal clothing from being exposed to wastewater. *At no time should wastewater contaminated uniforms be taken home and laundered by an employee.* BJWSA expects employees to UTILIZE the contract laundry services.

EMPLOYEE ASSISTANCE PROGRAM (EAP)



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP

www.theEAP.com
800-225-2527
800-252-4555

BJWSA is pleased to offer employees access to an Employee Assistance Program (EAP). *These confidential services are available 24 hours every day.* This is a comprehensive program that allows employees to access a myriad of services for the employee and their dependents.

Assistance is provided in the following areas:

1. **Counseling Benefits** – Help with personal issues from relationships to stress and substance abuse.
2. **Work/Life Benefits** – Assistance for other personal, financial and legal issues.
3. **Information Resource Benefits** – Access a vast collection of self-help tools and articles.
4. **Lifestyle Benefits** – Discounts and savings plans to help with fitness, smoking cessation, retirement and college planning.
5. **Personal Development Benefits** – Help balancing your work, life and career.
6. **Wellness Benefits** – Information and resources to improve your overall wellness.

Please contact Human Resources for additional information.



TIME OFF POLICIES

OVERVIEW AND SUMMARY

BJWSA's time off policies are designed to provide a balanced work environment that supports the healthy growth and development of all its employees and recognizes years of service and experience through:

1. Paid Time Off (PTO) / Emergency PTO Buyout
2. Holiday Leave
3. Floating Holiday
4. Bereavement Leave
5. Jury Duty
6. Voting
7. Family and Medical Leave (FMLA)
8. Military Leave
9. Administrative Leave
10. Compensatory Time

Additional information is available from Human Resources.

ATTENDANCE

To maintain a safe and productive work environment, BJWSA expects employees to be reliable and punctual in reporting for scheduled work. Unscheduled absenteeism and tardiness place a burden on other employees and on BJWSA and may lead to disciplinary action, up to and including termination of employment.

JOB ABANDONMENT (NO CALL – NO SHOW)

An employee who fails to report to work and fails to notify their supervisor of the reason for absence from work for three (3) consecutive workdays may be considered to have abandoned their job and may be subject to disciplinary action up to and including termination of employment.



**PAID TIME OFF (PTO)
POLICY (Effective March 28,
2020)**

BJWSA recognizes that employees have diverse needs for time off from work. BJWSA believes that a balance between work and non-work activities for rest, relaxation and personal pursuits is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, the company has designed a paid time off (PTO) policy that incorporates vacation, personal and sick leave into one program.

All full-time employees will begin earning PTO hours from their date of hire according to the following schedule:

Years of Service	Hours Earned Per Pay Period
0-35 months	4.62
3 – 7 years	6.16
8 – 14 years	6.77
15 + years	8.62

Length of service determines the rate at which the employee will earn PTO.

The maximum number of hours an employee may earn is 224 hours per year.

Employees become eligible for the higher accrual rate effective the pay date following their anniversary date.

PTO is not part of any overtime calculation.

PTO is accrued based on employees' number of paid hours, up to 80 hours, during each pay period.

Scheduled time off should be submitted for approval at least one week in advance.

Should a holiday occur during a period of PTO, the holiday is not charged as PTO.

Employees are accountable and responsible for managing their PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, disability, appointments, emergencies, voting or other situations that require time off from work.

Temporary employees such as Interns are not eligible to earn PTO hours. Regular part-time employees regularly working less than 40 hours per week but at least 30 hours per week will earn PTO on a pro-rated basis.

Employees must use PTO for any time away from work unless utilizing the Floating Holiday, Bereavement Leave and/or Compensatory Time. Unscheduled absences will be monitored. An employee will be

counseled if the frequency of unscheduled absences adversely affects BJWSA operations. A supervisor may request a Return to Work/Fitness for Duty form from an employee's health care provider if an absence extends 3 or more consecutive days or as justification for frequent unscheduled absences. Such verification may be requested for other absences as well.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor at least 30 minutes before the scheduled start of their workday or as determined by their department. Additional days of absence will require further updates with the direct supervisor.

Supervisors should contact HR as soon as possible as the absence may be an FMLA qualifying event. See FAMILY MEDICAL LEAVE ACT (FLMA) on page 72 for more information.

PTO should be used according to the employee's regularly scheduled workday. For example, if an employee works an 8 hour day, they would request 8 hours when taking that day off.

Full-time employees may carry over to the following year a maximum of 160 hours of PTO.

PTO hours earned in excess of 160 are forfeited on December 31st and are not paid out in cash.

Upon termination of employment, PTO hours earned up to a maximum of 160 hours but unused are paid.

EMERGENCY PTO BUY OUT

In the event of a state of emergency is declared by the Governor of South Carolina, Beaufort County, Jasper County or other authority and the BJWSA General Manager suspends normal operations, employees may submit one (1) written request per occurrence to cash in an equivalent of up to \$1,000.00 gross to Human Resources.

The employee must have accrued PTO sufficient enough to meet or exceed the dollar amount of the Emergency PTO Buy Out. Employees must have a minimum of forty (40) hours of PTO after the Emergency PTO Buy Out is approved.

NOTE: Compensatory time is not considered part of this policy.

HOLIDAY LEAVE

BJWSA observes the following holidays:

1. New Year's Day (January 1)
2. Martin Luther King, Jr. Holiday (third Monday in January)
3. Good Friday (Friday before Easter Sunday)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veterans Day (November 11)
8. Thanksgiving (fourth Thursday in November)
9. Day after Thanksgiving (fourth Friday in November)

10. Christmas Eve (December 24)
11. Christmas (December 25)
12. Floating Holiday

If a recognized holiday falls on a Saturday, it is observed on the preceding Friday. If a recognized holiday falls on a Sunday, it is observed on the following Monday.

Employees who work other than Monday through Friday (e.g. shift employees whose work schedule requires them to work holidays, nights, Saturdays or Sundays) observe the Official Holiday that falls on a Saturday or Sunday, not the observed holiday.

Holiday Leave Overlap

When a paid holiday occurs during the period an employee is on Paid Time Off, that day is not charged against the employee's PTO earnings.

For each official holiday:

1. **Regular full-time employees** receive holiday pay equal to eight (8) hours straight pay at their eight-hour base rate. Holiday Leave is not counted as hours worked for the purpose of computing overtime for non-exempt employees.
2. **Regular part-time employees** may receive time off on a pro-rated basis for hours worked. If an observed holiday falls on a regularly scheduled day to work, holiday leave pay is the number of hours regularly scheduled to work that day. If the observed holiday falls on a regularly scheduled day off, holiday pay will not be paid.
3. **Temporary employees, such as Interns**, are not eligible for holiday pay.

Paid Absence

Employees must be on the active payroll (receiving pay) the scheduled workday before and after the holiday to be eligible for holiday pay.

If a recognized holiday falls during an eligible employee's paid absence (e.g. PTO, administrative leave with pay), holiday pay is provided instead of the paid time off benefit that would otherwise have applied.

If an employee works on a holiday:

1. **Regular Full-Time Non-Exempt Employee:** If a regular full-time non-exempt employee works on a recognized holiday, they receive holiday pay plus wages at their hourly rate for the hours worked on the holiday.
2. **Regular Full-Time Exempt Employee:** If a regular full-time exempt employee works on a holiday, they receive PTO credit.
3. **Shift Work Employee:** If an employee working rotating shifts is not scheduled to work on a holiday they are paid at their hourly rate for up to eight holiday hours. If an employee working rotating shifts works on a holiday they are paid at their base hourly rate for up to eight holiday hours plus the number of hours worked on the holiday.
4. **Alternative Work Schedule (AWS) Employees:** An AWS employee's paid time off for holidays will continue to be the equivalent number of hours (8) as provided for by a normal work schedule. For any given holiday, the employee may use

PTO or flex time to allow for 40 hours in that week. Holidays are known a year in advance, therefore it is BJWSA's policy to, at the discretion of the supervisor:

- a. Exclude AWS for weeks that include a known holiday; or
- b. Alter the employee's schedule for known holidays to only allow 40 hours of paid work time.

Holiday Leave is NOT counted as hours worked for the purpose of computing overtime.

FLOATING HOLIDAY

Regular full-time employees receive eight (8) hours for a Floating Holiday annually that can be taken at their discretion with the following guidelines:

1. The Floating Holiday cannot be carried over to the next calendar year.
2. New employees are awarded the Floating Holiday upon completion of their Introductory Period.
3. All scheduled time off, including the Floating Holiday, must be approved by the employee's supervisor at least one (1) week in advance.
4. The Floating Holiday may be taken in any increment.
5. **Regular part-time employees** may receive the Floating Holiday on a pro-rated basis for hours worked.
6. **Temporary employees, such as Interns**, are not eligible for the Floating Holiday.

Floating Holiday is NOT counted as hours worked for the purpose of computing overtime.

BEREAVEMENT LEAVE

Regular full-time employees and those employees in their initial Introductory Period may use up three (3) days of Bereavement Leave per occurrence with the following guidelines:

1. To be used for the purpose of "bereavement" for the loss of an immediate family member. Immediate family member, for this purpose, is defined as: parent, parent-in-law, sibling, sibling-in-law, spouse, child, step child, grandparent or grandchild.
2. If additional leave is needed for bereavement purposes, the employee may use PTO, Compensatory Time, and/or Floating Holiday, after approval by the supervisor.
3. Documentation will be required and given to Human Resources.
4. Bereavement Leave is not offered to temporary employees such as Interns.

Bereavement Leave is NOT counted as hours worked for the purpose of computing overtime.

JURY DUTY

BJWSA encourages all employees to fulfill their civic responsibilities by serving jury duty when required. Employees should provide as much advance notice as possible to their supervisor. Written notice to serve and statements certifying each day you report for jury duty must be brought to the attention of your supervisor. Documentation should be provided to the employee's supervisor and a copy to Human Resources immediately after receipt so that operations can be adjusted, where necessary, to accommodate the employee's absence. A copy will be placed in the personnel file and it should be noted on the employee's time card.

Employees are expected to report to work whenever the court schedule permits. For example:

1. If an employee is scheduled to work day shift and jury duty report time is 9:00 AM, the employee will report directly to jury duty.
2. If an employee is scheduled to work third shift, they will be released from the shift prior to the day of jury duty.
3. If an employee is released early from jury duty, they should contact their supervisor for instructions on whether to report for the remaining shift.

Fees received as a juror and/or mileage may be retained by the employee.

Employees appearing in court on behalf of BJWSA may count time spent in court as hours worked.

Jury Duty is NOT counted as hours worked for the purpose of computing overtime.

VOTING

BJWSA encourages all employees to fulfill their civic responsibilities by participating in elections. Employees are encouraged to find time to vote either before or after their regular work schedule. If necessary, BJWSA will allow employees to utilize PTO (recommended up to 2 hours) to vote.

Like all other non-emergency requests for time off, employees should request PTO to vote from their supervisor at least one week prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

FAMILY MEDICAL LEAVE ACT (FMLA)

The function of BJWSA's Family and Medical Leave Act (FMLA) policy is to provide employees with a general description of their FMLA rights. FMLA gives the employee the right to take job-protected leave, the right to continuation of health benefits and reinstatement to the same or equivalent position. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

FMLA provides eligible employees with up to 12 weeks (or up to 26 weeks of military caregiver leave) of unpaid, job protected leave during

a 12-month period for specified family and medical reasons. To determine an employee's FMLA period, BJWSA uses the "rolling" 12-month period measured backwards from the date of any FMLA usage.

