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## **INTRODUCTION**

### **Welcome to Buffalo Lake Protection and Rehabilitation District (BLPRD)**

## **POLICIES, PROCEDURES & CLASSIFICATIONS**

### **Employment at Will**

Employment with BLPRD is “at will” and may be terminated at any time by either party without notice. None of the statements contained within the handbook or any policies, procedures, etc. should be interpreted as a guarantee or contract of employment. You are free, as is BLPRD to terminate the employment relationship at any time, for any reason, with or without prior notice. All employees will not be automatically rehired each year. Each position must be applied for and a completed interview process with the Hiring Sub-committee must be complete each year.

### **Attendance Policy**

Your attendance is one of the main areas of importance. A 24-48 hour notification if possible, for time off would be beneficial to the BLPRD to find a substitute for you.

### **Reporting Hours**

Hours: Work week consists of 32 hours Monday through Thursday, 7:00 AM to 3:00 PM. Possible Friday for rain day/bad weather makeup is mandatory. Each employee is entitled to two (2) paid 10-minute breaks and one (1) paid 20-minute lunch period.

### **Time Cards**

Each employee shall be responsible for filling out their own time card on a daily bases, signing it on the bottom and submitting it to their supervisor at the end of the work week.

### **Overtime**

Overtime shall be paid when an employee exceeds 40 hours per work week. Any time overtime pay is met in a pay period, there will be a report given by the Harvesting Supervisor to the Harvesting Chairperson who then will forward to the Harvesting committee members and the Board Chairperson.

### **Employment Period**

The general period is from approximately the first of April to the middle of September of each year. Not all employees will be required before the authorize cutting period.

### **Direct Deposit**

Direct deposit is required. Your check will be deposited into your account at the beginning of the following week. The time it enters your account will vary based on where you bank.

## Sexual and Other Unlawful Harassment

BLPRD is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to their supervisor, harvest committee chairman, or committee member so that the appropriate action may be taken.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## Safety Rules

The following safety rules must be followed at all times:

- Steel-toe work boots are recommended for all production positions however are not mandatory.
- Wear proper clothing for the position.
- Never wear jewelry around moving machinery, such as: necklaces, rings, bracelets, or watches.
- Cell phones may only be used for emergencies or when proved radios are not effective. Equipment must be neutral position if cell phone is to be used.
- A lifejacket is required to be on each water vessel prior to leaving the shore.
- A fire extinguisher is required to be on each piece of district equipment (i.e. water vessels, district vehicles).
- No other person shall be on a water vessel or in a truck without specific approval of the Harvesting Supervisor or Harvesting Committee Chair.
- No employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on the premises of BLPRD and during working hours. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.
- You will be expected to follow all safety procedures as outlined by your supervisor at BLPRD. If at any time there is anything you do not understand about your job, ask your Supervisor.
- When lifting, bend your knees, grasp the load firmly and then lift the load with your legs, keeping your back straight. Don't twist your body with a load – move your feet instead. Remember to Get Help for heavy loads.
- Horseplay of any kind will not be tolerated. Practical jokes can cause injury and will be cause for disciplinary action.
- Complete equipment checklist prior to operating any equipment.

## Worker's Compensation

BLPRD makes every effort to provide a safe working environment for their employees. Unfortunately accidents and injuries do occur. The employees of BLPRD are covered for work-related accidents and injuries through BLPRD. In addition to reporting your injury to your immediate Supervisor, it is the responsibility of each employee to notify harvest committee chairman of any work-related accident or injury. Do not assume that your supervisor or another co-worker will notify BLPRD for you. Should you be involved in a work-related injury or accident, we ask you to follow a few steps to assist us in handling your injury quickly and efficiently.

1. If your injury requires medical attention, report to any clinic or hospital to receive proper care. **Please Note:** Upon arrival, you will be required to submit a post-accident drug screen.
2. While at the clinic or hospital, please notify them that you are an employee of BLPRD and that your injury or accident is work-related. ALL paperwork should then be forwarded to BLPRD.
3. Employees should, as soon as possible, bring all other paperwork regarding injury and treatment, including your return to work release and/or restrictions to the BLPRD harvest chairman.

If you are injured while at work, it is our main concern that you receive medical attention as soon as possible. However, we do need you to do your part by making us aware of your situation. In order to insure your work related injury under worker's compensation, it is imperative that you notify us immediately. You must also forward all paperwork to us so we may process your claim quickly and with the least amount of inconvenience to you.

## Termination

The following are grounds for termination:

- Since employment with BLPRD is based on mutual consent, both the employee and BLPRD have the right to terminate employment at will, with or without cause, at any time.
- Failure to follow policy and safety rules of BLPRD.
- Reoccurring absences or tardiness.
- Failure to call in or report to work within a 24-hour period of your scheduled start time will be considered a voluntary quit and job abandonment.
- Substance abuse.
- Unruly behavior, foul language, or abuse of any other employee (verbally or physically) will be automatic grounds for termination.
- Failure to complete equipment checklist before operation of equipment.