A **qualifying event** is defined as:

1. **Maternity Leave:** Incapacity due to pregnancy, prenatal medical care or child birth;
2. **Bonding Leave:** To care for the employee's newborn child, within one (1) year of the birth, or for the placement of a child for adoption or foster care, within one (1) year of placement;
3. **Care of a Family Member:** To care for the employee's spouse, child or parent due to a serious health condition;
4. **Personal Serious Health Condition:** The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job;
5. **Qualifying Exigency Leave:** Eligible employees whose spouse, child or parent is on covered active duty or call to covered active duty in the Regular Armed Forces; or
6. **Military Caregiver Leave:** Eligible employees who are the spouse, child, parent, or next of kin of a covered service member or covered veteran with a serious illness or injury may take up to 26 workweeks of unpaid, job-protected leave in a single 12-month period to care for a covered service member or covered veteran. An eligible employee is limited to a *combined* total of 26 workweeks of leave for **any** FMLA-qualifying reasons during the single 12-month period.

FMLA applies to employees who have been employed 12 months or longer; who have worked 1,250 hours or more in the preceding 12 months; and work at a worksite that has at least 50 employees within 75 miles of that office or worksite. Health insurance benefits will continue as long as premiums are paid, either through normal payroll deductions or, in leave without pay situations, retroactively via payroll deductions. The employer portion will continue to be paid by BJWSA for up to 12 weeks.

IMPORTANT FMLA Rules:

1. ***FMLA is not optional if the leave qualifies under FMLA. Contact Human Resources or talk to your supervisor if you think you may have a qualifying event.***
2. A certification is required for FMLA determination.
3. FMLA leave runs concurrently with all types of leave (including worker's compensation or short term disability).
4. **Time keeping system comments** should state "FMLA..."
5. BJWSA will designate FMLA leave and deduct leave and/or FMLA leave balances for employees for FMLA purposes, in the increment required.
6. FMLA leave may be taken all at once, intermittently or on a reduced schedule.

If you have any questions, concerns or disputes with this policy, contact Human Resources.

Please refer to **APPENDIX A** for further details.



MILITARY LEAVE

The **Uniformed Services Employment and Reemployment Rights Act (USERRA)** applies to persons who perform duty, voluntarily and involuntarily, in the “uniformed services”, which include Marine, Army, Navy, Air Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services. Uniformed service includes active duty, active duty for training (such as drills), and initial active duty training. USERRA requires that all employers reemploy service members returning from a period of service in the uniformed services, including those who have not completed the Introductory Period and all regular part-time employees. The employee must give notice to BJWSA that they are leaving their job for service in the uniformed services, unless providing such notice is precluded by military necessity or is otherwise impossible or unreasonable. The cumulative period of an employee’s service in the uniformed services must not exceed five (5) years. Further, the employee must report back to their position with BJWSA within a timely manner, as designated by USERRA, which shall depend on the length of time of such service.

In addition to the reemployment rights mentioned above, BJWSA grants all regular full-time employees who are members of the South Carolina National Guard or any reserve unit of the United States Armed Forces military leave without loss of pay or any other benefit for up to 15 working days in any one year so that they may participate in training or other such duties ordered by the appropriate military authority. In the event any such employee is called upon to serve during an emergency, they are entitled to such leave of absence not exceeding 30 additional working days. An employee on military leave will receive their normal salary in addition to any compensation they receive from the military, but salary continuation cannot exceed 45 working days within the designated year. Subject to the terms, conditions and limitations of the applicable benefit plans for which the employee is otherwise eligible, BJWSA maintains the employee’s health insurance coverage by continuing to pay the employer’s share of the premium for the full term of the military leave of absence while the employee will be required to pay their share of the premium. Uncollected premiums will be collected retroactively from employees via payroll deduction. As used in this section “any one year” means either a calendar year or, in the case of employees required to perform active duty on a fiscal year basis, the fiscal year of the National Guard or reserve unit issuing the orders.

Additional military leave, if granted, is charged against the employee’s accrued Paid Time Off time. Otherwise, it is charged as leave without pay. Military leave should be noted accordingly in the time keeping system comments.

An employee requesting military leave is required to submit a copy of their orders to their supervisor not less than one week before leave begins except for military emergencies where such notice is not possible. A copy of the military orders must be sent to Human Resources for placement in the personnel file.



ADMINISTRATIVE LEAVE

Administrative Leave is a temporary leave that can be with or without pay.

Administrative leave may be designated:

1. With prior approval from the BJWSA General Manager; and
2. For a reasonable length of time; and
3. With or without pay, depending on circumstances.

COMPENSATORY TIME

Please see **COMPENSATORY TIME** on page 87 under **COMPENSATION** for more information.



NOTES:

Philosophy

BJWSA recognizes that accomplishment of its mission and vision are vital to the high standards and high expectations of all employees and is essential to service excellence. Effective employees are essential for BJWSA to fulfill its mission and commitment to having and supporting the highest quality staff, which means employees are recognized and rewarded appropriately for their contributions. In order to support BJWSA's top priorities, employee compensation must be externally competitive and internally equitable within the boundaries of financial feasibility.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

BJWSA will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

COMPENSATION PLAN

To ensure BJWSA resources are used efficiently and effectively, the organization supports a compensation system that is **equitable, competitive, performance based, and fiscally responsible**:

EQUITABLE

External equity - The relative worth of comparable jobs in relevant labor markets factored for general economic variances and adjusted to reflect the local economic marketplace. The relevant labor market may vary by occupational group, industry, and geographical area.

Human Resources generally reviews labor market movement on an annual basis using published and professionally reliable sources to ensure continued competitiveness and adherence to the BJWSA Compensation Philosophy. Appropriate modification to the salary structure may be recommended based upon this analysis.

Internal equity - The relative worth of BJWSA's jobs when comparing job duties, responsibilities, accountability level, formal training, experience and arranging all jobs in a formal grading structure with appropriate salary ranges.

1. Salaries for new employees should be established at levels that recognize the individual's skills and experience while considering the salary levels of current employees within similar job titles.
2. BJWSA ensures internal equity by paying employees similarly for comparable work within the parameters of discipline, performance, function, and individual effectiveness.
3. BJWSA commits to balancing internal equity while recognizing the need for market competitiveness.

COMPETITIVE

1. BJWSA maintains a compensation program aimed at attracting, retaining and rewarding a highly qualified and diverse workforce.
2. BJWSA strives to maintain a competitive position in the job market by setting salaries and benefits at levels competitive with other comparable positions, fields and companies in various labor markets.
3. BJWSA will occasionally exceed established total compensation in order to attract and maintain quality staff in areas of need.
4. In order to continue attracting and retaining highly skilled and effective employees, BJWSA strives to provide opportunities for growth and career development.

PERFORMANCE BASED

1. BJWSA follows a performance-oriented philosophy. There is no guarantee of additional or increased compensation.
2. BJWSA strives to reward employee performance in accordance with their contributions to their team, department and the organization.
3. BJWSA utilizes an objective and interactive performance management process that assesses performance, recognizes developmental opportunities, and communicates organizational goals and objectives as they relate to the employee's role at BJWSA.
4. If applicable, annual pay increases are pro-rated for those employees newly hired during the year. The following schedule will be used.

Hire Date	July – March	April – June
% of Pay Increase	% Pro-rated per number of days employed	0%

5. Annual pay increases are generally calculated as a percent of the employee's salary range midpoint.
6. Pay changes due to reclassifications or promotions are generally calculated as a percent of the employee's base pay.
7. An employee in a probationary period when annual pay increases are processed is not eligible for an annual pay increase. The next opportunity for a pay change is when the next annual pay changes are processed.

FISCALLY RESPONSIBLE

1. BJWSA considers market variations, its fiscal status and the core beliefs of the organization when determining employee compensation.
2. BJWSA strives to provide employees with a competitive total compensation package. That package includes salary and benefits within financial guidelines and in compliance with all applicable policies, regulations and laws.

BJWSA reviews the total compensation plan periodically to assess market competitiveness and effectiveness.

COMPENSATION PRACTICES

At BJWSA, compensation decisions are a collaborative effort between managers or supervisors, senior management and Human Resources. Administration of consistent and situationally appropriate practices is instrumental to BJWSA's ability to attract, motivate and retain key talent, and to ensure compliance with appropriate policies, regulations and laws. The success of the compensation program hinges on BJWSA's ability to appropriately compete with external labor markets, to recognize and reward performance, and to maintain a sense of internal equity.

Human Resources is responsible for the administration of the program; however, every employee and manager should understand their responsibilities in order to ensure the success of the program.

The compensation system is composed of three elements:

1. Job Classification (Internal Equity)
2. Pay Grades and Salary Ranges (External Competitiveness)
3. Reclassifications (Process Equity)

JOB CLASSIFICATION

Job classification is a system for objectively and accurately defining and evaluating the essential duties and responsibilities, knowledge and skills, and authority level of a job. The job classification, done correctly, is a thorough description of the job responsibilities of a position without regard to the knowledge, skills, experience, and education of the person currently performing the job.

Human Resources maintains job classifications (also known as job descriptions) for all jobs at BJWSA. Job descriptions are used for recruiting and selecting staff, defining career growth opportunities, developing performance expectations or standards, and compliance with various regulations and laws.

Job descriptions consist of the following elements:

1. Job Title and Pay Grade;
2. Essential Duties and Responsibilities;
3. Knowledge and Skills;
4. Education and/or Experience;
5. Certification and Licensure;
6. Supervisory responsibilities;
7. Scope of Decision-making;
8. Delegation of Authority;
9. Physical Demands; and,
10. Environmental and Working Conditions.

Job titles are assigned by Human Resources and will reflect a logical, organizationally consistent metric that describes the level and nature of the job.

New positions must have a written job description that has been created collaboratively by Human Resources and the hiring manager.

When determining the pay grade and salary range of a job classification, Human Resources will obtain a recommendation from a third party compensation professional. Consideration is given to the local market conditions to establish the grade and range.

Human Resources require a review of job descriptions annually, typically during the performance evaluation process. Supervisors and managers are responsible for working with employees to revise job descriptions, if applicable, and to inform Human Resources when an existing job has changed significantly.

PAY GRADES AND SALARY RANGES

BJWSA has established a compensation structure based upon pay grades with corresponding salary ranges. Pay grades represent the different levels of work being performed among classifications. Each pay grade has a corresponding salary range that is identified by a minimum, midpoint and maximum salary rate. Salary ranges are reviewed annually to ensure competitiveness. Appropriate modification to the salary structure will be recommended based upon the market response to inflation and Consumer Price Index changes.

If the annual increase in the salary structure results in an employee's salary being less than their salary range minimum, their salary will be increased to the new salary range minimum. Annual merit increases are in addition to the amount required to increase pay to the salary range minimum.

If an employee's salary is greater than their salary range maximum, merit increases are paid as a lump sum bonus and are not added to base pay.

RECLASSIFICATIONS

A reclassification is the assignment of a filled position to a different classification based upon demonstrated, permanent and significant changes to the duties and responsibilities of the position. Positions, not people, are reclassified. Before a reclassification request can be initiated:

1. Higher or different level responsibilities/duties must be performed for a minimum of six (6) months and added to the job description.
2. There must be significant changes of a permanent nature in the job duties performed. These changes must involve increased levels of responsibility to warrant reclassification. Significant changes are defined as 25% or more of the duties/responsibilities of a position.

A reclassification request cannot be based upon any of the following:

1. Length of service (longevity)
2. Position in the salary range
3. Training, credentials or experience not required for the job
4. Volume/quantity of work
5. Quality/performance of work

A reclassification can result in one of three different movements in the classification system:

1. If the job is reclassified to a higher pay grade the procedures for a Promotion will be followed.
2. If the job is reclassified to the same pay grade the procedures for a Transfer will be followed.
3. If the job is reclassified to a lower pay grade the procedures for a Demotion will be followed.

Pay changes due to reclassifications or promotions are calculated as a percent of the employee's base salary.

Employees with a base pay exceeding the salary range maximum assigned to their position are eligible for an annual pay increase. However, that pay increase shall be paid as a "lump sum" and will not be added to the employee's base pay. By providing a lump sum payment, BJWSA is still able to reward out of range employees for their performance.

COMPENSATION CHANGES

Salary changes are performance-based and link employee compensation to performance. Therefore, employee pay is differentiated by performance. The aim of this strategy is to encourage higher levels of performance and productivity and ultimately organizational effectiveness.

The effective date for Compensation Changes is established as the first day of the pay period after the employee has physically assumed their new responsibilities. An exception due to a business necessity may be granted by the appropriate Deputy General Manager.

NEW HIRES

When setting the salary of each new employee, it is important to remember that while the salary of the previous incumbent may serve as a budgetary placeholder, it is not the definitive guide for determining the salary for a new employee. This decision must be based upon a variety of factors to include:

1. The candidate's directly related job experience.
2. Competitive labor market rates for individuals with comparable knowledge, skills, and experience.
3. Recruitment and retention difficulty, to include the size of the qualified applicant pool and the duration of the recruitment process.
4. Comparisons with other employees performing similar work in the department or across the organization. (Normally, the salary of a new employee should be no higher than the salaries of current staff in comparable positions with similar levels of job specific experience, knowledge and skills).
5. Budget/funding availability.

New hires must meet the minimum requirements for the position and may still require training to become fully proficient in job skills and organization's methodology.

Generally, new hires are offered the pay grade minimum of the range. Starting salaries generally do not exceed the pay grade midpoint. The Hiring Manager meets with Human Resources to review and assess the factors cited for the starting salary proposal.

If the applicant's training and experience or other qualifications are directly related to and substantially exceed the minimum requirements for the position, BJWSA may hire at a rate of pay not to exceed the midpoint of the salary range. When such a request is made, Human Resources will complete an equity analysis. Such requests require the approval of Human Resources and the Deputy General Manager.

Only under the most unusual circumstances is an applicant hired above the midpoint of the salary range. When such a request is made, Human Resources will complete an equity analysis. If the analysis supports the request, it is forwarded to the General Manager. The General Manager's approval is required for starting salaries above midpoint.

NEW HIRES FOR DIFFICULT-TO-FILL POSITIONS

New hires may be offered a salary greater than the pay grade midpoint based on the following:

1. Internal equity
2. Highly skilled and needs minimal training
3. Offers the organization more skills, knowledge, expertise and productivity than is typical
4. Education and certifications required by the job description are exceeded
5. Possesses extensive and direct job-related experience; typically greater than 4 years
6. Previous experience was either in the same industry, profession or trade
7. Labor market volatility, scarcity of applicants and/or difficulty in the search process render positions difficult-to-fill such as Water Operator, Wastewater Operator, IT positions, senior level Technical Maintenance positions and management positions of difficult-to-fill positions

The Hiring Manager will need to obtain approval from Human Resources and the appropriate Deputy General Manager for any starting salary request more than the pay grade midpoint.

PROMOTIONS

A promotion is defined as a change in an employee's pay grade to a higher pay grade.

Internal promotions are eligible for an increase in current pay up to 10% or the minimum of the new pay grade, whichever is greater, based on the following:

1. Internal equity
2. Related experience/skills
3. Exceptional performance rating
4. Education and certifications required by the job description are met or exceeded
5. Tenure with BJWSA

Promotional increases up to 10% or minimum of the new pay grade require the approval of Human Resources and the appropriate Deputy General Manager. Increases exceeding these guidelines must be approved by Human Resources, the appropriate Deputy General Manager and the General Manager.

DEMOTIONS

A Demotion is defined as a change in an employee's pay grade to a lower pay grade. The employee's salary may be reduced up to 10%.

Upon demotion, an employee's base salary will not be:

1. Higher than the maximum of the pay grade to which the employee is being demoted; or

2. Less than the minimum of the new pay grade.

The reasons for the demotion will be considered as follows:

1. Disciplinary Demotion - An employee who receives a disciplinary demotion and is subject to a reduction in pay may be required to complete a Probationary Period of 180 days. An employee is not eligible for any salary increases during a probationary period.
2. Non-disciplinary Demotion - An employee may be demoted for other than disciplinary reasons. For example, an employee that can no longer perform the duties of their current position.

Demotion pay decreases require the approval of Human Resources and the appropriate Deputy General Manager. Decreases outside these guidelines require the General Manager's approval.

MARKET AND INTERNAL EQUITY ADJUSTMENT

A market equity adjustment may occur when it is determined that a job is either under- or over-priced in relation to comparable jobs in the relevant competitive labor market.

A market equity adjustment is used to address salary inequities arising from external pressure in high demand fields or concerns related to the retention of key talent. These types of pay increases are not granted to reward performance.

An internal salary inequity exists when an employee's salary is significantly below that of employees in the same classification in that team/department who possess similar levels of performance, skills, knowledge, and job assignments.

Examples of situations which may indicate a salary inequity with other employees in the same classification include:

1. The salary of a long-term employee is low relative to a new hire whose salary is highly market-driven.
2. There is significant salary compression between a supervisor and their direct reports.
3. Market factors influencing recruitment and retention.

In the event of a market or internal inequity, Human Resources and the appropriate Manager will confer and recommend remediation steps towards addressing the discrepancy. A third party compensation consultant will conduct a market analysis and forward their recommendation to Human Resources. Human Resources will collaborate with senior management to review the analyses, discuss and determine salary changes, if applicable. The final recommendation will be approved by senior management and communicated to the appropriate Manager.

TRANSFERS

A Transfer is considered a movement by an employee to another classification within the same pay grade. A Transfer may be the result of organizational needs, or due to performance issues.

The employee must meet the minimum qualifications for reclassification and may or may not be eligible for a salary increase.



BONUS PROGRAMS

POLICY

The goal of the BJWSA Staff Bonus Plan is to provide a bonus to staff members who have accomplished extraordinary achievement(s) within the workplace. It is designed to complement the Evaluation Program and provide a financial reward to those who have outperformed and exceeded expectations during the year.

NOMINATION PROCESS

A staff member may be nominated by any BJWSA Supervisor, Manager, Director, Deputy General Manager and/or General Manager.

1. Nominations should be sent to the Director of Human Resources.
2. HR will forward nominations to the nominee's DGM who obtains endorsement at each level above the position that submitted the nomination.
3. Senior Management will make the final decision and determine the amount of the bonus after considering all comments.
4. HR will track all nominations.

The recommendation should be submitted on the form and include a concise statement in three or four sentences presenting the case for bonus qualification. Careful consideration and justification must be taken for each recommendation.

ELIGIBILITY

1. Full-time employees in good standing according to BJWSA policies and procedures
2. Employees with at least one year of service with BJWSA
3. The length of service requirement may be waived for bonus awards for performance far exceeding expectations

INTRODUCTORY PERIOD

The Introductory Period is defined as 180 calendar days in duration and is intended to allow time for the new employee and BJWSA to mutually assess and evaluate the skills and fit of the employee into the job at BJWSA. During the Introductory Period, new employees accrue Paid Time Off and are eligible for those benefits that are required by law, such as workers' compensation insurance, Social Security and South Carolina State Retirement. They may also be eligible for other BJWSA-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

Initial Introductory Period (New Hire)

1. Introductory Period begins on employee's date of hire.
2. After completion of the Introductory Period, and if the employee's performance *is satisfactory*, they are eligible to become a regular full-time employee. If the employee *does not meet expectations*, the Introductory Period may be extended with approval from senior management for a period not to exceed 90 days OR the employee may be separated from employment with approval of the General Manager.

3. These conditions also apply to current employees who fill a vacancy or newly created position within the organization through the application process. It does not apply to those promoted within the same line of work. (Example: Tech I to Tech II.)

Introductory Period (Current Employees)

Current employees are required to complete a **second Introductory Period** if the new position they assume is substantially different than their previous position.

Introductory Period (Temporary to Regular Full-Time)

1. Temporary employees who are hired into any regular full-time budgeted position are required to serve the full, 180-day Introductory Period.
2. The date of hire is the date employee was hired into the regular budgeted position.
3. If the employee's performance rating meets acceptable standards, they are eligible to become a regular full-time employee. If the employee's performance rating does not meet acceptable standards, the Introductory Period may be extended with approval from senior management for a period not to exceed 90 days OR the employee may be separated from employment with approval of the General Manager.
4. Temporary employees receive no benefits, accrue no leave time, and are not eligible for merit increases.

Upon completion of any Introductory Period, the supervisor typically completes an appraisal to evaluate performance.

An employee who has questions regarding the Introductory Period should contact Human Resources.

CHANGES IN EMPLOYEE STATUS

The effective date for Employee Status Changes and any salary change is generally established as the first day of the pay period after the employee has physically assumed their new responsibilities.

If an employee is promoted within the same line of work, just to another level, they may receive the minimum of the new pay grade or the suggested percentage at the discretion of the General Manager.

LOSS OF JOB QUALIFICATION

An employee who fails to maintain the minimum qualifications for their position may be subject to a reduction in pay, demotion, and possible termination. Reduction is reviewed and approved by the General Manager.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be given the opportunity to work overtime assignments. **All overtime work must receive the Supervisor's prior authorization.** Overtime pay is based on *actual hours* worked. Paid Time Off, Holiday Leave, Floating Holiday, Bereavement Leave, Jury Duty and Administrative Leave are excluded for the purposes of performing overtime calculations.

Non-Exempt Employees

Non-exempt employees are paid an established hourly rate of pay for all hours worked. If a regular, full-time employee works more than 40 hours in a standard work week, the employee shall be compensated for overtime in accordance with FLSA (at a rate of one and one-half times the regular rate), unless such employee chooses to received compensation in the form of Compensatory Time. Regular part-time and temporary employees are paid for all hours worked and eligible for overtime as outlined by FLSA.

In the event of emergencies and/or natural disaster related events, essential/stay behind employees are paid for all time spent at work, to include rest time. For more information, see **EMERGENCY CLOSINGS** on page 39.

Exempt Employee

All exempt employees are paid a fixed annual salary based on the number of established payroll period. Exempt employees' salaries are designed to acknowledge the likelihood that exempt employees may be required to work more than 40 hours per work week. Exempt employees are not eligible for overtime.

Exempt employees are generally expected to work during core business hours, but they may also be required to work hours before or after the standard workday and some weekends. Core hours are defined as eight (8) hours between 6:00 AM and 6:00 PM – Monday through Friday. In specific and limited circumstances, a non-standard work schedule (outside of core hours) may be in the best interests of BJWSA.

Exempt employees are expected to use Paid Time Off for time off during core hours and submit such requests in advance to their supervisors through the timekeeping system. Absent a serious emergency, an employee's supervisor must be informed of and pre-approve any deviation from the employee's standard work schedule.

Exempt employees, with supervisor pre-approval, may use flex time, if time off is needed in a work week. If flex time is not used, exempt employees must use Paid Time Off for time not worked during the employee's standard work schedule.

For all employees, regular and predictable attendance at work is an essential job function.



COMPENSATORY TIME

BJWSA offers compensatory time for regular full-time employees based on the following guidelines:

Non-Exempt Employees

1. A non-exempt employee who works overtime may earn compensatory time at one and one half times regular time. If compensatory time is not selected, then the employee receives overtime pay as approved by the supervisor.
2. Employees can accrue up to forty (40) hours of compensatory time. As with any leave, such time off must be approved by the employee's supervisor.
3. Compensatory time may be used within a reasonable period of time. This time is not counted as hours worked for the purpose of computing overtime. Any compensatory time accrued at separation from employment is paid at the regular hourly rate.

Exempt Employees

Exempt employees are not eligible for compensatory time.

The Compensation Plan may be revised at any time and the adjustment and implementation methods are at the discretion of BJWSA.

WORKING OUT OF CLASSIFICATION PAY

There may be occasions when employees, who are qualified, may be assigned additional responsibilities for a period of time.

If the assignment exceeds 15 calendar days, the employee may be considered “Working Out of Classification” and the following applies:

1. Employees that will be in a *Non-supervisory role* may receive a pay increase to the minimum rate of the higher classification or 5% above current salary, whichever is greater;
2. Employees that will be in a *Supervisory role* may receive a pay increase to the minimum rate of the higher classification or 10% above current salary, whichever is higher.
3. Payment is retroactive to the date assigned.
4. Temporary assignments may not exceed six (6) months without justification and approval by the General Manager. If temporary assignment exceeds 30 calendar days, staffing and classification shall be reviewed and approved by the General Manager.