## **Employee Classification**

# **SUBSTANCE FREE WORKPLACE POLICY**

### **PURPOSE**

BLPRD has a strong commitment to its employees to provide a safe, efficient, and productive work environment. The BLPRD's goal is to achieve a work environment free of alcohol and illegal substances. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, employees may be asked to submit to a pre-placement drug screen.

BLPRD prohibits the unauthorized possession or use of alcohol, narcotics or controlled drugs on BLPRD's property. Employees are also prohibited from reporting to duty under the influence of alcohol, unauthorized narcotics or controlled drugs. This policy does not apply to the use of drugs within the limits of valid prescription.

The use and possession of legally prescribed drugs is permitted on BLPRD's property and time provided the drug is contained in the original prescription container, or is in the employee's possession only in quantities sufficient for his/her shift, and has been prescribed by a medical practitioner for the current use of the person in possession of the drug and consistent with that prescription. Possession of the over the counter drugs is also permitted, but any use of such drug must be consistent with the manufacturer's instructions. However, it is every employee's responsibility to know if any substance, either over the counter or prescribed, can have any effect on judgment or performance. In that event, as to whether an employee needs to be reassigned or relieved for the course of the medication for the safety of all.

### **APPLICABILITY**

Our drug-free workplace policy is enforced whenever anyone is representing or conducting business for the organization during all working hours.

## **TYPE OF SUBSTANCE TESTING TO BE INSTITUTED**

BLPRD substance screening program includes testing under the following circumstances:

- A. Pre-placement** – urine drug screening may be performed after a job offer has been made, but prior to actual placement.
- B. Post-accident testing** – a required test performed as soon as practicable following any accident involving bodily injury to self or others requiring medical treatment at a health care facility.
- C. Reasonable suspicion** – a required test which may be based upon, but not limited to:
  - Observable phenomena, such as direct observation of substance use or possession and/or the physical symptoms associated with being under the influence of a drug and/or alcohol;
  - A pattern of abnormal conduct or erratic behavior;
  - Arrest or conviction for a drug or alcohol-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
  - Information provided either by reliable and credible sources independently corroborated; or
  - Newly discovered evidence that an employee has tampered with a previous drug or alcohol test.
- D. Rehabilitation Follow-Up Testing-** a system of drug and/or alcohol testing imposed following a positive drug or alcohol screen result, in circumstances where the employee agrees to this as part of his or her return to work for BLPRD.
- E. Drug and/or alcohol testing as conforming to a client company’s substance free workplace policy.**

### **SUBSTANCES FOR WHICH INDIVIDUALS WILL BE TESTED**

Alcohol	Amphetamines	Barbiturates	Benzodiazepines
Cocaine	Marijuana	Methadone	Methaqualone
Opiates	Phencyclidine	Propoxyphene	

## **PROHIBITED BEHAVIOR**

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

## **EMPLOYEE CONSENT TO TESTING**

Each applicant/employee shall be asked to complete and sign an “Acknowledgment and Consent to Testing” form by which he/she consents and authorized testing and disclosure of test results to the Company and/or client Company. If the employee refuses to complete and sign the consent/authorization form, such refusal will constitute grounds for termination or rescinding the job offer.

## **DRUG TESTING**

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

Each employee, as a condition of employment, may be required to participate in pre-employment, post-accident and reasonable suspicion testing upon selection or request of management. **Any employee who tests positive will be terminated immediately.**

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

## **CONSEQUENCES**

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of pre-placement testing, if applicants test result is positive, the offer of employment will be withdrawn. Refusing to submit to a drug or alcohol test is an admission of positive drug or alcohol use. The applicant may reapply after three months and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be terminated from employment and may reapply after three months and must successfully pass a pre-employment drug test. Employees can reapply sooner than three months if they pass a pre-employment drug test, taken at their own expense, from a clinic pre-authorized by BLPRD.

## **ASSISTANCE**

BLPRD recognizes that alcohol and drug abuse addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help. The financial responsibility for recommended treatment belongs to the employee.

## **CONFIDENTIALITY**

All information received by the organization through the drug-free workplace program is confidential communication. Results of all drug/alcohol tests will be kept separate from personal files and treated as confidential information and access to such results will be limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

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I understand that it is my responsibility to read and abide by all policies presented in the BLPRD Employee Handbook. I understand that BLPRD may decide, at its discretion, to revise the Handbook at any time.

\_\_\_\_\_  
Employee

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Crew Leader

\_\_\_\_\_  
Date

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