When the temporary assignment is concluded, the employee's salary reverts back to the amount that they held prior to the temporary assignment.

ON CALL PAY

The purpose of on-call pay is to have employees available and committed for support and to respond to unexpected events and/or technical/operational issues outside the normal working hours. On-call cannot be used as a means of payment to complete regularly assigned work done after hours or a means to compensate for special projects and/or work assignments.

Normally, employees should not be scheduled for an on-call arrangement for more than seven consecutive days. In circumstances where a longer period is required, such arrangements are subject to mutual agreement between the supervisor and the employee.

The supervisor determines the method of communication during on-call periods – generally the use of a company cell phone. The response time required for answering calls is fifteen minutes. The employee is free to engage in personal pursuits during any portion of the on-call period, but these pursuits must allow for meeting the required response time and performing at an acceptable level.

Procedures for On Call

1. An employee designated as *on-call*, is expected to respond in a timely manner. Failure to respond while on-call may result in disciplinary action up to and including termination.
2. An employee assigned on-call duty receives a set rate for each on-call day in addition to the hourly pay for hours worked on those days. The amount paid is subject to budget limitations and announced at the beginning of each fiscal year. This pay is used in calculation for the base overtime rate for that pay period. An employee on on-call duty does not receive special minimum hour allocations for responding to service calls outside of their regular workday.
3. This commitment cannot be filled by an employee who is not otherwise available for work because of authorized Paid Time Off. Any employee who has such an absence during the duty period must be relieved from such duty for each day of absence and is not eligible for on-call pay. The supervisor is responsible for scheduling a replacement.

GUARANTEED MINIMUM CALL BACK

If an off duty employee, who is not on call, responds to a work site as a result of an authorized request for assistance, they are paid a minimum of three (3) hours pay or the actual hours worked, whichever is greater.

A non-exempt employee is considered “off-duty” when they have left the plant yard or worksite.

PAYMENT UPON SEPARATION

Payment upon separation of employment varies as follows:

1. Paid Time Off: Regular full-time employees are paid for their accrued and unused Paid Time Off up to the maximum allowed of 160 hours.
2. Compensatory Time: Accrued and unused compensatory hours will be paid to non-exempt employees regardless of the reason for separation from employment. Exempt employees are not eligible to accrue compensatory time, therefore not eligible for payment.
3. Bereavement Leave: Bereavement Leave is not paid at the time of separation.

APPENDIX

Overview

This section provides further detail and outlines specific procedures for employees to follow.

The employee, upon receipt of this handbook, should complete and sign the Acknowledgment of Receipt for the Employee Handbook and the Acknowledgment of Receipt for the Substance Abuse Policy. These must be returned to Human Resources to be placed in the employee's personnel file.

The employee should sign and date the front page of the handbook for their records.

APPENDIX	DESCRIPTION	PAGE
A	Family and Medical Leave Act (FMLA)	90
B	Substance Abuse Policy	94
C	If Injured on the Job	101
D	Acknowledgement of Receipt – Employee Handbook & Substance Abuse Policy Employee Copy	103
E	Miscellaneous Forms Harassment Complaint Form Outside Employment Disclosure Intradepartmental Transfer Summary	105 106 107

Being Green

BJWSA is pleased to offer the option of receiving the Employee Handbook to employees in either electronic format or hard copy.

Accessing the Employee Handbook Electronically

The Employee Handbook is available electronically by contacting a member of the Human Resources Department.

 Please consider the environment before you print.

APPENDIX A – **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

A. General Provisions

Under this policy, BJWSA will grant up to 12 weeks (or up to 26 weeks of military caregiver leave) of unpaid, job-protected leave during a 12-month period to eligible employees for specified family and medical reasons. BJWSA calculates an employee's FMLA entitlement under the "rolling" 12-month period, measured backwards from the date an employee uses any FMLA Leave.

B. Eligibility

To qualify for leave under FMLA, an employee must have been employed by BJWSA:

1. For at least 12 months;
2. For at least 1,250 hours of service during the 12 month period immediately preceding the leave; and
3. Work at a worksite that has at least 50 employees within 75 miles of that office or worksite.

C. Qualifying Reasons for Leave

FMLA may be taken for the following reasons:

1. Maternity Leave: Incapacity due to pregnancy, prenatal medical care or child birth;
2. Bonding Leave: To care for the employee's newborn child, within one (1) year of the birth, or for the placement of a child for adoption or foster care, within one (1) year of placement;
3. Care of a Family Member: To care for the employee's spouse, child or parent due to a serious health condition;
4. Personal Serious Health Condition: The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job.

"Serious health condition" is defined as including an illness, injury, impairment, or physical or mental condition that involves "inpatient care" in a hospital, hospice, or residential medical care facility; or "continuing treatment" by a health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three (3) consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition including prenatal medical appointments, morning sickness and medically required bed rest. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under BJWSA's Paid Time Off policy are encouraged to consult with Human Resources.

FMLA also provides Military Family Leave Entitlements:

1. Qualifying Exigency Leave: Eligible employees whose spouse, child or parent is on covered active duty or call to covered active duty in the Regular Armed Forces.
2. Military Caregiver Leave: Eligible employees who are the spouse, child, parent, or next of kin of a covered service member or covered veteran with a serious illness or injury may take up to 26 workweeks of unpaid, job-protected leave during a single 12-month period to care for a covered service member or covered veteran. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the 12-month period.

The following definitions apply to military family leave:

1. The term "**covered active duty**" or call to active duty for a (i) a member of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country; (ii) a member of the National Guard or Reserves means duty during the deployment of the member with the

Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation.

2. The term “**covered military member**” is the employee’s spouse, child, or parent on active duty or call to active duty status.
3. The term “**covered service member**” is a member of the Armed Forces who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.
4. The term “**covered veteran**” is defined as a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness if they (i) were a member of the Armed Forces, (ii) were discharged or released under conditions other than dishonorable, and (iii) were discharged within the five-year period before the eligible employee takes FMLA military caregiver leave to care for the veteran. So long as the eligible employee takes FMLA leave within five years after the covered veteran’s discharge, the 12-month permitted leave period may extend beyond the five-year discharge period. In calculating the five-year period, any time between October 28, 2009, and March 8, 2013, is excluded in calculating the five years.
5. The term “**next of kin**” means the nearest blood relative of a service member, other than the member’s spouse, parent or child. Next of kin priority order is as follows: blood relative designated in writing by the service member as next of kin for FMLA purposes, blood relative granted legal custody of the member, brother and sister, grandparents, aunt and uncle, and first cousin.
6. The term “**serious illness or injury**” for current service members or covered veterans:
 - a. **Current service member** in the Armed Forces means an injury or illness incurred by the service member in the line of duty on active duty in the Armed Forces or which existed before the beginning of the service member’s active duty and was aggravated by service in the line of duty on active duty, that may render the member medically unfit to perform the duties of the service member’s office, grade, rank, or rating.
 - b. **Covered veteran** means an injury or illness incurred in the line of duty on active duty in the Armed Forces or that existed before the veteran’s duty and was aggravated by service in the line of duty on active duty, and that manifested before or after becoming a veteran, and that is one of the following:
 - i. Continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating;
 - ii. Physical or mental condition for which the covered veteran received a U.S. Department of Veterans Affairs Service-Related Disability Rating of 50 percent or more, and the need for leave relates to that condition;
 - iii. Physical or mental condition that substantially impairs the covered veteran’s ability to work because of a disability or disabilities related to military service, or would do so without treatment; or
 - iv. Injury, including a psychological injury, on the basis of which the covered veteran is enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
7. The term “**Qualifying Exigency**” includes, among other things, the following:
 - a. Addressing issues arising from the member’s short notice deployment (seven days or less),
 - b. Attending certain military events,
 - c. Making arrangements for childcare and school activities,
 - d. Making financial and legal arrangements,
 - e. Attending certain counseling sessions,
 - f. Attending and addressing certain post-deployment activities and issues,
 - g. Spending time with a service member on rest and recuperation leave, and

- h. Caring for a service member's parent who is unable to care for themselves when the care is necessitated by the member's covered active duty and the member is the eligible employee's spouse, parent, or child.

D. Amount of Leave

An eligible employee may take up to 12 weeks (or 26 weeks for military caregiver leave) of unpaid, job protected leave for a qualifying event during a 12-month period.

BJWSA calculates an employee's FMLA entitlement under the "rolling" 12-month period, measured backwards from the date an employee uses any FMLA leave. Under this "rolling" 12-month period, each time the employee takes FMLA leave, the remaining leave entitlement is the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

If husband and wife both work for BJWSA, they are eligible to take a combined total of 12 weeks (or 26 weeks for military caregiver leave) as outlined in the policy.

E. Use of Paid and Unpaid Leave

All FMLA absences must be recorded, in the smallest increment of time used for other forms of leave, on BJWSA's time keeping system and/or in their employee's personnel file. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

An employee who is taking FMLA leave or Military leave must first use all BJWSA accrued paid leave before being eligible for unpaid leave. Paid leave runs concurrently with and is part of FMLA leave. In other words, any paid leave used for an FMLA qualifying reason is charged against an employee's total entitlement to FMLA leave and does not increase the amount of leave time otherwise available to the employee. The amount of FMLA leave includes time off for paid disability or workers' compensation injury or illness, provided that the leave otherwise meets FMLA requirements. While receiving paid disability benefits or worker's compensation benefits, an employee may use BJWSA paid leave, if any is available, but is not required to do so.

F. Employee Status and Benefits During Approved FMLA

During FMLA, BJWSA will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Under current company policy, the employee pays a portion of the health care premiums. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the health care premiums. While on unpaid leave, the employer may maintain such benefits during FMLA and pay the employee's share of the health care premiums. The employee, upon return to work, will be required to retroactively reimburse BJWSA via payroll deductions any health care premiums paid by BJWSA on behalf of the employee. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, BJWSA may recover health care premiums paid on behalf of the employee during any unpaid leave.

G. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently or on a reduced work schedule only when medically necessary as certified by a health care provider. If an employee takes leave intermittently or on a reduced work schedule, the employee must attempt to schedule the leave so as not to unduly disrupt BJWSA's operations. In all cases, the leave should not exceed a total of 12 workweeks (or 26 workweeks for military caregiver leave).

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

H. Procedures and Required Medical Certification Documentation

An employee must complete a Leave Request Form for FMLA leave, accompanied by a completed Medical Certification Form from a health care provider, if applicable to support a request for FMLA leave for the employee's or family member's serious health condition. The Leave Request and Medical Certification Forms can be obtained from Human Resources. Medical Certification Forms must be provided to BJWSA within 15 days of the date leave is requested. Failure to complete such forms may result in the delay or denial of FMLA leave. BJWSA may also:

1. Have a designated health care provider contact, or contact directly through Human Resources or a management official other than the employee's immediate supervisor, the employee's health care provider in an effort to clarify or authenticate the initial certification; or
2. Require the employee to obtain a second opinion by an independent provider at BJWSA's expense. If the initial and second certifications differ, BJWSA may, at its expense, require the employee to obtain a third, final, and binding certification from a jointly selected health care provider. This does not apply to a military health care provider certification for military caregiver leave. An employer may request a second or third opinion of a current service member's serious health condition for military caregiver leave only when the original certification is provided by a non-military affiliated health care provider.
3. Request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, BJWSA may require periodic reports regarding the employee's status and intent to return to work. Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee may be required to submit a Return to Work certification from the employee's health care provider.

An employee also may be required to submit certification, as prescribed by the Department of Labor, for serious injury or illness of a covered service member or for proof of the facts related to a qualifying exigency. The Company may require certification of the exigency necessitating qualifying exigency leave. The Company may not require recertification or second or third opinions on the qualifying exigency.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Failure to provide requested documentation of the reason for an absence may lead to disciplinary action.

I. Reinstatement to Position

An employee who takes FMLA leave may be entitled, on return from leave, to be reinstated to the position held by the employee when the leave commenced or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An employee is entitled to such reinstatement only if they would have continued to be employed had FMLA leave not been taken.

As a condition of reinstatement for an employee who has taken leave due to the employee's own serious health condition, the employee must provide a **“Return to Work”** or medical certification from the employee's health care provider stating that the employee is able to resume work. The requirement to provide such certification shall be given to the employee at the time FMLA is requested, as soon as the medical circumstances surrounding the need for leave are known or as soon as practical. Until the completed Return to Work certification is provided, reinstatement may be denied.

BJWSA reserves the right to deny reinstatement to a salaried, eligible employee who is among the highest paid 10% of employees employed within 75 miles of the employee's worksite, if the employee is notified of the possibility that reinstatement may be denied at the time the leave is requested; such denial is necessary to prevent substantial disruption or substantial and grievous economic injury to the operations of the Company, and the Company determines such injury would occur.



EMPLOYEE HANDBOOK
APPROVED – APRIL 23, 2020



APPENDIX B

SUBSTANCE ABUSE POLICY This policy is NOT A CONTRACT.

Beaufort-Jasper Water and Sewer Authority is committed to a safe, healthy and productive work environment for all employees. BJWSA recognizes that alcohol, drug or other substance abuse by an employee may impair their ability to perform properly and can have serious adverse effects on the safety, efficiency, productivity of other employees and the public it serves.

BJWSA recognizes that the abuse of drugs and alcohol results in increased accidents and medical claims and may lead to the destruction of employees' health and family lives. In light of these concerns, changes in federal regulations, and the Drug Free Workplace Act, BJWSA intends to maintain a workplace free of the problems associated with the abuse of alcohol and drugs by implementing this policy.

BJWSA strictly prohibits the possession, use, manufacture, or distribution, of illegal drugs or the unauthorized use or possession of drugs or alcohol in the workplace. This includes in or on any vehicle or equipment on BJWSA property or used in the performance of duties for BJWSA. This prohibition includes the presence of any such substances or their metabolite in an employee as identified through BJWSA's drug and alcohol testing program, while the employee is on duty or during the conduct of BJWSA duties.

BJWSA meets or exceeds the minimum DOT-FMCSA requirements. For more information on the DOT-FMCSA requirements, visit www.fmcsa.dot.gov.

This policy also satisfies the notice requirements under the Drug Free Workplace Act.

SPECIFIC APPLICATION

Employees

This policy covers all BJWSA employees and interns. Some employees may perform duties regulated by **DOT (Department of Transportation), DOD (Department of Defense), and FMCSA (Federal Motor Carrier Safety Administration)** or perform safety-sensitive duties and may be subject to additional testing requirements. Full compliance with DOT or DOD regulations is required for employees covered under those regulations.

BJWSA SAFETY-SENSITIVE POSITIONS

BJWSA management has determined through Job Risk Assessment the following positions to be safety-sensitive and subject to random testing under BJWSA authority. This list may change as the organization changes.

General Manager
Deputy General Managers
Call Center Supervisor
Capital Projects Manager
Cash & Collections Supervisor
Chief Wastewater Operators
Chief Water Operators
Desktop Support Analyst
Development Projects Manager
Director of Customer Care & Billing
Director of Engineering
Director of Field Operations & Military Programs
Director of Finance & Support Services
Director of Human Resources
Director of Information Technology
Director of Technical Maintenance & SCADA
Director of Treatment Operations

Engineering Technician
Facilities Maintenance Planner
Field Operations Manager
Field Operations Supervisors
Field Operators
Fleet Maintenance Supervisor
Fleet Maintenance Technicians
GIS Specialist
GIS Supervisor
HVAC Facilities Technician
Inspectors
Inventory & Warehouse Operator
Inventory & Warehouse Supervisor
Lab & Water Quality Manager
Lab Technicians
Meter Technicians
Network Administrator
Procurement & Risk Manager
Project Engineers

Public Affairs Manager
Pump Stations Manager
Revenue & Billing Supervisor
Network Administrator
Network Analyst
Network Engineer
Safety Specialist
SCADA Administrator
SCADA Specialist
Senior Construction Manager
Systems Administrator
Systems Analyst
Systems Engineer
Tech Maintenance Specialists
Tech Maintenance Supervisors
Wastewater Operations Manager
Wastewater Operators
Water Operations Manager
Water Operators
Water Quality Operators
Well Operators



DEPARTMENT OF TRANSPORTATION REGULATED POSITIONS
- Federal Motor Carrier Safety Administration Positions:

CDL/DOT Positions Subject to Random Testing:

Field Operator Technician, I, II, III, Supervisor – Pipeline Division
Field Operator Technician, I, II, III, Supervisor – Pump Stations Division
Field Operator Technician, I, II, III, Supervisor – Utility Compliance Division
Truck Driver
Wastewater Operator Trainee, I, II, III, Effluent Coordinator, Pre-Treatment Coordinator
Chief Wastewater Operator
Fleet Maintenance Technician Trainee, I, II, III, Supervisor
Technical Maintenance Specialist Trainee, I, II, III, Supervisor

If listed in DOT regulated positions and not yet qualified as DOT due to not having completed CDL qualification, the employee will be tested randomly, under company authority in a separate pool, as a safety-sensitive employee due to job duties.

Employees enrolled in the BJWSA CDL/DOT pool are required to actively perform commercial driving duties on a regular basis in the course of their job duties.

Additionally any individual, regardless of job title, who holds a commercial driver's license (CDL) and performs DOT-FMCSA covered duties as defined in this policy for BJWSA must be in the DOT random pool.

Those individuals who perform DOT-FMCSA regulated duties must undergo testing under federal authority separate and at times in addition to testing under BJWSA authority. For purposes of random testing, DOT regulated employees must be pooled separately from non-regulated BJWSA employees. DOT regulated employees will comply with DOT requirements for testing and qualifications found in the US DOT regulations 49 CFR Part 40 and CFR Parts 382, 383, 390, & 391, et. al. Failure to comply with DOT regulations can result in immediate removal from safety-sensitive duties and referral to a DOT Substance Abuse Professional (SAP) before being allowed to perform any DOT duties for any employer.

Subcontractors

Any independent contractor operating commercial vehicles on behalf of BJWSA must comply with DOT-FMCSA drug & alcohol testing program.

Drug and Alcohol Prohibition

Employees are prohibited from possessing, ingesting, inhaling, injecting, selling, purchasing, manufacturing, distributing or using in any fashion, alcoholic beverages, illegal drugs or prescription drugs NOT prescribed for the employee on any BJWSA property, including BJWSA vehicles or while operating any vehicles on BJWSA business. For purposes of this policy, "illegal drugs" are defined as any substance or its metabolite whose possession is prohibited under state or federal law or a legal, prescribed medication used in a manner, or by someone, other than as it was prescribed. This definition includes "designer drugs," "look-alike" or synthetic substances presented or used for mood altering effect, even if not specifically prohibited by state or federal law. This prohibition applies to illegal use or involvement at any time, both on-the-job and off-the-job.

Exceptions to the alcohol consumption rule may be granted by the General Manager or their designee, for specific BJWSA approved social or business functions away from safety-sensitive duties.

Employees may possess alcohol on BJWSA property when required by their job or for the purpose of lawful delivery to another person.

This policy applies any time an employee is performing the duties of any BJWSA job, at any location (on or off company property) or any time the employee is on BJWSA property, jobsites or the parking lots.

Types of Testing

Those who perform or are assigned to BJWSA work may be subject to testing due to the following:

1. Pre-employment / Pre-assignment
2. Random,
3. Post-accident,
4. Reasonable suspicion/cause,
5. Return-to-duty or follow-up testing, or
6. Specific contractual or regulatory testing.

SPECIFIC PROVISIONS

Expected Conduct

Employees are expected to report for work or perform job duties free from the presence, or effects of, or being under the influence of alcohol or drugs as defined in this policy and its procedures.

Prohibited Conduct

BJWSA and DOT-FMCSA (Federal Motor Carrier Safety Administration) prohibit alcohol and drug misuse by “covered” employees (§382.201-215) to include employees in safety-sensitive or DOT regulated and non-regulated positions. These prohibitions include but are not limited to:

1. Use of alcohol within four (4) hours of reporting to duty,
2. Reporting for duty or remaining on duty requiring safety-sensitive functions with an alcohol concentration of 0.020 or greater,
3. Use of alcohol while on duty, in any form, (including medication),
4. Use of alcohol after an accident for at least eight (8) hours,
5. Use of controlled substances, except as prescribed by a licensed physician with knowledge of the employee’s safety-sensitive job function,
6. On an alcohol test, having a test result equal to or greater than a 0.020,
7. On a drug test, having a Medical Review Officer (MRO) verified positive drug test result,
8. Refusal to participate in a required alcohol or drug test (§40.191 & 261 and §382.107) includes the following:
 - a. Failure to show up for any test within a reasonable time as determined by BJWSA Substance Abuse Policy Administrator or Management or remain at the testing facility until the testing process is complete, except in pre-employment testing where the test process was not started;
 - b. Failure to allow for the collection of a required test including direct observed or monitored collections or failure to follow instructions of collector to raise shirt and lower clothing and underpants to allow direct observer to verify there is no prosthetic or other device present which could be used to interfere with the collection process;
 - c. Failure to cooperate with or follow instructions of collector in emptying pockets, washing hands or any attempts to disrupt the testing process by behaving in a confrontational manner;
 - d. Failure to provide proper quantity or type specimen within required time limit for alcohol or drug testing, without adequate medical explanation;
 - e. Failure to complete required medical evaluations or a second alcohol or drug test as required by the collector, BAT, MRO or BJWSA Substance Abuse Policy Administrator or Management;
 - f. Failure to complete required forms or sign documents necessary to conduct testing;
 - g. Having a verified adulterated or substituted test result as reported by the MRO;
 - h. Admission by the employee to the collector or MRO that they adulterated or substituted their specimen.

Substances Covered in Testing

Testing conducted under this policy will screen for at least the following drugs or their metabolites:

1. **Amphetamines**,
2. **Cocaine**,
3. **Marijuana**,
4. **Opioids**,
5. **Phencyclidine (PCP) and/or**
6. **Alcohol**.

Drug or Alcohol Searches Authorized

BJWSA may, from time to time conduct unannounced searches for drugs and alcohol on company owned or controlled property. This policy is intended to serve as notice of and consent by employees of such searches by BJWSA for legitimate business reasons. When there is reason to believe that a specific employee is in possession of alcohol or drugs which are prohibited under BJWSA policy or violating the prohibited conducts, the employee(s) may be required, **under BJWSA authority** and as a condition of continued employment, to submit to a reasonable search of their personal lockers, purses, lunch boxes or other containers, desks, or personal vehicles while on BJWSA property or while performing BJWSA business. Employees are NOT to bring any personal property on BJWSA property he/she does not want subject to searches.

Employees’ Prescription and Over-the-Counter Drug Use

It is the employee’s responsibility to notify their supervisor at the time of call in or immediately upon arrival to work of any legal drug or alcohol use, which may adversely affect their ability to perform job duties. “Under the influence” is defined as the presence of any detectable amount of alcohol at or above 0.020 or controlled substances as verified by the MRO. DOT-FMCSA regulated employees, called in to duty from off-time, must disqualify themselves and never perform DOT safety-sensitive duties if they have consumed alcohol, in any form, within four (4) hours of the notified reporting time regardless of whether the employee will test negative.



Drug or Alcohol Arrest or Conviction

An arrest or *conviction* for an alcohol and/or drug related offense must be reported to the Substance Abuse Policy Administrator, named in this policy, or in their absence the alternate administrator, immediately upon their next reporting to duty, or sooner if feasibly possible. The employee must then give notice in writing to the Director of Human Resources within five (5) days of any conviction for an alcohol or controlled substance violation.

Business Entertainment, Travel and Social Functions

No employee, regardless of position within BJWSA, is permitted to be in violation of this policy and operate motor vehicles, demonstrate or operate machinery or otherwise endanger their own safety or that of other employees, customers, the public or jeopardize the business or reputation of BJWSA.

While BJWSA requires no consumption of alcohol in relation to routine BJWSA business or operations, BJWSA recognizes that staff travel and social events in conjunction with business/professional meetings or conferences away from the workplace may involve the responsible use of alcohol. Such use after normal business hours and/or conference hours at receptions or business social events is not considered a violation of this policy as long as the use is in moderation and does not violate any other part of this policy. In such case when an employee consumes alcohol during business travel, they may not operate a vehicle if over the 0.020 level. Regardless of reason or environment, it is not acceptable for any employee to consume alcohol during the routine course of the workday or if the employee is expected to operate machinery or return to BJWSA offices, facilities or job sites to complete the workday. Responsible alcohol use when traveling on commercial carriers (airlines, trains, etc.) may occur as long as the employee will not be operating any vehicles upon arrival. Exceptions to the consumption of alcohol are at the discretion of the General Manager.

TESTING PROVISIONS

BJWSA Accident/Incident

Employees under BJWSA authority will be tested for the presence of alcohol and/or drugs following an investigation identifying employee performance, behavior or conduct that may have caused or contributed to any incident or accident or other occurrence that:

1. Results in any property damages (BJWSA or other); or
2. Requires medical treatment, of anyone, beyond on-site first aid, including any fatalities; or
3. Is a reportable accident under Workers' Compensation; or
4. Causing or contributing to an incident or accident and/or receives a police citation; or
5. Results in a request by any employee who wishes to be tested following an accident/incident for which they are involved.

BJWSA reserves the right to test anyone for drug/alcohol after any accident/incident.

Reasonable Suspicion/Cause

If BJWSA has reason to believe that a particular employee is in violation of this policy or appears to be "impaired" due to drugs or alcohol, the employee will be alcohol/drug tested. An employee is reasonably suspected of using a prohibited drug when at least one (1) but preferably two (2) supervisors or managers who can substantiate specific behavioral, performance, or contemporaneous physical indicators of probable alcohol/drug use. Typical examples of factors that could lead to particularized reasonable suspicion/cause alcohol/drug testing include but are not limited to the following:

1. Excessive absenteeism or tardiness;
2. Unexplained significant deterioration of job performance;
3. Significant change in personality, abusive behavior, insolence, insubordination;
4. Reliable reports from other employees, informants;
5. Unexplained absences from normal work sites;
6. Unusual behavior which cannot be readily explained, i.e., changes in appearance and demeanor;
7. Difficulty in motor coordination;
8. Discovery of alcohol/drug use paraphernalia or odor in the employee's immediate vicinity;
9. Repeated errors on the job;
10. Regulatory or rule violations;
11. Sleeping on the job, lethargy or inappropriate physical condition; or
12. Arrest or conviction of an alcohol/drug related offense.

All DOT authorized reasonable suspicion alcohol tests MUST have at least one (1) contemporaneous physical symptom and can only be conducted immediately prior to, during or immediately following the performance of safety-sensitive duties by the suspected employee. The decision to test must be based upon specific contemporaneous physical, behavioral or performance indicators of probable alcohol/drug use. Alcohol testing requires only one (1) but preferably two (2) supervisor's or manager's judgement. Completion of an alcohol test is not to be delayed.



Random

Employees subject to random testing will be selected for unannounced random alcohol and/or drug testing through a system using a scientifically/statistically and legally valid number generation process. The list of names and corresponding numbers will be forwarded to the testing contractor who will, through the use of such a scientifically and/or statistically valid random selection process, select the employees for testing on at least a quarterly basis. An employee could be selected for testing more than once a year. Employees selected for testing will be notified just prior to being sent for testing. There is no advance notice!

Safety-sensitive employees under BJWSA policy are pooled together for random selection purposes. Random testing of covered employees is at a rate of **55%** per year for drug testing and **15%** per year for alcohol. The DOT-FMCSA required annual minimum rate may change year to year depending upon the "industry experience" published by DOT for FMCSA covered employees. BJWSA will always maintain a rate for random testing that meets or exceeds the annual minimum percentage required by DOT-FMCSA.

DOT-FMCSA covered employees of BJWSA will be pooled separately from non-DOT safety-sensitive employees for random selection purposes.

CONSEQUENCES

Any violation of this policy is taken very seriously and may result in disciplinary action as defined in the Human Resources Substance Abuse Policy Procedures to include; written warning, immediate suspension without pay and up to and including termination of employment or assignment with BJWSA. DOT regulated employees who violate the DOT regulations cannot perform DOT covered duties for any employer including BJWSA. DOT violations require reporting to SC DMV within three business days.

Any employee with a confirmed positive drug or alcohol test result may request a Last Chance provision. Approval of such requests is not automatic and is subject to management's review of the employee's record of employment to include: performance, attendance, behavior, etc.

CONFIDENTIALITY AND SEVERABILITY

Confidentiality and Recordkeeping

The information involving alcohol/drug testing shall be treated as **confidential** as possible within the workplace. Information concerning an individual employee will be disclosed only to those Management or supervisory employees involved with the corrective action of the employee or who have a legitimate need to know the information. The scope of this policy will provide for the confidential handling of employees' information but does not guarantee absolute confidentiality.

Severability - Not a Contract

If any part of this policy is determined to be unenforceable under state or federal law, the remainder of the policy, to the extent possible, will remain in full force and effect. Changes to this policy may be made at any time necessary by the General Manager or their designee.

ADMINISTRATION AND MEDICAL REVIEW

Substance Abuse Program Administrator

The duties of record-keeping, administering, and overseeing BJWSA's Substance Abuse Program are carried out by BJWSA's Human Resources Department through the Substance Abuse Policy Administrator, or **Designated Employer Representative (DER)**, as identified in the DOT regulations, named in this appendix.

Human Resources Department

The Human Resources Department maintains specific procedures detailing the disciplinary action taken in violations of this BJWSA policy and DOT or DOD requirements.

Medical Review Officer (MRO)

BJWSA has contracted with a licensed physician, who is certified as a Medical Review Officer. The MRO is listed in this appendix and the Substance Abuse Policy procedures maintained by the Human Resources Department. The MRO is the medical professional who determines the final test result status of positive, negative, adulterated or substituted for any laboratory testing conducted under DOT or BJWSA authority.



DRUG TESTING LAB & ALCOHOL TESTING

BJWSA uses one or more Department of Health and Human Services (DHHS) or College of American Pathology (CAP) certified laboratories for the analysis of urine specimens collected. All DOT regulated testing will be conducted in a DHHS certified laboratory for federal testing. Alcohol testing shall be conducted using breath or oral fluid specimens, by individuals qualified by and using procedures stipulated to conduct workplace alcohol testing through training required for DOT workplace testing.

EMPLOYEE ASSISTANCE & TRAINING

Request for Assistance

BJWSA Human Resources Department will maintain specific detailed procedures that must be followed if an employee wishes to request assistance for an alcohol or drug problem BEFORE having been selected or notified to submit to testing. An employee requesting assistance is advised to seek professional assistance for any drug or alcohol problem before it leads to disciplinary action.

Last Chance Provision

An employee in "good standing" who has not previously tested positive for drug and/or alcohol use and has not yet entered a drug and /or alcohol abuse rehabilitation program may be eligible for the Last Chance Provision.

Employee Training

All Employees will be required to undergo training and orientation on the Substance Abuse Policy and testing requirements at the time of employment or assignment to specialized or regulated duties.

Supervisor Training

All supervisors will be required to undergo specialized training on recognizing and addressing potential substance abuse impairment and the requirements for recommending or establishing and making reasonable suspicion/cause determinations that require alcohol or drug testing.

SEE HUMAN RESOURCES DEPARTMENT FOR ANY QUESTIONS ON THESE POLICY REQUIREMENTS.



SUBSTANCE ABUSE POLICY CONTACTS AND PROVIDERS

DESIGNATED EMPLOYER REPRESENTATIVE (DER) & ADMINISTRATOR:

Allena Lee-Brown, PHR, SHRM-CP
843-987-8071

MEDICAL REVIEW OFFICER (MRO):

Charlton Owensby, MD
704-788-6441

SUBSTANCE ABUSE PROFESSIONAL:

Jon P. Speckman, MSM, LCAS, CCS, SAP
800-366-3306

COLLECTION SITE MANAGEMENT:

Beaufort Memorial Express Care & Occupational Health
974 Ribaut Road
Beaufort, SC 29902
843-524-3344

NOVA Medical Centers
1128 DeRenne Ave
Savannah, GA 31406
912-231-7900

St. Joseph's/Candler Urgent Care
3 Progressive St
Bluffton, SC 29910
843-548-0533

Doctor's Care of Beaufort
1510 South Ribaut Rd
Port Royal, SC 29935
843-770-0676

AFTER HOURS:

Well @ Work, A Beaufort Memorial Program
843-522-LIVE (5483)

DHHS & CAP APPROVED LABORATORIES:

CLINICAL REFERENCE LABORATORY (CRL)
11711 West 83rd Terrace
Lenexa, KS 66150

LABORATORY CORPORATION OF AMERICA
1904 Alexander Dr
Research Triangle, NC 27709

APPENDIX C

Updated: January 1, 2019

IF AN EMPLOYEE IS INJURED ON THE JOB:

1. **Notify your supervisor and Human Resources / Safety as soon as possible** – regardless of how minor the injury appears to be.
2. The supervisor will call **Accident Fund Insurance Company of America at 1-866-206-5851, policy #WCV6178632 00. With the exception of an emergency, employees should seek treatment at the medical facility that Accident Fund Insurance Company of America advises.**

The approved medical facility will provide treatment for injuries and drug/alcohol testing including random drug testing.

Any required follow up care will be provided by: Beaufort Memorial Express Care & Occupational Health, 974 Ribaut Road, Beaufort, SC 29902, phone # 843-524-3344 **OR** NOVA Medical Centers, 1128 DeRenne Ave, Savannah, GA 31406, phone # 912-231-7900.

3. A report should be completed within **IndustrySafe** with pictures and statements attached as appropriate. **For assistance with Industry Safe reporting, contact: BJWSA Safety Specialist, Phone #: 843-987- 8051 or Cell #: 843-812-7781.**

Drug & Alcohol Testing

If the incident involved a vehicle and/or any damage to property or injuries were sustained, the employee(s) involved is/are required to immediately undergo a drug and alcohol test. **For after-hours testing contact: Well @ Work, A Beaufort Memorial Program at 843-522-LIVE (5483).**

A supervisor or other BJWSA designee must accompany the employee to be tested for post-accident or for reasonable suspicion. **For assistance with Drug/Alcohol testing & Workers' Comp process, contact: Director of Human Resources, Phone #: 843-987-8071 or Cell #: 843-226-1977.**

If medical attention is required, the supervisor will have been advised on where to take the employee by Accident Fund Insurance Company of America. Except in an emergency, all employees injured on the job must seek diagnosis and treatment from BJWSA's authorized physicians in order for Accident Fund Insurance Company of America to pay resulting medical bills.

After Hours Emergency

In the event of an emergency or injury after hours, the employee should seek treatment from the nearest emergency room. **It is essential that the employee tell the physician the reason for the visit is an on the job injury or illness.** All medical bills are then to be submitted by the physician to Accident Fund Insurance Company of America for processing and payment. Claim acceptance and payments are determined by Accident Fund Insurance Company of America according to the circumstances of the incident, injury or illness in compliance with the Workers' Compensation Commission.



NOTES:



APPENDIX D

EMPLOYEE HANDBOOK - ACKNOWLEDGEMENT OF RECEIPT

EMPLOYEE COPY

Please complete this page
and retain for your records.

I hereby acknowledge *receipt of or access to* the Beaufort-Jasper Water and Sewer Authority (BJWSA) Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. Employees have the option of receiving the handbook in electronic format or hard copy.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the Employee Handbook in electronic format and accept responsibility for accessing the Handbook.
- I choose to receive a hard copy of the Employee Handbook which is available from HR.

The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this booklet. As BJWSA provides updated policy information, I accept responsibility for reading and abiding by the changes.

ALL EMPLOYEES OF BEAUFORT-JASPER WATER & SEWER AUTHORITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY REASON. NOTHING IN ANY OF BEAUFORT-JASPER WATER & SEWER AUTHORITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE PUT IN WRITING, 2) THE DOCUMENT IS LABELED "CONTRACT," 3) THE DOCUMENT STATES THE DURATION OF EMPLOYMENT, AND 4) THE DOCUMENT IS SIGNED BY THE BEAUFORT-JASPER WATER & SEWER AUTHORITY BOARD.

I acknowledge receipt of the Beaufort-Jasper Water & Sewer Authority Employee Handbook AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT – EXPRESS OR IMPLIED.

Name: _____
(Please print)

Signature: _____

Date: _____

EMPLOYEE COPY



SUBSTANCE ABUSE POLICY – ACKNOWLEDGEMENT OF RECEIPT

EMPLOYEE COPY

Please complete this page
and retain for your records.

Beaufort-Jasper Water and Sewer Authority is committed to a safe, healthy and productive work environment for all employees. BJWSA recognizes that alcohol, drug or other substance abuse by an employee may impair their ability to perform properly and can have serious adverse effects on the safety, efficiency and productivity of other employees and BJWSA as a whole. Some BJWSA employees perform duties which are regulated by the U.S. Department of Transportation (DOT) and/or Department of Defense (DOD).

BJWSA prohibits: the manufacture, distribution, dispensation, possession or use of illegal drugs at any time, and prohibits the possession or use of alcohol in the workplace, in BJWSA vehicles or personal vehicles used in the performance of duties for BJWSA.

Disciplinary action may be imposed, up to and including termination of employment, at the sole discretion of BJWSA. The decision of continued employment may include employees' position/duties, past performance, and current situation.

As a condition of continuing employment, I acknowledge that I must:

- Abide by the terms of this policy; and
- Complete testing when required by policy or regulation, as instructed; and
- Not have a verified positive drug test or confirmed positive alcohol test in violation of this policy and/or applicable DOT regulation; and
- Immediately notify my supervisor and the Director of Human Resources of any required prescription medication that they must take that has a warning label indicating the medication may affect performance or ability to perform work duties; and
- **Notify my immediate supervisor and the Director of Human Resources immediately following an arrest and within five (5) calendar days after any conviction for the manufacture, distribution, dispensation, possession, or use of narcotics, drugs, alcohol or other controlled substances. Conviction as used in this policy includes a finding of guilt, an imposition of a sentence, a plea of no contest, or a plea of guilty.**
- **I will notify my immediate supervisor and Human Resources of a conviction of a criminal drug statute.**

I further acknowledge that disciplinary action for violation of this policy may include any and/or all of the following:

- Suspension,
- Removal from DOT and/or DOD regulated duties,
- Demotion,
- Reduction in pay,
- Termination of employment with BJWSA,
- An employee still in their initial Introductory Period is subject to immediate termination.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received and understand the **Substance Abuse Policy** for BJWSA.

Name: _____
(Please print)

Signature: _____

Date: _____

EMPLOYEE COPY



APPENDIX E

HARASSMENT COMPLAINT FORM

Date	Employee #	Employee's Last Name	Employee's First Name
Employee's Department		Employee's Supervisor and Job Title	

STATEMENT OF COMPLAINT (Attach additional sheets, if necessary)

Date(s) of Incident: _____

Name of Person(s) Accused of Wrongdoing: _____

Name of Witness(es): _____

DESCRIPTION OF INCIDENT: (Describe actions of all person(s) involved, including yourself. Include as much detail as possible; provide dates, times and location; plus any additional information.)

REQUESTED ACTION: _____

TO INVESTIGATE YOUR COMPLAINT, IT MAY BE NECESSARY TO INTERVIEW YOU AND ANY WITNESS(ES) WITH KNOWLEDGE OF THE ALLEGATIONS. BJWSA NOTIFIES ALL PERSONS INVOLVED IN THE INVESTIGATION THAT INFORMATION IS KEPT CONFIDENTIAL TO THE GREATEST EXTENT POSSIBLE

THE INFORMATION PROVIDED IN THIS COMPLAINT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AM WILLING TO COOPERATE FULLY IN THE INVESTIGATION OF MY COMPLAINT AND PROVIDE WHATEVER EVIDENCE THE AUTHORITY DEEMS RELEVANT.

Signature of Employee _____ Date _____

COMPLAINT SUBMITTED TO: (Check One) _____ DATE RECEIVED: _____
 Director of Human Resources
 Supervisor
 Other (Specify: _____)

RECEIPT ACKNOWLEDGEMENT: _____



OUTSIDE EMPLOYMENT DISCLOSURE

EMPLOYEE NAME: _____

TITLE: _____ DEPT: _____

_____ I DO NOT have outside employment _____ I DO have outside employment

Instructions: *If you checked DO NOT, please sign, date and return the form to HR.
If you checked DO, please complete the entire form and submit to your supervisor.*

1. Describe the nature of the outside employment: _____

2. Please indicate the expected time commitment and duration (EXAMPLE: 7/1/XX through 8/30/XX or ongoing).

Total Hours Proposed: Per Week: _____ Per Month: _____

Inclusive Dates of Activity: _____

3. Name of Employer: _____

4. Will this outside employment conflict, delay or in any manner interfere with your ability to perform your primary BJWSA job responsibilities? YES NO NOT SURE

5. Will this outside employment entail the utilization of BJWSA any equipment, vehicles, facilities, uniforms or involve any other BJWSA employees? YES NO NOT SURE

If yes, please explain: _____

It is understood that I shall not represent, nor purport to represent Beaufort-Jasper Water & Sewer Authority, its General Manager, or other employees while engaged in outside employment. It is further understood that the name of the organization and/or my official capacity at BJWSA cannot in any way be used in support of any position I may take in behalf of an outside employer. I certify that to the best of my knowledge, my disclosure statement is true, correct and complete. I understand that submission of a false statement may be grounds for disciplinary action or dismissal.

Employee's Signature

Date

I have reviewed this disclosure and determined as indicated below that the outside activities described above will or will not adversely affect the employee's usual duties or duty hours or otherwise be incompatible or in conflict with the proper performance of the employee's duties. I have attached any additional documentation required, including measures taken to address any potential violation of the BJWSA Ethics Policy and/or special areas of concern.

Supervisor's Signature

Date

RECOMMEND APPROVAL – NO ADVERSE AFFECT.
 DISAPPROVAL - ADVERSE AFFECT POSSIBLE. FURTHER REVIEW RECOMMENDED.

Comments: _____

Rec'd by HR: _____
(signature) _____ (date) _____

Authorized: YES NO



INTRADEPARTMENTAL TRANSFER SUMMARY

The following must be completed in its entirety by the hiring supervisor or manager upon selection of a transferring employee and submitted to the Director of Human Resources.

Name of the employee being transferred: _____

Reason for selection (*what specifically makes this candidate the best choice?*): _____

Position Title being transferred to: _____

Hiring Supervisor Name: _____ Title: _____

Primary Location: _____ Effective Date of Transfer: _____

Print the names of employees that expressed an interest in transferring but were not selected:

AUTHORIZATIONS

I believe this individual to be the best qualified for the position.

Hiring Supervisor's Name (*Please Print*) _____ Signature _____ Date _____

Manager's Name (*Please Print*) _____ Signature _____ Date _____

Current Manager's Name (Only for Coordination) (*Please Print*) _____ Signature _____ Date _____

Director's Name (*Please Print*) _____ Signature _____ Date _____

Director of Human Resources' Name (*Please Print*) _____ Signature _____ Date _____

Comments: _____



NOTES:



INDEX & GLOSSARY OF TERMS

~#~

401(k): see Deferred Compensation
457: see Deferred Compensation

~ A ~

Accrual of Paid Time Off: 68
Administrative Leave: See Time Off Policies
Affirmative Action & Equal Employment Opportunities (EEO): 10
Alternative Work Schedules: 34, 70
Americans with Disabilities Amendment Act (ADAAA): 11
Attendance: 67

~ B ~

Background Checks: 27
Bereavement Leave: See Time Off Policies
Bonus Programs: 84

~ C ~

Call Back, Guaranteed Minimum: 88
Changes in Employee Status: 85
COBRA: 59
Code of Conduct: 15
Compensation Changes: 81
Compensation Plan: 77
Compensation Practices: 79
Compensatory Time: 75, 86, 87
Computer & Technology Acceptable Use Policy: 51

~ D ~

Deferred Compensation, South Carolina: 60
Demotions: 82
Dental Insurance: See Insurance
Disciplinary Action, Guidelines: 15
Dress Code: see Personal Appearance

~ E ~

Education, Training & Professional Development: 61
Electronic Device Usage: 47
Emergency Closings: 39
Employee Assistance Program (EAP): 66
Employment Applications: 24
Employment Categories: 30
Employment of Relatives (Nepotism): 26
Ethics: 12
Evaluations: See Performance Evaluations
E-Verify: 12
Exempt Employee: 31, 33, 39, 70, 86, 87, 88
Exit Procedures, Employee: 55
Emergency PTO Buy Out: 69

~ F ~

Fair Labor Standards Act (FLSA): 33
Family & Medical Leave Act (FMLA): See Time Off Policies
Former Employees: 25, 49
Floating Holiday: See Time Off Policies

~ G ~

Genetic Information Nondiscrimination Act (GINA): 19
Gift or Gratuity, Acceptance of: 13

~ H ~

Harassment Complaint Form: 105
Harassment Complaint Procedures: 21
Harassment Policy: 20
Health Insurance: See Insurance
HIPAA Privacy Practices: 19
Holiday Leave: See Time Off Policies

~ I ~

Identification Badges, Employee: 38
Immigration Law Compliance / E-Verify: 12
Incident Analysis Team: 46
Incident Reporting: 45
Injured on the Job: 101
Insurance:
 Dental Insurance: 58
 Health Insurance: 58
 Life Insurance: 58
 Short Term Disability Insurance: 58
 Long Term Disability Insurance: 58
 Vision Insurance: 58
Intern: 30, 68, 70, 71, 94
Intradepartmental Transfers: See Transfers
Introductory Period: 24, 30-31, 71, 84-85

~ J ~

Job Abandonment (No Call / No Show): 67
Job Classifications / Descriptions: 79
Jury Duty: See Time Off Policies

~ L ~

Life Insurance: See Insurance
Long Term Disability Insurance: See Insurance
Loss of Job Qualification: 85
Lost or Damaged Personal Property: 15

~ M ~

Military Leave: See Time Off Policies

MoneyPlus: 57

Monitoring Employee Use of Technology: 54

~ N ~

Nepotism: 26

Non-Exempt Employees: 31, 34, 35, 70, 86, 87, 88

~ O ~

On Call Pay: 87

Open Door / Conflict Resolution Policy: 10

Outside Employment: 14, 29

Overtime: 16, 31, 33, 35, 40, 59, 68, 70, 71, 7, 86, 87

~ P ~

Paid Time Off (PTO) Buy Out, Emergency: 69

Paid Time Off (PTO): See Time Off Policies

Pay Deductions for Exempt Employees: 33

Pay Deductions: 32-33

Pay Increase: 47, 78, 81, 83, 87

Pay Schedule & Method: 31-32

Pay Transparency Nondiscrimination Provision: 77

Performance Evaluations: 48

Personal Appearance: 48

Political Activity: 12

Probationary Period: 49

Procurement Activities: 15

Promotions: 82

~ Q ~

Quick Guide: 20, 38, 60

~ R ~

Random Drug Testing: 94, 95, 98

Reasonable Suspicion: 95, 97, 99, 101

Reclassifications, Job: 79-80

Recognition Program, Employee: 38

Record Retention: 50

Records, Employee: 49

Recruitment & Selection Process: 24-26

Re-Hires: see Former Employees

Rest & Meal Periods: 35

Retirement: 59

Return of Property: 56

~ S ~

Safety & Security: 38

Safety-Sensitive Positions: 94

Separation & Exit Procedures, Employee: 56

Separation, Payment Upon: 88

Short Term Disability: See Insurance

Smoking Policy: See Tobacco Use Policy

Social Networking / Blogging: 54

Substance Abuse Policy: 17, 96

Supplemental Long Term Disability: see Long Term Disability under Insurance

~ T ~

Tobacco Use Policy: 36-38, 43

Transfers, Intradepartmental: 24-25

Transfers: 83

Travel & Business Expenses, Employee: 62

Tuition Reimbursement: See Education, Training & Professional Development

Time Off Policies:

Administrative Leave: 75

Bereavement Leave: 71

Family & Medical Leave Act (FMLA): 69, 72-73, 90-93

Floating Holiday: 71, 86, 88

Holiday Leave: 69, 86

Jury Duty: 72

Military Leave: 74

Paid Time Off (PTO): 68-69, 88

Paid Time Off (PTO) Buy Out, Emergency: 69

Voting: 72

~ U ~

Uniforms: 65-66

~ V ~

Vehicle Management Policy: 41-44

Vehicle Tracking Policy: 40

Violence In The Workplace: 20

Vision Insurance: See Insurance

Visitors In The Workplace: 47

Voting: See Time Off Policies

~ W ~

Wellness Program: 36

Whistleblower Policy: 19

Work Schedules: 34

Workers' Compensation: 60

Working Out of Classification Pay: 87

Workplace Privacy: 55

INDEX & GLOSSARY OF TERMS

This glossary contains terms found in this handbook or in some other text having to do with your employment with BJWSA.

~ A ~

Absence: The incident that occurs when an employee is absent or not present at work during a normally scheduled work period.

Absenteeism: The state of chronic absence from work.

Accommodation: A change in workplace methods, procedures, equipment, or schedules that facilitates the performance of job tasks by workers with special needs.

Accrue: Increase in amount or value, especially over a period of time.

Annuity: A payment of money that is made yearly for the life of the person who is entitled to the payment.

Arbitration: A method of dispute resolution in which the parties agree to present evidence and arguments to a neutral party and abide by the neutral party's decision.

Authority: A term used to identify BJWSA.

~ B ~

BA: Benefits Administrator

BAT: Blood Alcohol Test

BJWSA: An abbreviation for Beaufort-Jasper Water & Sewer Authority.

BJWSA Board: The Board of Directors of BJWSA.

Bona Fide: A term meaning good faith, authenticity.

Business Necessity: A specific job-related requirement considered to be fundamental to the mission of the business.

~ C ~

Calendar Year: The period of time from January 1st through December 31st.

Candid: Honest

COBRA: Consolidated Omnibus Budget Reconciliation Act of 1986 which requires that most employers and their families the opportunity for a temporary extension of health coverage in certain circumstances where their coverage would otherwise end.

Commercial Driver's License (CDL): A license issued by the Department of Public Safety to operate different classes of commercial vehicles.

Compensatory Time: Refers to the practice of employers granting time off in lieu of cash payments for overtime worked.

Compensation: The giving of something to somebody to pay for work done.

Conduct: The manner of acting or conducting oneself.

Consecutive: Following one after another without interruption or break.

Contingent: Dependent on what may happen.

Controlled Property: Any article, equipment, or vehicle, which is on BJWSA property or under its control in any manner as determined by and at the sole discretion of BJWSA.

Counseling: A form of intervention intended to improve communication and/or performance.

~ D ~

Data Base: A collection of information that is stored electronically and that can be retrieved by the use of a computer.

Disability: Defined in Section 503 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 which is an individual who either 1) has a physical or mental impairment which substantially limits one or more major life activities, 2) has a record of such impairment or 3) is regarded as having such an impairment.

Discipline: Orderly behavior in an organizational setting. Training that molds, strengthens, or corrects undesirable conduct.

Disclaimer: A statement repudiating or renouncing a claim or representation.

Diversity: Refers to the variety of backgrounds and characteristics found among employees, and embraces all aspects of these similarities and differences.

DOT: United States Department of Transportation.

~ E ~

Employee Assistance Program (EAP): A program that offers counseling for family, financial, legal, marital, alcohol, and drug related problems.

Employee Handbook: A publication that explains major employee policies and procedures and describes employee benefits.

Employment: The state of being employed or having a job for which the employee is paid.

Employment-at-Will: An employment arrangement that grants employers the right to fire employees for any reason, or for no reason at all, and likewise, allows employees to quit their job at any time for any reason.

Essential Function: Duties that are basic or fundamental to a position; under ADA, reasonable accommodation must be made in order for a qualified individual with a disability to perform the essential functions of a position.

Exempt Employee: An employee determined to be exempt from the wage and hour provisions of the FLSA including the requirement to submit time and attendance reports.

Exit Interview: An informal, discussion-style meeting designed to give the employee an opportunity to share their observations during their employment.

~ F ~

Fair Labor Standards Act (FLSA): A federal law that governs the payment of minimum wages and overtime payments in the workplace.

Family Medical Leave Act (FMLA): A federal law that requires covered employers to provide unpaid leave for their employees for qualifying events.

Feedback: The amount of clear information received regarding how well or how poorly one's job has been performed.

Fiscal Year: The period of time from July 1st through June 30th.

Flextime: Refers to variations in starting or ending times for an employee's work schedule.

Formal Training: A professionally developed program with a fixed agenda offered on or off site or a compensated training program completed during non-work hours that may include certification training, seminars, college classes, conferences, and skill development training.

Full-Time Equivalent (FTE): is the allocation of employee time equal to 2080 hours per year. Use of this term allows data to be normalized around a common measure. Part-time, temporary, and seasonal employees are converted to FTE's based on the total number of compensated hours.

Functions: A large number of tasks that complex positions in the organization are assigned.

~ G ~

Garnishment: A legal proceeding that takes money from an employee to satisfy a debt.

Genetic Information Nondiscrimination Act (GINA): A federal law that protects employees from being treated unfairly because of differences in their DNA that may affect their health. The law prevents discrimination from health insurers and employers.

Grievance: A specific, formal notice of employee dissatisfaction expressed through an identified procedure.

Gross Misconduct: A behavior that causes someone to lose their job as the result of actions that are more serious than poor performance or judgment.

~ H ~

Harassment: A behavior that is unwelcome, offensive, or consists of objectionable conduct, comments, or material that demeans, belittles, intimidates or humiliates another person.

Hostile Work Environment: A form of harassment demonstrated by such severe and pervasive conduct that permeates the work environment and interferes with an employee's ability to perform their job.

~ I ~

Immediate Supervisor: The supervisor that you report directly to.

Impairment: The state of being physically, mentally, or psychologically damaged or weakened.

Incidental expenses: Personal, discretionary expenses, such as personal phone calls, tips to baggage porters and gratuity on meals. This does not include tips paid for transportation (taxis and shuttles).

Injuries, Non-Reportable: Injuries and illnesses that include, but are not limited to, small paper cuts, common colds and small bruises not resulting in work restrictions or requiring first aid or medical attention.

Injuries, Reportable: Injuries and illnesses that include, but are not limited to, heat exhaustion, strained back muscles, and acid burns that result in requiring first aid or medical attention.

Insubordination: The act of refusing to obey orders or submit to authority.

Interim: Serving as a temporary measure until something more complete and permanent can be established.

Intermittently: Irregular. Happening from time to time.

Introductory Period: A period of time to determine if an employee is effectively able to carry out their duties and responsibilities, and if the new position meets their expectations.

~ J ~

Job: A collection of tasks and responsibilities that an employee is responsible to conduct.

Job description: A written record of the major tasks, responsibilities, and work conditions of each job. It provides documentation of the essential functions of the job and the basis for performance evaluation standards. This should be considered a living document and reviewed regularly by the employee and the supervisor to ensure it is an accurate reflection of current job duties as well as a clear understanding of performance expectations.

~ L ~

Leave of Absence: Permission to have time off from work for a particular period.

~ M ~

Mandated: An official command or instruction from an authority.

Merit: Proven ability or accomplishment

Moral: Relating to issues of right and wrong and to how an employee should perform their duties.

Moral Turpitude: An act or behavior that violates the accepted standard of the community. For example: theft, perjury, vice crimes, bigamy, and rape are generally found to involve moral turpitude, while liquor law violations and disorderly conduct generally have not.

Morale: The general level of confidence or optimism felt by employees, especially as it affects discipline and willingness.

~ N ~

National Origin: A term that refers to the country in which a person was born or from which their ancestors came.

Nepotism: Employment of a relative and providing favors.

Non-exempt Employee: An employee who is subject to the wage and hour provisions of the FLSA, who is required to submit time and attendance reports, and must be compensated for all work in excess of 40 hours in the workweek.

Non-Reportable Injuries: See Injuries, Non-Reportable.

~ O ~

Organizational Chart: A graphic representation of how authority and responsibility is distributed within the organization. It clarifies relationships that exist. Organizational relationships provide foundations for understanding and illustrating the fundamental roles and management relationships within the architecture.

Overtime Pay: A premium pay for hours physically worked in excess of 40 in a workweek, excluding all leave except holiday.

~ P ~

Paid Time Off (PTO): A category of benefits that provide payment for time not worked.

Pay grade: The placement in the organization's pay structure, based on the relative content of the position, market competition and available financial resources. Salary ranges change as conditions warrant. Grades change only when the position changes.

Peer Review: A procedure for handling employee grievances in which a committee consisting of representatives of employees and manager hear and decide certain type grievances.

Per diem: A set allowance for meals and incidental expenses incurred while traveling for BJWSA business. Per diem rates may vary based on the metropolitan area and can be found at www.gsa.gov.

Performance Appraisal: The assessment of an employee's performance and effectiveness.

Preexisting Condition: A condition of an employee that exists prior to the commencement of health care under a group medical plan, which is often times refused coverage.

Preferential Treatment: Showing favoritism.

Premium: An amount of money paid for the purchase of an insurance policy, usually calculated in proportion to the risk insured against.

Preventable Accident: Any accident involving an organizational vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

Procedures: Detailed, step-by-step descriptions of customary methods of handling activities.

~ Q ~

Quid Pro Quo: The concept of getting something of value in return for giving something of value.

~ R ~

Recruitment: A process to locate and encourage potential applicants to apply for existing or anticipated job openings.

Relative: Any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Reprisal: Strong retaliation for an action that somebody has taken.

Reportable Injuries: See Injuries, Reportable.

Rescind: To remove the validity or authority of something.

~ S ~

Senior Staff: Consists of General Manager, Deputy General Manager, Operations & Technical Services and Deputy General Manager, Finance & Administration.

Sexual Harassment: An unwelcome sexual advance or conduct on the job, which can range from offensive jokes to pornography to outright sexual assault.

Solicit: Plead for something.

South Carolina Retirement System (SCRS): The name commonly used to refer to the four retirement systems administered by the Retirement Division of the South Carolina State Budget and Control Board.

South Carolina State Ethics Act: This serves as a guideline by which ethical behavior is governed with regard to the use of position for personal gain, payments to public officials, disclosure of confidential information, payments for speaking engagements and overall code of conduct.

Supersede: To take the place of.

~ T ~

Task: A unit of work or a set of activities needed to produce some result.

Teacher and Employee Retention Incentive Program: A program which allows a SCRS member to retire and begin accumulating their retirement annuity on a deferred basis without terminating their employment.

Termination: The voluntary or involuntary discharge of an employee.

“To care for”: Includes either physical or psychological care and comfort to family members.

Tuition Reimbursement: The pay to an employee for pre-approved, educational tuition expenses.

~ W ~

Workers’ Compensation: A program through which an employee may receive compensation in the event of an accidental, employment-related injury or illness.



NOTES: