Approved by the Isanti SWCD Board on 1/21/2026

Isanti Soil and Water Conservation District (SWCD)

Policy Handbook

Adopted by the Board of Supervisors of the Isanti Soil and Water Conservation District at the regularly scheduled board meeting on January 21, 2026

Approved by the Isanti SWCD Board on 1/21/2026

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SECTION I: INTRODUCTION

Purpose and Amendment

The purpose of this manual is to establish policies and procedures related to supervisor responsibilities and conduct, district operations, and personnel administration. Prior to 2015 Isanti SWCD adopted the Isanti County Personnel, Policy and Procedure Manual. This Manual completely replaces use of the Isanti County Manual.

The Isanti SWCD Board of Supervisors (District Board) reserves the right to modify these policies at its discretion. Amendments shall be adopted upon majority vote of the District Board. The handbook shall be reviewed with all new employees and provided to new supervisors and is available in the district office. The policies in this handbook supersede and/or revoke all previous Isanti SWCD policies of similar intent.

Management Rights

The District Board retains the full and unrestricted right to operate and manage all resources, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by these regulations or District Board resolutions.

Statutory Authority

As a Soil and Water Conservation District, Isanti SWCD derives its authority from Minnesota Statute Chapter 103C. The following shows excerpts from that statute.

> *Maintaining and enhancing the quality of soil and water for the environmental and economic benefits they produce, preventing degradation, and restoring degraded soil and water resources of this state contribute greatly to the health, safety, economic well-being, and general welfare of this state and its citizens. Land occupiers have the responsibility to implement practices that conserve the soil and water resources of the state. Soil and water conservation measures implemented on private lands in this state provide benefits to the general public by reducing erosion, sedimentation, siltation, water pollution, and damages caused by floods. The soil and water conservation policy of the state is to encourage land occupiers to conserve soil, water, and the natural resources they support through the implementation of practices that:*
> *(1) control or prevent erosion, sedimentation, siltation, and related pollution in order to preserve natural resources;*
> *(2) ensure continued soil productivity;*
> *(3) protect water quality;*
> *(4) prevent impairment of dams and reservoirs;*
> *(5) reduce damages caused by floods;*
> *(6) preserve wildlife;*
> *(7) protect the tax base; and*
> *(8) protect public lands and waters.*

In order to carry out its mission, Isanti SWCD has several powers granted in law. The following paraphrases those authorities.
SWCDs may;

- Conduct resource surveys and demonstration projects,

- Carry out soil and water conservation measures on any lands in the district with the consent of the landowner,
- Cooperate or enter into agreements with any governmental agency or individual landowner for the purpose of carrying on a program of erosion prevention and control,
- Purchase or accept property and income and provide equipment and supplies that will help to bring about conservation practices,
- Construct, install, improve, maintain, and operate such structures and works as may be necessary for proper performance of the district,
- Develop a comprehensive and annual plan for the conservation of soil and water resources. These plans are required for the district to receive state grant funds,
- Assume land by purchase, lease or otherwise to improve, maintain, operate, and administer any soil and water conservation project undertaken by federal or state government,
- Sue or be sued,
- Require compensation or contributions for goods and services provided,
- Make application or enter into an agreement with any designated authority for federal assistance,
- Perform any other acts necessary to secure and use federal aid,
- Acquire land, easements, or rights-of-way needed in connection with works of improvement installed with federal assistance,
- Use necessary funds to provide membership in state and national associations that pertain to district operations, and is authorized to participate and appropriate necessary funds to defray expenses of district representatives for meetings of such groups,
- Procure necessary insurance,
- Publish any information related to the activities of the district,
- Provide advice to or consult with county or municipal representatives, and
- Present an annual budget to the board of county commissioners.

District Mission

To provide guidance, inspire action, and bring innovative resources to the table so that people can become leaders in keeping land and water healthy for future generations.

District Core Values

Core values are principles that give our work meaning, make sure everyone is on the same page, and help us persevere though adversity. They are beliefs that guide our organizations actions, unite employees, and define our brand. Values should be referred to when hiring staff so that we make sure we are hiring people with the same values as the organization. Additionally, staff should review these values regularly to make sure their actions align with them.

Communication: When communicating with the public and partners we will quickly get to the point, we will let people know when we don't know the answer and then work to find the answer, we will keep people in the loop, we won't use technical terms and we will always be patient, professional and respectful.

Trust: We will always be upfront, honest and transparent. We work hard to build trust and relationships with the public and our partners—we invest in relationships by committing to our core values. By gaining trust, we build an emotional bank account that we can rely on when things don't go well.

Accountable: If we say we will do something we will do it, we will work hard, get the job done and deliver outstanding results. We will strive to go above and beyond expectations. Furthermore, when we make mistakes, we will take responsibility for them, and we won't make excuses.

Growth Mindset: We aren't afraid to make mistakes and we will strive to learn from our mistakes. We will work to stay relevant and innovative by thinking outside of the box. We continually seek out new opportunities to be trailblazers.

Helpful and Kind: We won't leave anyone hanging without answers, we will point the public in the right direction, we will make every effort to aid the public out even if their question does not pertain to our statutory duties.

Open Minded: We will listen to other people's points of view and try to understand them.

Passionate: We show up excited to do our jobs and to carry our mission, even if we are working on a task that is tough or not our area of expertise and/or favorite activity.

Celebrate and Have Fun: We always remember to celebrate small victories and to fun while doing our jobs! We work hard while we are on the clock, but we also strive to take time off to enjoy life - family is priority.

SECTION II: SUPERVISORS

The Isanti SWCD has a board of supervisors with a variety of expertise elected to four-year terms. The Board of Supervisors determines the priorities and goals for the districts and charges the staff with developing the programs and services necessary to address those priorities. Although they are elected at-large, each supervisor represents a specific geographic area, called a district. Supervisor districts have been defined to encompass roughly equal areas because Supervisors represent not only their constituents but also the natural resources directly.

Soil and water conservation district supervisors are entrusted with some of Minnesota's most precious assets: our natural resources. A supervisor's primary responsibility is to ensure that the community uses its natural resources wisely, with an eye toward the future. To do this, Supervisors must seek and achieve a delicate balance between people and the land we inhabit. The future of Minnesota's environment rests on a Supervisor's ability to maintain this balance and garner support from the community for an active and protective natural resources program.

Board Member Responsibilities

All members of the Isanti SWCD Board have equal votes and all should be treated with equal respect.

ALL BOARD MEMBERS

- Participate fully in board meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of board meetings and be familiar with issues on the agenda
- Represent the Isanti SWCD at ceremonial functions at the request of the Chair
- Be respectful of other people's time, remaining focused and act efficiently during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in government
- Provide contact information to staff to be used for business purposes
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase effectiveness

DISTRICT LAW REQUIRES THAT THE SUPERVISORS DESIGNATE A CHAIR AND FURTHER STATES THAT THE SUPERVISORS MAY DELEGATE POWERS AND DUTIES THAT THEY DEEM PROPER TO: (1) THE CHAIR; (2) ANY NUMBER OF SUPERVISORS; (3) ANY NUMBER OF AGENTS OR EMPLOYEES. DUTIES OF THE OF CHAIR

- Preside at all meetings
- Call special meetings when necessary
- See that meetings start promptly and at the specified time
- Dispose of each topic properly after adequate discussion
- Maintain order, decorum, and the fair and equitable treatment of all speakers
- Keep discussion and questions focused on specific agenda item under consideration
- Makes parliamentary rulings. Chair rulings may be overturned if a Board Member makes a motion as an individual and the majority of the Board votes to overrule the Chair.
- Close meeting promptly after all business has been completed
- Execute documents (may provide written authorization for staff to use the digital/electronic signature on file at the district office to execute a specific document)
- Serve as the official spokesperson for the District

- Serve as liaison to county board

DUTIES OF VICE CHAIR

- Familiar with duties of the Chair
- Preside as Chair in the absence of the Chair
- Serve as alternate liaison to county board

DUTIES OF TREASURER

- Primary signer for the checks and financial accounts
- Provide oversight of District financial operations, including comparing the monthly reconciliation report to the monthly bank statements of all Isanti SWCD financial accounts
- Invest district funds with the intent to maximize revenue under MN Statutes Sections 118A.01 to 118A.06, which, when followed, eliminates personal or institutional liability for any losses incurred
- Engage investment brokers and sign related agreements, if any, to invest funds with said brokers.
- Serve as the Chair of the Finance Committee

DUTIES OF SECRETARY

- Coordinate with Supervisors and the District Manager to prepare board meeting agendas and packets
- Oversee staff compilation and posting of meeting minutes and notices

There are three key aspects to the role of a supervisor as an SWCD board member:

- Policy development,
- Annual and long-range plans and budgets, and
- Working with the district staff.

POLICY DEVELOPMENT

The SWCD board of supervisors is a policy board, meaning that its primary focus is not on running the day-to-day activities of the district, but on setting overall policy and long-term objectives. The staff then uses these policies and objectives to ensure that the district is proceeding in the general direction laid out by the board. Policies are best developed before a situation arises that necessitates direction.

Although it is the board's responsibility to develop policy and the staff's responsibility to implement it, you will find that the fairest and most useful policies are developed with the help of significant staff input.

PLANNING AND BUDGETS

One of the most important parts of supervisors' jobs is developing your district's annual and comprehensive plans, and annual budgets. The plans are required under Minnesota Statutes Chapter 103C.331. To be eligible for grant funding from the BWSR, all districts must have an approved comprehensive and annual plan on file.

The SWCD can adopt Comprehensive Watershed Management Plans by resolution to meet this requirement.

Annual plans must be submitted to the BWSR by March 15; the BBR may have a different deadline. The annual plan should fulfill the comprehensive plan by identifying items that can be accomplished over the course of the year. Both annual and comprehensive plans must include budgets.

When working on the annual and long-range plans, supervisors should take a strong leadership role in the following areas:

- Supervisors must determine the purpose of the district in the community.

- Supervisors must decide which resource problems the district will address and their relative importance.
- Supervisors should look at the big picture and develop broad policies that address the resource as a whole in their SWCD. Staff can work within these broad policies to address individual concerns.
- Supervisors must outline the actions to be conducted by the board and staff to carry out their stated objectives. These actions should be consistent with the mission statement and will result in a more effective conservation program.
- The board must formally adopt the plan.

To achieve full participation in the planning process by both board and staff, a planning committee may be formed to develop the plan for recommendation to the board. The chair may appoint one or two board members to work with staff to develop the plan.

WORK WITH DISTRICT STAFF

Governance of the District relies on the cooperative efforts of elected officials who set policy and District staff who implement and administer those policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. The following guidelines should be followed.

- Treat all staff as professionals.
- Requests for individual staff assistance should be directed through the District Manager.
- Never publicly criticize an employee.
- Minimize involvement in day-to-day operations, instead allowing staff to carry out the broad directives of the board.
- Do not solicit political support from staff.

Meetings and Committees

SCHEDULE OF ACTIVITIES

January	Annual meeting
February	
March	
April	Initiate audit of previous year's financials when required by BWSR,
May	Discuss SWCD Resolutions for MASWCD area meeting
June	DRAFT budget and County Allocation Request, Review and post SWCD AID Guidelines
July	Nominate Outstanding Conservationist, if any; financial support request to county
August	
September	
October	Review MASWCD Resolutions and ballot
November	Review upcoming year's draft budget
December	Employee evaluations, employee benefits, approve next year's budget

ANNUAL MEETING

The January regular meeting of the Board of Supervisors is the Annual Meeting. Several business items must be attended to at this meeting. The following list of work products and policies must be prepared, reviewed, and/or updated in the months preceding the Annual Meeting to facilitate action to approve or adopt them at the Annual Meeting.

- Isanti SWCD Policy Handbook which includes: designation of official depository, official posting locations, official meeting location.

- Annual meeting schedule
- Selection of officers
- Assignment of committees, if any
- Isanti SWCD resolutions
- Fee schedule update-if applicable

OFFICIAL MEETING LOCATION

Regular board meetings and committee meetings are held at the USDA Service Center in Cambridge, MN unless otherwise noted. This is the same address as the Isanti SWCD office. Regular board meetings of the Isanti SWCD are generally held on the third Wednesday of each month at 9:00 am. A yearly meeting schedule is posted on Isanti SWCD's official website, www.IsantiSWCD.org and on the bulletin board in the front entry of the Isanti SWCD office.

OFFICIAL POSTING LOCATION

The official posting locations for public notices, including notices of meeting times and locations, are:

1. Isanti SWCD's official website, www.IsantiSWCD.org and
2. The bulletin board in the front entry of the Isanti SWCD office.

OPEN MEETING LAW

All meetings of the Board will comply with the statutes and rules requiring open and public meetings. As such, when three or more District Supervisors are gathered, they shall guard against discussing district business unless in an open public meeting that has been posted in accordance with the Open Meeting Law.

QUORUM

A quorum consists of three supervisors. Any action taken by the Board when only three members are present shall be unanimous, in all other cases it shall be by majority.

ROBERT'S RULES

The conduct of all meetings of the Board shall be generally governed by the most recent edition of Robert's Rules of Parliament Law www.robertsrules.org.

COMMITTEES

Isanti SWCD supervisors also serve on committees to analyze detailed information on issues requiring intensive review prior to full board action. Some committees are internal, and others function on a metro or statewide level. Supervisors choose to participate in committee meetings to offer personal expertise in the area of discussion or to gain more knowledge of the subject matter. Committees provide recommendations to the full board of supervisors.

1) Internal Committees

Internal committees are comprised of three supervisors but are not authorized to act on behalf of the full board. Their function is to consider complex topics in greater detail and provide a recommendation for action to the full board. The Isanti SWCD may form three internal committees.

(a) Finance Committee

The finance committee reviews the District's finances, prepares annual budgets, and ensures adequate financial controls. The finance committee meets approximately 2 times a year.

(b) Operations Committee

The operations committee reviews issues related to the programs and services of the District and provides guidance to staff on projects and procedures. This committee is responsible to

review and formulate policy recommendations. The operations committee typically meets 1 time a year.

(c) Personnel Committee

The personnel committee is responsible to review and make recommendations to the full board on all personnel management issues of the District including but not limited to employee recruitment, compensation, benefits, evaluations, discipline and dismissal. In the case of staff performance and probationary evaluations, compensation, discipline and dismissal discussions by the personnel committee, the District Manager will serve as the staff representative. The personnel committee typically meets 1-2 times a year.

2) External Committees

There are also several external committees that supervisors take part in. Supervisors that take part in external committees are expected to represent the interests of the District during the meetings and events and report back to the District on the activities of the organization. Example external committees include:

- Metro Conservation Districts (MCD)
- Metropolitan Association of Conservation Districts (MASWCD Area IV)
- MASWCD Committees (Awards, Education, Legislative, Resolution/Policy)
- Lower St. Croix Watershed Partnership Policy Committee
- Rum River Watershed Partnership Board

Training and Events

Supervisors may attend trainings and events to enable them to fulfill the duties of the position. Training and event attendance and associated registration, lodging, meals, and per diem expenses should be approved by the Board prior to attendance. Training that does not result in an expense to the District does not require prior authorization by the Board.

Supervisor Compensation

A supervisor shall receive compensation for services up to $125 per day (103C.315 subd 4), and may be reimbursed for expenses, including traveling expenses, necessarily incurred in the discharge of duties.

Isanti SWCD supervisors receive per diem for attending meetings/activities related to district business as follows.

- Approved Committee Meetings: $125 per day.
- All other approved activities that advance the District are to be reimbursed at $25/hour to a maximum of $125. Examples of these activities include:
  - Treasurer duties such as monthly review of Treasurers report and financials.
  - Attendance at a County, City or Township Board meetings.
  - Informational workshops that don't require pre-work.
- To be compensated, Board approval is required for activities other than attendance of board meetings and committee meetings as identified above.
- Stopping at the office to sign checks or for other non-meeting purposes does not warrant compensation, although mileage reimbursement is allowed.

Conflict of Interest

The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

GIFTS AND GRATUITIES

In compliance with limits established by MN State Statutes pertaining to acceptance of gifts and benefits by elected officials:

- Board members should not accept gifts or benefits likely to place them under an actual or perceived financial or moral obligation to other organizations or individuals.
- Board members will not demand or accept in connection with their official duties any fee, favor, reward, gratuity or remuneration of any kind, outside the scope of their entitlements as a board member.
- Board members should not use their position for personal gain or accept a gift if it could be seen by the public, knowing the full facts, as intended or likely to cause a member to act in a particular way or deviate from public duty.

PRIVATE INTERESTS

Board members are expected to place public interest above personal interests and not to use their position for personal gain. Conflicts between private interests and public duties can arise when:

- A member stands to make a financial gain from a board decision.
- A member's spouse, children or near relative stands to make a financial gain.
- A member holds membership of another organization likely to benefit from a board decision.
- A member's spouse, children, near relatives or close associates are members of an organization affected by board decisions.

Accordingly board members will:

- Openly declare matters of a private interest such as investments, relationships, voluntary work and membership of other groups that may conflict or be perceived to conflict with the member's public duty.
- Record any issues of conflict to ensure they are transparent and capable of review.
- Disqualify themselves from any board discussions and decisions where a conflict of interest has, or could occur.

Appointment Process

If a supervisor position is vacant, the Board of Supervisors shall appoint a new supervisor to hold the office until the next general election. The District Board shall provide for, formulate, and hold competitive appointment process to determine the qualifications of persons seeking to be appointed supervisor.

The following process should be followed to appoint new supervisors:

1. Application ranking criteria, interview questions, position announcement, application requirements, and recruitment schedule shall be approved by the Board of Supervisors prior to posting the position.
2. A position announcement will be posted in three different locations for ten working days or until three qualified candidates have applied, whichever is longer, in such a manner that provides open competition of qualified candidates. All applications for appointment to supervisor of the Isanti SWCD shall be submitted to the District Office.
3. Following the close of the application period, the Chair will rank all applicants according to the pre-selected application ranking criteria. No more than the top five qualified applicants will be offered an initial interview.
4. Applicants that do not meet the minimum criteria and/or are not offered an initial interview will be notified in writing as soon as practical.
5. The District Manager, Personnel Committee or Board will conduct interviews utilizing pre-approved interview questions and scoring criteria.

6. The District Manager or Personnel Committee will recommend the most suited applicant to the District Board for appointment. The District Board will make final decisions.
7. The District Board shall select an applicant to offer the position to and prepare and send an 'Offer Letter' to the individual selected. The notification shall include the starting date and brief description of the duties, and the term of office to be filled. The District Board may select alternative applicants to be offered the position in the event that the most suited applicant declines the position.
8. Applicants interviewed but not selected for the position will be notified in writing immediately after the position has been accepted.
9. The District shall provide the newly appointed supervisor with a copy of the current Isanti SWCD Policy Handbook.

APPOINTMENT OF RELATIVES

No persons shall be considered for appointment to supervisor of the Isanti SWCD Board if a relative is presently employed by the District or is a member of the Board.

Removal of a Supervisor

A supervisor may be removed from office in accordance with the procedures under MN Statutes 351.14 to 351.23 for malfeasance or nonfeasance in office, but for no other reason.

Code of Conduct

This Code of Conduct is designed to describe the manner in which district Supervisors should treat one another, district staff, constituents, and others they come into contact with while representing the Isanti SWCD.

SUPERVISOR CONDUCT WITH ONE ANOTHER

1) *In Public Meetings*
   - Practice civility and decorum in discussions and debate
   - Honor the role of the Chair in maintaining order
   - Avoid personal comments that could offend other Board Members or the public
   - Demonstrate effective problem-solving approaches with consideration of opposing views
2) *In Private Encounters*
   - Continue respectful behavior in private
   - Treat all notes, voicemail messages, texts and e-mail as potentially ‘public’ communication
   - Even private conversations can have a public presence

SUPERVISOR CONDUCT WITH THE PUBLIC

1) *In Public Meetings*
   - Be welcoming to speakers and treat them with care and gentleness
   - Be fair and equitable in allocating public hearing time to individual speakers
   - Give the appearance of active listening
   - Ask for clarification, but avoid debate and argument with the public
   - No personal attacks of any kind, under any circumstance
   - Follow parliamentary procedure in conducting public meetings
2) *In Unofficial Settings*
   - Make no promises on behalf of the Board
   - Make no personal comments about other Board Members

- Be clear about representing the official District position or personal interests
- When representing the District, the Supervisor must support the official District position regardless of his or her personal viewpoint
- Correspondence should be clear about representation
- District letterhead may be used only to represent the District's official position

SUPERVISOR CONDUCT WITH THE MEDIA

- Board Members may be contacted by the media for background and quotes.
- The Chair is the official spokesperson for the official District position.
- The best advice for dealing with the media is to never go "off the record."
- Do not speculate or speak beyond the realm of your knowledge.
- Choose words carefully and cautiously. Seek staff expertise when appropriate.

SECTION III: OPERATIONS

The following policies and procedures relate to the operations of the district.

Posting Location

The Isanti SWCD official designated posting locations for advertising, job postings, public notices and any information that might pertain to the district are:

- The Isanti SWCD website www.IsantiSWCD.org and
- The bulletin board in the Cambridge USDA Service Center entry.

District Financial Operations

FISCAL YEAR

The fiscal year of the District shall run from January 1 through December 31.

SEGREGATION OF FINANCIAL DUTIES

To ensure financial checks and balances, the District Manager, Administrative Assistant, Treasurer, and full Board of Supervisors all serve distinct and overlapping roles.

Task	District Manager	Administrative Assistant	Treasurer	Board
Prepare checks to pay bills		X		
Record payments and receipts in QuickBooks		X		
Deposit revenues		X		
Review monthly financial statements prior to distribution to Board	X	X	X	
Review and approve monthly bills	X		X	X
Review and approve monthly financial statements			X	X
Reconcile bank statements to monthly financial statements		X	X	
Sign checks	X		X	
Assist CPA with audit of financial statements	X	X		

Review and approve year-end financial statements				X
Maintain/update budget projections and present to the Finance Committee and Board	X			
Review and approve budgets				X
Maintain/update the program register	X			

POLICY LIMITING THE DISTRICT MANAGER'S EXPENSE AUTHORIZATION

The District Manager may authorize routine expenditures, all expenditures specifically noted in the approved budget, and expenditures up to $500 that fall outside of these two categories without board/committee approval Authority. Additional policies regarding expenditure approvals may be approved at the SWCD annual meeting.

DISTRICT CREDIT CARD POLICY

The District shall use a corporate credit card when necessary to make a purchase instead of using a debit card. Credit cards are issued to employees when determined appropriate by the Board. Employees must get prior authorization from the District Manager for expenses greater than $250. Employees will be expected to provide a receipt for expenses to the Administrative Assistant (or District Manager if none exists). It is the Administrative Assistant's responsibility to reconcile the monthly credit card statement with employee receipts. It is the Manager's responsibility to provide oversight.

If a credit card issued to an employee is lost or stolen that employee must notify the District Manager as soon as they are aware of the loss. The Manager shall immediately begin efforts to notify the credit card company.

PETTY CASH

Cash shall be maintained in the District office only on a temporary basis as needed for ongoing projects, product sales, or the annual tree sale. Cash flow shall be documented through use of a ledger, digital financial software, or receipts. It is the responsibility of the Administrative Assistant to maintain documentation. It is the Manager's responsibility to provide oversight.

CREDIT CARD PAYMENT PROCESSING

The district contracts a seasonal online credit card payment system for the purpose of receiving tree sale orders. The following policies shall govern use:

- Only employees authorized by the District Manager to process credit card orders. These employees shall be trained in use and security by the Manger.
- Keep papers with credit card numbers locked.
- Destroy credit card numbers when no longer needed to complete a transaction. Cutting the number out of the tree order form and cross-cut shredding it is acceptable.
- Card numbers should never be transmitted over non-secure technologies including email, text message or instant messaging.
- If the security of card processing or card numbers may have been compromised or tampered the District Manager, Authorize.net, Cybersource and law enforcement should be contacted immediately.

ASSET POLICY

All acquisitions by the Isanti SWCD with a value of at least $2,500 and a useful life of at least three years shall be included in the District's inventory of capital assets. Item description, purchase price (or fair market value if purchase price is not available), acquisition date (if available) and serial number if applicable shall be included in the inventory and reported at year end as capital assets.

Bill Approval Policy

The District shall include check numbers and electronic payment reference numbers within motions to approve payment of bills.

Designation of Official Depository

First Bank and Trust is the official depository for the Isanti SWCD checking, savings and sweep accounts.

Signatories for the Financial Accounts

The Treasurer and District Manager shall be the primary signs for the Isanti SWCD checking account. The Board shall assign an alternate check signer during the annual meeting in January.

Debt Collection Policy

The Isanti SWCD, in its efforts to collect accounts receivable shall generally follow the following procedures. A service charge of 1% per month compounded monthly shall be charged to all debt exceeding 30 days unless otherwise noted in an agreement specific to the charge. If a debt exceeds 1 year from date due the District may pursue a mechanic's lien or conciliation court. If following this procedure fails to produce positive results, the Board of Supervisors may consider cancellation of the debt.

Undesignated Fund Balance

Undesignated Funds should be sufficient to cover:

- 100% of liability for severance, as calculated at the time of budget development.
- 6 months of annual operating, personnel , and supervisor expenses, as calculated at the time of budget development.
- The Board may deviate from thresholds and guidelines.

Order of Use of Restricted and Unrestricted Resources

The Isanti SWCD applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

District and Natural Resources Conservation Service Agreement

As the District Board has adopted the technical guide of the Natural Resources Conservation Service to carry out work performed in this District, the employees of the District may be placed under the technical supervision of the Natural Resources Conservation Service with prior District Manager approval.
Maintaining this working relationship is vital to the effectiveness of the District. All District employees are expected to work at strengthening this relationship at all times.

Data Backup and Record Storage

Data Backup

Isanti SWCD digital data is to be stored on the USDA server which is backed up at least weekly. Records in other media, such as paper, are stored in the Isanti SWCD office. All non-USDA computers are backed up by Office 360 Cloud and a hard drive at least quarterly.

Record Storage

The District records retention policy is an appendix to this handbook. Minnesota Statues 138.17 outlines the procedures that must be followed to dispose of records that no longer have value to an agency.

Non-Discrimination

The Isanti SWCD prohibits discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation or whether all or part of an individual's income is derived from any public assistance program in any program or activity conducted or funded by the District. (Not all prohibited bases will apply to all programs and/or employment activities.)

Government Data Practices

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.
The Data Practices Act also provides that Isanti SWCD must keep all government data in a way that makes it easy for members of the public to access public data. The public has the right to look at (inspect), free of charge, all public data that Isanti SWCD keeps. The public also has the right to get copies of public data. The Data Practices Act allows Isanti SWCD to charge for copies. The public has the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Isanti SWCD keeps, the public must make a written request. Written requests for data must be to the appropriate individual listed in Data Practices Contacts in this handbook. Written request for data may be by mail, fax, or email using the data request form on page 70 of the appendix. If the data request form is not used, the written request must include:

- a statement that the request for data is under the Data Practices Act, MN Statutes, Chapter 13;
- whether the request is to look at the data, get copies of the data, or both; and
- a clear description of the data to be inspected and/or copied.

Isanti SWCD cannot require members of the public to identify themselves or explain the reason for the data request. However, depending on how the data request is to be processed (for example, emailed or mail), Isanti SWCD may need contact information. If no identifying information is provided by the public, it will be the responsibility of the public to contact Isanti SWCD to check on the status of the request. If Isanti SWCD

does not understand the request and has no way to contact the requesting party, Isanti SWCD will not be able to begin processing the request.

How Isanti SWCD Responds to a Data Request

Upon receiving a written request, Isanti SWCD will work to process it.

- If Isanti SWCD does not have the data, the requestor will be notified in writing as soon as reasonably possible.
- If Isanti SWCD has the data, but the data are not public, Isanti SWCD will notify the requestor in writing as soon as reasonably possible and state which specific law says the data are not public.
- If Isanti SWCD has the data, and the data are public, Isanti SWCD will respond to requests appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
    - provide the requestor copies of the data as soon as reasonably possible. Copies may be picked up, mailed, emailed or faxed. If requestors want copies to be delivered to them, sufficient contact information will be required to do so. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Information about copy charges can be found in our annually updated fee schedule located on our website, www.AnokaSWCD.org. Pre-payment is required.
- If the requestor does not understand some of the data (technical terminology, abbreviations, or acronyms), clarification will be provided upon request.

The Data Practices Act does not require Isanti SWCD to create or collect new data in response to a data request if Isanti SWCD does not already have the data, or to provide data in a specific form or arrangement if Isanti SWCD does not keep the data in that form or arrangement. For example, if the data requested are on paper only, Isanti SWCD is not required to create electronic documents. If Isanti SWCD agrees to create data in response to requests, Isanti SWCD will work with the requestor on the details of the request, including cost (per Minnesota Statutes Chapter 13) and response time. In addition, the Data Practices Act does not require Isanti SWCD to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Isanti SWCD will prepare summary data if requests are made in writing and pre-payment for the cost of creating the data is received. Upon receiving written requests – the data request form in the appendix of this handbook may be used– Isanti SWCD will respond within ten business days with the data or details of when the data will be ready and how much will be charged.

Data Practices Contacts

Responsible Authority
Name: Tiffany Determan, District Manager or successor
Address: 110 Buchanan St N. Cambridge, MN 55008
Phone number: 763-689-3224
Email address: tiffany.determan@mn.nacdnet.net

Data Practices Designee
Name: Tiffany Determan, District Manager or successor
Address: 110 Buchanan St N Cambridge, MN 55008
Phone number: 763-689-3224
Email address: tiffany.determan@mn.nacdnet.net

Data Practices Compliance Official
Name: Tiffany Determan, District Manager or successor
Address: 110 Buchanan St N Cambridge, MN 55008
Phone number: 763-689-3224
Email address: tiffany.determan@mn.nacdnet.net

DATA RETRIEVAL COSTS

Isanti SWCD charges for copies of government data, including staff time, materials and copy expenses. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c). Hourly rates for staff time are noted in Isanti SWCD's annually approved fee schedule. The charge for is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email). In determining the actual cost of making copies, Isanti SWCD factors in employee time, the cost of the materials onto which the data are copied (paper, CD, DVD, etc.), and mailing costs (if any). If requests are for copies of data that Isanti SWCD cannot reproduce internally, such as photographs, the actual cost paid to an outside vendor to make the copies will be charged. The lowest paid employee class capable of, or available to provide, data search, retrieval and copy services will be utilized.

Travel and General Expense Reimbursement

INTRODUCTION

This policy has been adopted by the District Board to be consistent with Minnesota Statutes for claims against the District incurred by employees and supervisors in the conduct of official District business. Further, this policy is designed to provide the basis for determination that: there is authority for the District expenditure, the expenditure serves a public purpose and finally, the expenditure is necessary and directly related to the betterment of the functions of the District.

APPLICATION AND ADMINISTRATION

This policy shall apply to all employees and elected officials of the District except as noted below. Reimbursement will not be granted for any expenses already reimbursed by another party. Parties involved in the willful violation of this policy are subject to disciplinary action.

BILLINGS

Whenever possible, employees and supervisors shall make travel and accommodation arrangements in advance and request the District be billed. All authorized travel expenses that are not billed directly to the District are to be paid by the employee or supervisor, subject to reimbursement upon approval of an expense claim.

AUTHORIZED EXPENSES

1) *Privately-Owned Automobile*

Employees and supervisors may be reimbursed for traveling on official business with a private automobile at the prevailing mileage rate established by the IRS when no district vehicle is reasonably available. When a district vehicle is reasonably available and an employee or supervisors chooses to utilize their personal vehicle, they may be reimbursed for the actual cost of fuel incurred. Mileage shall be paid on the most reasonable direct route.

Employees and supervisors are eligible for mileage reimbursement:

a. When a private vehicle is used for official District business.

b. For miles traveled in excess of those which the employee would normally have had to travel from residence to the District Office or work site and return (supervisors may be reimbursed for all miles driven).
c. Total mileage shall be allowed for travel on a non-workday.

2) Privately-Owned Boats and Trailers

When using their privately-owned utility trailer or boat for work purposes the District will not assume any liability for accidents or injuries of any kind. Operators will not be compensated for usage of personal equipment.

3) 3.Parking

Employees and supervisors using private automobiles and District vehicles shall be reimbursed on an actual expense basis for parking. Receipts for such payments shall be submitted with the expense reimbursement request whenever possible.

4) Lodging, Meals and Incidentals

Employees and supervisors may claim reimbursement for lodging, meals and incidentals at actual cost in accordance with the following:

(a) Lodging

Charges for lodging will be reimbursed for only the night prior to the formal start or one night beyond the end of the conference, seminar, meeting, etc. and those nights when the event is actually in session. Receipts shall be submitted for reimbursement. An exception can be made if it can be clearly documented that a reduced airfare or other travel cost can be obtained by staying additional days (i.e., over a Saturday night). The reduction in travel cost must exceed the additional lodging and meal costs.

(b) Meals

Meals will be reimbursed up to a maximum of $59.00 per day including tax and tip typically not to exceed $15.00/breakfast, $16.00/lunch and $28.00/dinner). Meal expenses more than the maximum will require special employee or supervisor justification and itemized receipts. Employee meal reimbursements in excess of these guidelines must be approved by the District Manager.

(c) Local Meals

In the case of meal expenses incurred for meetings in town or locally, it shall be the responsibility of the District Manager to review the expense report and assure that the expense is not a substitute for that which would normally be incurred by the employee or supervisor in day-to-day personal expenses.

(d) Meals as Part of Registration

In the event that meals are included in any registration or tuition fee, other charges for meals shall not be allowable.

(e) Travel Expenses of Spouse or Other Members of the Family

If an employee or supervisor's spouse or family accompanies him or her on a District business trip, the expenses attributable to the spouse or family members' travel, meals, lodging, etc. are in no circumstances reimbursable. If a spouse or family member accompanies an employee or supervisor on a business trip, the reimbursable business

expense for transportation and lodging is the single rate cost of accommodations for the employee or supervisor.

5) Cell Phone Usage / Expenses

The District may approve, for certain employees, a quarterly allowance to defray the cost of using personal mobile devices and service in the conduct of District business. Initial purchase of the device, accessory equipment, activation fees, lost, damaged, or replacement fees will be the responsibility of the employee. The employee will pay any costs exceeding the amount of the mobile device reimbursement. No reimbursement will be paid when an employee is in a leave status exceeding (30) days, unless approved by the District Manager. Taxability: The Mobile Communication Device Reimbursement is not subject to tax and will be provided to the employee via quarterly reimbursement check. For determination of individual taxability, employees should check with their tax advisor. Employees must meet one or more of the business need criteria below to be eligible for the Mobile Communication Device Reimbursement.

- Does an employee work in situations where personal safety risks could occur?
- Do supervisors need to be able to reach an employee (or vice versa), and the employee often works where a desk phone is not available?
- Does an employee need access to District data networks in order to resolve client issues, provide customer service, or access files while working in locations outside of the District facility?
- Do an employee's job requirements include working non-traditional hours, being available 24-7 or in on-call status, or being available to respond to emergencies/
- Does an employee need to monitor or respond quickly to email or voice messages while away from an office computer?
- Has the District Manager determined that the employee's job duties require a mobile device for reasons not described above?

The District Board has established the following monthly allowances for mobile devices:

Category Description	Allowance
No Data or Voice Plan Required	$0.00
Voice Only	$30.00
Data Only	$20.00
Voice & Data	$50.00

Vehicle Operation

During the operation of a District or personal vehicle in the course of District business the following rules must be adhered to.

DISTRICT AND PERSONAL VEHICLE OPERATION:

A. Employees and supervisors whose work requires operation of a motor vehicle must present and maintain a valid Minnesota driver's license. The District insurer does not require a driving record check but those who operate a District vehicle may be asked to submit a copy of their driving record to the District from time to time. Any changes in driving records must be reported to the District Manager before operating a District vehicle. Failure to do so by an employee may result in disciplinary action, up to and including termination.
B. The District provides insurance on District vehicles, however, employees and supervisors will be considered completely responsible for any fines, moving or parking violations incurred.
C. It is imperative that employees, supervisors and volunteers who use their personal vehicle for work purposes maintain private auto insurance policies that meet the minimum requirements by Minnesota

Law. Consulting with your insurance company is recommended. The District insurance does not cover privately owned vehicles used for work purposes, except for liability after the employee's private liability insurance is exceeded. Employees and supervisors are responsible for paying their insurance deductible on personal vehicles in the event of a claim.

D. The operator and passengers are responsible for following all of the laws of the State of Minnesota regulating the operation of a motor vehicle including seatbelt and traffic laws.
E. In the event of an accident, the vehicle operator should obtain full names, addresses, driver's license numbers, insurance information (carrier, policy number, expiration date and agent's name and number), of all persons involved and all witnesses. The vehicle operator should not admit liability or discuss the accident with anyone except police or District representatives. The operator must report the incident to the District Manager or Board Chair as soon as possible.

DISTRICT VEHICLE OPERATION

A. Use of District vehicles is restricted to individuals authorized by the Manager or Board. This may include supervisors, employees, volunteers, or employees of agencies partnering with the District.
B. Employee use of district vehicle is required for District business travel whenever available and suitable instead of being reimbursed mileage for personal vehicle use.
C. Any employee or supervisor whose driving history reveals violations including but not restricted to impaired driving, past revocation or suspension, multiple moving violations within a three year period or others as determined by the board may not be allowed to operate a District vehicle.
D. The District vehicle must be returned to the District office or other location approved by the District Manager at the end of the day unless used as transportation for official business that requires an overnight stay.
E. All employees using district vehicles are responsible to report maintenance needs to the Manager to ensure the manufacturer's recommended maintenance schedules are followed.
F. The operator of the vehicle is responsible for checking lights, turn signals, brakes, tires, mirrors, safety equipment, windshield wipers, fluid levels and filling it with gas whenever the gas level falls below ¼ tank.
G. District employees must keep District vehicles clean. All trash, pop cans, mud, etc. is to be removed from the vehicle once a trip is completed. Employees must wash and vacuum District vehicles as necessary.
H. The operator will preferably use the District credit card, if one has been issued to the employee, to pay for gas and car washes. Otherwise receipts should be maintained for reimbursement.
I. The use of any tobacco products is prohibited within District vehicles. Use of alcohol and/or drugs (excluding over the counter or prescription drugs) is strictly prohibited before or during operation of a District vehicle.
J. District vehicles may not be used for the conduct of personal business.

NRCS VEHICLES

SWCD employees may use NRCS vehicles when authorized by NRCS staff and in accordance with the following policies:

- May not be used for tasks that the SWCD is being financially compensated to perform on a service for a fee basis. Examples include the district tree sale, obwell reading or grant-funded projects.
- May not be used for regulatory meetings, such as Wetland Conservation Act TEP field visits.
- Any accidents, damage or maintenance issues must immediately be reported to the NRCS staff.
- All other policies for the use of District and personal vehicles apply.

BOATS

- Personally owned trailers and boats in tow by a personally owned vehicle are not covered for damage or liability by the District's insurance. It is imperative that employees ensure these items to the degree specified by law and/or the employee's comfort level.
- Employees must comply with laws preventing or prohibiting the transport of aquatic invasive species.

Internet and WI-FI Usage

This Internet Usage Policy applies to all employees of the Isanti SWCD and partners who have access to computers and the Internet to be used in the performance of their work. Use of the Internet/Wi-Fi is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet/Wi-Fi through the Isanti SWCD is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Internet/Wi-Fi usage:

- Employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.
- All Internet data that is composed, transmitted and/or received by the Isanti SWCD's computer systems or mobile devices is considered to belong to Isanti SWCD and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of the Isanti SWCD and reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by the Isanti SWCD if they are deemed to be harmful and/or not productive to business.

Unacceptable use of the internet/Wi-Fi by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet.
- Using Isanti SWCD owned computers or other electronic equipment, including devices owned by the employee, used on Isanti SWCD time at work to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-productive-related internet sites.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material outside of the organization.
- Hacking into unauthorized websites.

- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers.
- Introducing malicious software onto the network and/or jeopardizing the security of the electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the Isanti SWCD.

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification

All terms and conditions as stated in this document are applicable to all users of the Isanti SWCD network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by the Isanti SWCD.

Remote Working

PURPOSE AND DEFINITION

The SWCD recognizes the importance of providing options to the traditional work environment that utilizes technology to increase employee productivity, improve employee satisfaction, reduce employee absenteeism, conserves energy and provides a public health benefit. Implementing a Remote Working Program is a means to achieving these goals and adopting this "Remote Working Policy" enables the District to offer the Program with consistency.

This policy provides guidance on the District's expectations and limitations for intermittent or regular remote working. Remote working is the process of working on routine District business from a location other than the District's regular place of business. This is typically done using a mobile workstation and/or virtual private network (VPN) access to the District server.

"Intermittent Remote Working" is defined for the purpose of this policy as remote working, on an as-needed basis, for shorter blocks of time, consisting of certain hours or days, as agreed upon by the District Manager.

"Regular Remote Working" is defined for the purposes of this policy as consistently using an alternative remote location for specified weeks or months, or longer, as agreed upon by the District Manager.

Remote working is not a formal employee benefit. Rather, it is an alternative method of meeting the needs of the District and may be authorized or rescinded by the District Administrator or District Board. The Board will review this policy on an annual basis.

The terms employee and remote worker are synonymous in this document.

SCOPE

This policy creates no employee rights in relation to remote working. Intermittent remote working must be approved by the District Manager. A formal agreement for intermittent remote working is not needed.

Remote regular working must be approved by the District Manager. A formal agreement is required for regular remote working.

In exceptional situations, including cases of public emergency and/or in compliance with public health guidance for contagious diseases, remote working may be mandated by the District Board.

AGREEMENT

Employees who are approved for remote working shall sign and abide by a Remote Working Agreement. The Agreement may require modifications to fit individual remote working circumstances. A copy of the Agreement shall be retained in the employee's personnel file.

Unless otherwise stated in the Agreement, the District Manager, or the employee may discontinue the arrangement, giving at least one (1) weeks' written notice. The parties may negotiate a longer notice to provide for a smooth transition.

GENERAL PROVISIONS

To ensure an effective, productive remote work program, the District establishes the following general provisions.

1) Communication

While remote working, the employee shall be reachable by telephone, or e-mail during agreed-upon work hours. The employee and District Manager shall agree on expected turnaround time and the medium for responses.

2) Conditions of Employment

The remote worker's conditions of employment shall remain the same as for non-remote working employees. The remote worker will have regularly scheduled work hours agreed upon with the District Manager, including specific core hours and telephone accessibility. The agreed upon work schedule shall comply with Fair Labor Standards Act. Overtime work for a non-exempt employee must be pre-approved by the District Manager. The remote worker will attend job-related meetings, training sessions and conferences, as requested by the District Manager. In addition, the remote worker may be requested to attend "short-notice" meetings. The District Manager will use telephone conference calling whenever possible as an alternative to requesting attendance at "short-notice" meetings.

3) Dependent Care

Remote work is not a substitute for childcare or other dependent care. Remote workers shall make or maintain childcare arrangements to permit concentration on work assignments. Remote workers will not be available during company core hours to provide dependent care. The remote worker will not have any other part time or full-time employment outside of the District during core business hours.

4) Effectiveness

Remote working must not adversely affect customer service delivery, employee productivity, or progress of an individual or team assignment.

5) Equipment

Home worksite furniture and equipment shall generally be provided by the remote worker. In the event that equipment and software is provided by the District at temporary/alternative work location, such equipment and software shall be used exclusively by the remote worker and for the purposes of conducting District business. Software shall not be duplicated. The parties shall consult with the District Manager regarding the availability of equipment to loan. If the District provides equipment, the remote worker is responsible for safe transportation, maintenance, and set-up of such equipment.

Any District equipment and/or materials taken to a temporary/alternative work location should be kept in the designated work area at the site and not be made accessible to others.

6) Equipment Liability

Surge protectors must be used with any District computer made available to the remote worker. The employee will be responsible for:

- any intentional damage to the equipment;
- damage resulting from gross negligence by the employee or any member or guest of the employee's household;
- damage resulting from a power surge if no surge protector is used;
- maintaining the current virus protection for software.

The District may pursue recovery from the remote worker for District property that is deliberately, or through negligence, damaged, destroyed, or lost while in the remote worker's care, custody or control. Damage or theft of District equipment that occurs outside the employee's control will be covered by the District. Remote workers should check their homeowner/renter's insurance policy for incidental office coverage. The District does not assume liability for loss, damage, or wear of employee-owned equipment.

7) Expense Reimbursement

Employee shall obtain approval by the District Manager to incur direct expenses. Employee will be reimbursed for direct expenses resulting solely from the remote working arrangement. Employee must submit receipts for reimbursement of direct expenses.

8) Home Work Site

The remote worker will not hold business visits or meetings with professional colleagues, customers, or the public at home worksite. Alternative meeting sites should be at the client's home, or a designated alternative site.

9) Inclement Weather

If there is an emergency at the remote work-site, such as a power outage, the remote worker will notify the District Manager as soon as possible. The remote worker may be reassigned to an alternate worksite.

10) Injuries

The employee will be covered by workers' compensation for job related injuries that occur in the temporary/alternative work location, including the remote worker's home, during the defined work period. In the case of injury occurring during the defined work period, the employee shall immediately report the injury to the District Manager. Workers' compensation will not apply to non-job-related injuries that might occur in the home. The District does not assume responsibility for injury to any persons other than the remote worker at the temporary/alternative work location.

11) Inspections

In case of injury, theft, loss, or tort liability related to remote work, the remote worker must allow agents of the District to investigate and/or inspect the a temporary/alternative work location.

12) Leave

The remote work employee must obtain District Manager approval before taking leave in accordance with District policy.

13) Liability

The employee's temporary/alternative work location will be considered an extension of the District's workspace and the District will continue to be liable for job-related accidents that occur in the remote working workspace. The District assumes no liability for injuries occurring in the employee's home workspace outside the agreed upon work hours. The District is not liable for loss, destruction, or injury that may occur in or to the employee's temporary/alternative work location. This includes family members, visitors, or others that may become injured within or around the employee's temporary/alternative work location.

14) Office Supplies

The District shall provide any necessary office supplies.

15) Performance & Evaluations

While remote working the District Manager and employees will have weekly meetings to monitor and evaluate performance by relying more heavily on work results rather than direct observation. The employee remains obligated to comply with all company rules, practices and instructions as detailed in the District's handbook.

16) Policies

District policies, rules and practices shall apply at the temporary/alternative work location, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow policy, rules and procedures may result in termination of the remote work arrangement and/or disciplinary action.

17) Quality of Work

All work shall be performed according to the same high standards as would normally be expected at the primary worksite.

18) Record Retention

Products, documents and records that are used, developed, or revised while remote working shall be copied or restored to the District server. Whenever possible, products from remote work shall be accessed and worked on using VPN on the District's server or NAS.

19) Security

Security and confidentiality shall be maintained by the remote worker at the same level as expected at all worksites. Restricted access or confidential material shall not be taken out of the primary worksite or accessed through a computer unless approved in advance by the District Manager. The remote worker is responsible to ensure that non-employees do not access District data, either in print or electronic form.

20) Taxes

A home office, if applicable, is not an automatic tax deduction. Remote workers should consult with a tax expert to examine the tax implications of a home office.

21) Telephone/Internet Expenses

The remote worker and supervisor will use the most efficient and effective way of handling long distance calls, whether that is the use of a prepaid cellular phone or reimbursement of long distance business calls.

22) Travel

The remote worker will not be paid for time or mileage involved in travel between the temporary/alternative work location and the primary worksite.

Tobacco Free Workplace

All District operated facilities and owned vehicles will be tobacco free. The tobacco free designation prohibits the carrying of a lighted cigarette, cigar or pipe and the use of any other smoking materials as well as smokeless tobacco. Tobacco use by all employees will be limited to regular breaks, namely: 2 - 15 minute breaks (one in the morning, and one in the afternoon) and one-half hour lunch period.

Drug Free Workplace

Approved by the Isanti SWCD Board on 1/21/2026

Isanti SWCD has a commitment to its employees and to the public to provide a safe work environment. Isanti SWCD requires high standards for safety, health and professionalism from its employees. Isanti SWCD recognizes the impact that the use of alcohol and/or drugs has on job performance and the potential damage such use can cause to employees and to the safety and security of operations and the general public

It is the policy of the Isanti SWCD to maintain a drug and alcohol free work environment. Employees, contractors or vendors are prohibited from being in possession or being under the influence of illegal drugs, drugs which require a prescription which the employee does not have, alcohol, or cannabis products in the workplace or on SWCD property, including SWCD vehicles.

SECTION IV: PERSONNEL

TENNESSEN WARNING FOR EMPLOYEES

In accordance with the Minnesota Government Data Practices Act, the District is required to inform employees of their rights as they pertain to the private information, we collect from them. The information we collect from employees is classified by law as either public (anyone can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As an employee of the District, much of the data that we have about you is classified as public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3.

The information we request from you from time to time during your employment may be used for one of more of the following purposes:

- To distinguish you from all other applicants or employees and identify you in our personnel files;
- To determine your eligibility for employment or promotion and make employment decisions about you and evaluate your performance;
- To contact you or other significant persons in an emergency;
- To enroll you and your family members for health insurance and other benefits programs;
- To enroll you for pension plans;
- To account for wages paid;
- To justify travel expense reimbursement;
- To account for other employer paid fringe benefits;
- To compile Equal Opportunity and Affirmative Action reports;
- To make decisions regarding your eligibility for sick leave, family and medical leave, parenting leave and other leaves;
- To make decisions regarding your eligibility for workplace accommodations, including accommodations for disabilities;
- To comply with workers compensation requirements in the event of an injury; and
- Provide information during workplace investigations;

In most instances, the information which you are asked to provide is not of required to be provided by law, but it may be the case in a particular circumstance. It is generally to your benefit to provide it. Without the requested information, this may not be able to determine your eligibility for employment opportunities, compute your wages, or grant you other benefits.

Federal law permits government agencies to require an individual to provide his/her social security number for the administration of any tax. Please be aware when you are asked to give your social security number on Revenue forms, this collection is mandated by law. This information will be shared with the Minnesota Department of Revenue, the Internal Revenue Services and security tax programs. In most other cases the disclosure of your social security number is voluntary.

The information you provide may be shared with individuals within the District whose job duties reasonably require access and individuals outside of the District whose duties require access, such as insurance vendors, consultants, attorneys and retirement plan employees. Some information that you provide, such as your contact information, may be released to your union, if applicable.

Information may also be shared with other agencies authorized by law to receive specific data, including

but not limited to:

1. Absent/non-supportive parents;
2. Civil/human rights complaints;
3. Worker's Compensation;
4. Unemployment Compensation;
5. Labor Contracts;
6. Child/vulnerable adult abuse.

If you have any questions about this notice, please contact the District Manager. The information in this notice applies to future information requested and provided to the District during the course of your employment, whether the contact is in person, by mail, or by phone.

DATA PRACTICES ACT

All data collected, received, or maintained by the District, including data collected, received, or maintained by District employees are governed by the Minnesota Government Data Practices Act ("MGDPA"). All employees must exercise extreme care to maintain data in accordance with the provisions of that law.

Employees may only access private, confidential, or non-public data when they have a legitimate work-related purpose for doing so. The District Manager, as the Responsible Authority for government data for the District, shall be consulted regarding the appropriateness of access to any private, confidential or non-public data.

Employees who improperly access, view, obtain or disclose private, confidential, or non-public data shall be subject to disciplinary action, including discharge from employment.

Employees shall never release any private or confidential data to any non-District employee (including, but not limited to, employees' families, friends, and spouse) or to any District employees not officially concerned with the information.

If an employee is uncertain whether data is public or private or whether the data can be released, accessed or discussed, the employee must consult with the District Manager.

The wages and benefits of public employees are public data and may be discussed by employees and released by the District upon request.

No adverse employment action, including any form of retaliation, be taken against any employee for disclosing the employee's own wages or discussing another employee's wages. An employee may bring a civil action against the District for a violation of his or her rights related to disclosing or discussing public wage data. Remedies for a violation of such rights may reinstatement, back pay, restoration of lost services, credit, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

NO EXPECTATION OF PRIVACY

Employees shall have no expectation of privacy in any District property, including desks, vehicles, filing cabinets, work product, computer storage, email, voice mail, or other District property or devices of any kind.

Personnel Policies Do Not Constitute a Contract

This set of policies does not constitute an employment contract. Neither the offer nor acceptance of employment nor the establishment or maintenance of operating policies or procedures by the District creates a contract of employment. All policies are subject to change.

Purpose

The purpose of this section is to provide a uniform, comprehensive and efficient system of personnel administration for the Isanti SWCD (District) based upon merit principles including:

1. Recruiting, selecting, and advancing employees on the basis of their relative knowledge, skills and abilities.
2. Equitable and adequate compensation.
3. Training employees as needed to assure high-quality performance.
4. Retaining employees on the basis of adequate performance, correcting inadequate performance; separating employees whose poor performance has not been corrected.
5. Assuring fair treatment of applicants/employees in all aspects of personnel administration without regard to political affiliation, public assistance, race, color, national origin, sex, religion, creed, age, marital status, disability or handicap and with proper regard for their privacy and constitutional rights as citizens.
6. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office.
7. Assuring that the citizens of Isanti County are being served by the highest possible caliber of personnel.

Administration

The District Manager, who is directly accountable to the District Board, shall administer these Personnel Rules and Regulations. The District Manager shall develop and provide the necessary forms, procedures and instruction for the implementation of these Personnel Rules and Regulations.

Savings Clause

If any personnel regulation shall be held invalid by judicial or legislative action, the remainder of these Rules and Regulations, other than that which has been held invalid, shall not be affected.

Indemnity

All actions concerning indemnity are subject to the laws of the State of Minnesota.

Employee Responsibilities

Employees subject to these Rules and Regulations shall comply with, and carry out the provisions of these Rules and Regulations. Any employee who fails to comply with any of the provisions of these Rules and Regulations shall be subject to disciplinary action by the appropriate Appointing Authority.

Definitions

Unless otherwise indicated, the definitions in Appendix I of this document following words and terms shall have the meanings indicated below:

Anniversary - an employee's anniversary date shall be each yearly anniversary of the first date of his/her employment.

Appointment - a regular assignment to a paid position within the District service.

Appointing Authority - Isanti SWCD Board of Supervisors.

Benefit Eligible – A regular or limited-term position that is regularly scheduled to work 30 hours or more per week and has been designated as "benefit-eligible" by the District Board.

Board of Appeals - the Isanti SWCD Board sitting as the Board of Appeals, established for the implementation of these Rules and Regulations.

Child - any child under 18 for whom the employee is acting as a parent and any child 18 and older and incapable of self-care because of mental or physical disability as defined by the Americans with Disability Act.

Class - one or more positions sufficiently similar in the duties performed; degree of supervision exercised or required minimum requirements of training, experience, or skill; and such other characteristics that the same title, the same tests of fitness, and the same schedule of compensation may be applied with equity to all of the positions.

Classification - the grouping of positions into classes with regard to duties and responsibilities.

Compensatory Time – time worked by an employee that is banked for future use at either straight time or at time and one-half (for overtime hours).

Days - unless otherwise indicated, this means working days.

Demotion - a change of an employee's status from a position in one class to a position in another class with less responsible duties and a lower salary range.

District Board - the Isanti SWCD Board of elected supervisors.

Employee - a person holding a paid position within the Isanti SWCD.

Exempt Employee - employees specifically exempt from the overtime compensation provisions of applicable fair labor standards legislation. These employees are generally employed in management, administration, or professional positions. The criteria for "exempt" status are defined in MS 177.21-177.35.

Supplemental Family and Medical Leave (SFML) – hours eared by an employee that may be taken as leave with pay, due to FMLA qualifying events of self or immediate family.

Extended Family – employee's parents-in-law, stepparents, grandparents, grandchildren, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, aunts, uncles, nieces and nephews.

Grievance - a dispute or disagreement as to the interpretation of these Rules and Regulations.

Health Care Provider - any of the following practitioners authorized to practice by the laws of the State of Minnesota

- Doctor of medicine or osteopathy
- Podiatrist
- Dentist
- Clinical psychologist
- Optometrist
- Chiropractor (care limited – see Department of Labor Regs. §§ 118)
- Nurse practitioner

- Nurse-midwife
- Clinical social worker
- Christian Science practitioner listed with First Church of Christ, Scientist, Boston
- Any healthcare provided recognized by the employer's group health plan
- A health care provider as defined above who practices and is licensed in a country other than the U.S.

Immediate Family - employee's spouse, children, stepchildren, parents or legal guardian, and siblings.

Layoff - a separation of employment necessitated by lack of work, lack of funds, the abolition of a position, organizational change, or any other management reason without delinquency or misconduct on the employee's part.

Military Leave - the leave of absence granted by state law to employees entering active duty in the armed forces of the United States.

Non-exempt Employees- employees who are entitled to a minimum wage and overtime compensation pursuant to applicable fair labor standards legislation.

Paid Family and Medical Leave (PFML) – Minnesota law providing for partially paid, job-protected leave per year to eligible employees for certain family and medical reasons. 12 weeks are available annually for each family leave and medical leave, but total leave is limited to 20 weeks when used in combination.

Parent - biological parent, individual who acted in place of a parent when the employee was a child as defined above. Parents-in-law are not part of this definition.

Position - a group of current duties and responsibilities requiring the full-time or part-time employment of one person.

Probationary Employee - an employee who is serving a probationary period in a position to or from which the employee was appointed, promoted, transferred, demoted, reclassified or reinstated.

Probationary Period - a six-month working trial period, unless earlier certified or extended by the District Board, during which a new employee is required to demonstrate fitness for the position to which appointed by the actual performance of the duties of the position.

Promotion - a change of an employee from a position of one class to a position of another class with more responsible duties and a higher salary range.

Public Employee Retirement Association (PERA) – the association through which Isanti SWCD employees accumulate and receive retirement benefits.

Reclassification - a change in classification of an individual position by raising it to a higher class, reducing to a lower class, or moving it to another class at the same level on the basis of significant changes in kind, difficulty or responsibility of the work performed in such a position.

Re-employment List - a list of former regular employees who have been separated from Isanti SWCD service in accordance with these Rules and Regulations subject to recall under to the sections of this policy handbook titled Re-employment List.

Reinstatement - appointment of a former employee who had regular or probationary status to the class to which the employee was assigned prior to layoff or separation or to a class of comparable level.

Relative - Spouse, parents or legal guardian, parents-in-law, stepparents, children, step children, grandparents, grandchildren, siblings, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, aunts, uncles, nieces and nephews.

Resignation - a voluntary separation from Isanti SWCD service by the employee.

Retiree - an individual who, at the time of termination of employment with Isanti SWCD, is eligible to receive a full or reduced PERA annuity or is receiving a PERA disability benefits.

Salary Range - a division of the salary schedule to which classes of positions are assigned. The range of salary from minimum to maximum is that which a class of positions will be paid.

Scheduled Workweek – a predetermined number of hours that an employee should be compensated for during a workweek including time actually worked and paid leave.

Separation - an action of employees who leave the Isanti SWCD service by reason of death, dismissal, lay-off, resignation, or retirement.

Serious Health Condition

1. Inpatient care
2. Absence plus treatment
    a. Absence: "a period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves…"
    b. Treatment: "…treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by a health care provider, or…" "…treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of a health care provider."
3. Any period of incapacity due to pregnancy, or prenatal care
4. Chronic conditions requiring treatment
5. Permanent/long-term conditions requiring supervision
6. Multiple treatments for non-chronic conditions

Severance Pay - payout of accrued benefits to regular employees leaving Isanti SWCD service in good standing.

Spouse - legally married spouse as defined by state law.

Start Date - the date a person begins employment in a regular position. The most recent date of hire in a regular position is used for determination of eligibility for PTO leave, SFML leave and seniority purposes.

Paid Time Off Benefit - hours earned that may be taken off with pay for any reason with approval of the Manager.

Status (Employment)

A. *Regular* - Refers to a full-time or part-time employee who was hired for a service duration of >1 year and has completed the probationary period. These employees may work varying numbers of hours per week but they are regularly scheduled for a set number of hours per week. The work they perform is of an on-going nature.

1. *Regular Full-Time* – a regular employee with a scheduled workweek of 40 hours. This term does not imply an employee has a vested right to continued employment.

2. *Regular Part-Time* – a regular employee with a scheduled workweek of less than the 40 hours. This term does not imply an employee has a vested right to continued employment.

B. *Non-Regular* - refers to the following classes: temporary, seasonal, substitute, student, and intermittent/casual. Non-regular employees are not eligible for Isanti SWCD employee benefits except those mandated by State or Federal Law. Non-regular employees work various scheduled hours and the duration of employment is typically limited to a specific assignment. A non-regular employee serves at the will of the District Board. A non-regular employee is typically hired to fill a temporary need of the District and is appointed for a period of up to six months, unless granted an extension of up to six additional months. Employees must work 80 hours to be entitled to earned safety and sick leave accrual.

1. *Temporary Position* - A position which is designated as temporary at the time of hire and which is less than one (1) calendar year in duration. Seasonal employees fall within this category. Temporary employees serve at the will and pleasure of the District Board.
2. *Substitute* - refers to employment that is solely to replace an absent member of the regular work force and that terminates upon the absent employee's return.
3. *Intermittent/Casual* - refers to employment that is less than 20 hours per week or 67 workdays per year without limitation on the length of employment and is of a non-continuous or irregular nature and where the employee may decline a work assignment. Intermittent/Casual positions do not have a defined position description. Intermittent/Casual employee workload and job title is assigned by the District Manager with notification to the District Board and may be changed at any time. Job titles are not limited to those identified in the classification and compensation plan, but rather should accurately reflect the nature of the duties of the position at the time. To the degree practicable, compensation will be based upon positions in the classification and compensation plan with similar duties.

C. *Limited-Term* - These positions are established for a fixed period of time or as may be otherwise designated by the District Board. If funding for a limited-term position is decreased or three years passes, additional District Board authorization is required. These employees are eligible for the same benefits conferred upon regular employees of the same full-time equivalency, and are subject to the terms and conditions set forth by the District Board. Limited-term employees however, do not accrue seniority for purposes of lay-off or re-employment, unless the employee was in a regular position immediately before appointment to the limited-term position.

Supervisor - one of five elected officials responsible for the governance of the Isanti SWCD.

Suspend - to temporarily relieve an employee from duties of employment. A written notice of intent to dismiss may accompany the suspension.

Transfer - a change of an employee from one position to another position of the same class.

Unauthorized Leave - (absence without leave) any absence of an employee from duty, that is not authorized by a specific grant of leave of absence under the provisions of these Rules and Regulations, shall be deemed to be an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. Any employee absent without leave for three consecutive workdays shall be deemed to have voluntarily resigned.

Veteran - any person defined as a veteran by Minnesota Statutes, Section 197.447 of the Veterans Preference Act.

Veteran's Preference - preference granted to veterans as required by Minnesota Statutes, Section 43A.11 and 197.455 to 197.481.

Work week - a period of seven (7) consecutive days (168 hours) generally beginning at 12:01 a.m. each Saturday.

Employee Relations

DECLARATION AFFIRMATIVE ACTION POLICY

It is the policy of the Isanti SWCD to practice opportunity in the recruitment and selection of individuals for position openings. Individuals shall be selected on the basis of merit and fitness, without regard to race, color, creed, religion, national origin, and marital status, and disability, status with regard to public assistance, political affiliation, sex, or age.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act and the Minnesota Human Rights Act prohibit discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose an undue hardship on the employer. The District abides by the requirements of the Americans with Disabilities Act and state laws governing employment of individuals with disabilities.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the District Manager or Personnel Committee. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Applicants

In the event that an applicant with a disability needs an accommodation during the hiring process, the applicant should contact the District Manager or hiring contact to request the accommodation. This may include a request for an accessible location for the interview or other requests during the application and interview process.

Employee accommodation Requests

Employees should contact the District Manager with requests for accommodation. The District Manager should contact the Personnel Committee.

On receipt of an accommodation request, the District Manager will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the District might make to help overcome those limitations.

The District will determine the feasibility of the requested accommodation, considering various factors including, but not limited to, the nature and cost of the accommodation and the accommodation's impact on the operation of the District, including its impact on the ability of other employees to perform their duties and on the District's ability to conduct business. A reasonable accommodation will not be made if to do so would be a violation of a bona fide occupational qualification, constitute an undue hardship on the operation of the District's business, pose a direct threat to the health or safety of the individual or other people, or require the District to reallocate essential functions of the employee's job.

The District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employee will be advised of their right to appeal

the decision by submitting a written statement explaining the reasons for the request to the District Manager. If the request on appeal is denied, that decision is final.

The ADA does not require the District to make the best possible accommodation, to reallocate essential job functions, to provide an employee with a new supervisor, to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.), or to otherwise provide an accommodation that is not "reasonable" as provided by the ADA and judicial decisions interpreting the ADA.

ISANTI SWCD SEXUAL HARASSMENT POLICY

1) Policy Statement

As an Affirmative Action employer, the Isanti SWCD is committed to maintaining a work environment, which is free of all forms of sexual harassment. Sexual harassment is a form of sex discrimination and a violation of the District's Affirmative Action Policy, the Minnesota Human Rights Act and Title VII of the Civil Rights Act of 1964. Sexual harassment of District employees is strictly prohibited and will not be tolerated. A violation of this policy will lead to disciplinary action up to and including discharge from employment.

2) Applicability

This policy is applicable to all employees and supervisors of the Isanti SWCD.

3) Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication whether written, verbal or by gestures of a sexual nature when:

a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
c. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creates an intimidating, hostile or offensive employment environment when the District knows or should know of the existence of the harassment and fails to take timely and appropriate action.

4) Examples of Sexual Harassment

Examples of sexual harassment may include but are not limited to the following:

a. Unwanted sexual comments or suggestions;
b. Unwanted sexually motivated touching, brushing against, patting or pinching;
c. Displaying of pictures or objects depicting nude or suggestively posed males or females;
d. Any indication, expressed or implied, that an employee's job security may depend on the granting of sexual favors to any other employee or supervisor.
e. Deliberate or careless creation of an atmosphere of sexual harassment or intimidation.

5) Management/Supervisory Responsibilities

The District Manager and Supervisors are responsible for maintaining a work environment free of sexual harassment. It is their responsibility to insure that all employees comply with the District's policy. The District Manager and Supervisors must promptly investigate and take appropriate action if they become aware of or witness behavior that is prohibited under this section and to allegations or confirmed reports of sexual harassment. They are encouraged to attend training sessions as directed by the District Board and to contact the Chair of the Personnel Committee regarding any potential or actual sexual harassment concerns. Confidentiality will be maintained wherever possible.

6) Employee Responsibilities

All District employees are expected to treat all other employees, clients and members of the public with respect and to comply with this policy. Any employee found to have violated this policy will be subject to appropriate disciplinary action, up to and including discharge from employment. Employees who witness or are aware of behavior that is prohibited under this section and do not report it could also be held accountable. Employees who intentionally file false or misleading reports of sexual harassment will be subject to disciplinary action, up to and including discharge from employment.

7) Employee Rights

If an employee believes that he or she is a victim of sexual harassment by a District employee or supervisor, he or she has one or more of the following options:

(a) Internal

As soon as possible, report the alleged act to the District Manager. If circumstances prevent this action, report it to the Chair of the Personnel Committee or Chair of the Board.

(b) External

1) File a complaint with the Minnesota Department of Human Rights.
2) File a complaint with the Equal Employment Opportunity Commission.
3) File a private lawsuit.

8) Grievance Rights

Any employee who has been disciplined for engaging in sexual harassment may grieve his/her discipline under the provisions set forth in these policies.

POLITICAL ACTIVITY

No person shall engage in political activity during hours of employment including:

- Pursuing elected office.
- Promoting candidates for elected office.
- Lobbying, except as approved by the Board of Supervisors.

Employees considering seeking elected or appointed office that may involve conflicts of interest with their SWCD roles and responsibilities shall bring the matter to the Board of Supervisors for consideration on a case by case basis. If the Board determines conflicts of interest are imminent and would affect the ability of the employee to represent the District, the Board may require that the employee take an unpaid leave of absence while serving the elected or appointed position.

DRUG-FREE WORKPLACE POLICY

The Isanti SWCD recognizes the value of having a drug-free workplace and in conjunction with the Drug-Free Workplace Act of 1988 adopts the following policy:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. For purposes of this section, the term “controlled substance” is defined as a controlled substance which appears in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).
2. A violation of this drug-free policy constitutes “just cause” for disciplinary action, up to and including immediate suspension and/or termination.

3. As a condition of employment, employees will abide by the terms and conditions of this drug-free policy and will notify their supervisor of any criminal drug statute conviction for which a violation occurs in the workplace within five calendar days after such conviction.
4. Within 30 calendar days of receiving notice from an employee of a drug related workplace conviction, the District may require an employee to satisfactorily participate in a drug abuse assistance or other appropriate rehabilitation program.

Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances.

The District will make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

USE OF ELECTRONIC COMMUNICATIONS SYSTEMS

The District reserves the right to access and/or monitor employees use of District computers, e-mail, voicemail, Internet and other electronic communications systems when there is a reasonable suspicion that the employee's use of these systems violates law, these District policies or could have a significant adverse effect on the District, its officials or employees.

OTHER DISTRICT PROPERTY

The District reserves the right to access all District-owned desks, storage areas, filing cabinets, vehicles and other property when there is a reasonable suspicion that the property contains contraband, evidence of a crime or evidence related to a disciplinary violation.

Recruitment Process

POSITION OPENING AUTHORIZATION

Regular Positions - Position opening authorizations may only be made by the District Board in the case of new positions or by the personnel committee in the case of established positions as identified in the approved annual budget.

Non-Regular and Limited Positions – The District Manager may authorize opening of positions identified in the approved annual budget or otherwise authorized by the Board.

RECRUITMENT PROCESS

A. Reinstatement

The Manager will review the re-employment list to determine whether any laid off employees meet the minimum qualifications of the position. The Manager will notify qualified individuals, with preference given to the senior employee. When the re-employment list contains no individuals who are both qualified and interested, the procedures below shall be followed.

B. Internal Transfer and Promotion
    1. Transfer - Employees may be transferred to another vacant position without a competitive recruitment process at the discretion of the Board.
    2. Non-regular and limited term transfer – Any employee may be transferred or promoted to non-regular or limited term positions at the discretion of the Board without a competitive recruitment process.
    3. Promotion – For promotion employees must compete for any vacant regular position. Promotion to a non-regular or limited term position may occur at the discretion of the Board without a competitive recruitment process.

    An employee's present position will not be jeopardized because of interest shown in transfer or

promotion to a vacant position.

C. New Hire – Regular Employees

After a position opening has been authorized, the following process should be followed to recruit new regular employees.

1. A complete job description must be prepared which provides information on the responsibilities of the position, the necessary qualifications and experience, location of the position, pay range, benefits, physical requirements and workload distribution.
2. Position ranking criteria must be established before accepting applications. The ranking criteria shall award Veteran's preference points in accordance with State and Federal Law (100 point scale including 10 points for veterans and 15 points for disabled veterans).
3. Position announcement posting: Announcement will be posted in three different locations for a minimum of ten working days in such a manner that provides open competition of qualified candidates. This notice shall include the position title, location, classification, beginning pay range, minimum qualifications, responsibilities and desired skills, application procedures, appointing authority, and statements of reasonable accommodations and equal employment opportunity. All applications for employment with the Isanti SWCD shall be submitted to the District Office.
4. Following the close of the application period, the District Manager will rank all applicants according to the pre-selected application ranking criteria. The top six qualified applicants will be offered an initial interview/examination with the District Manager.
5. Applicants that do not meet the minimum criteria and/or are not offered an initial interview/examination will be notified in writing as soon as practical.
6. The top three applicants from the initial interviews/examinations will be offered a second interview with the Manager and Personnel Committee or Full Board of Supervisors.
7. The District Board shall select an applicant to offer the position to and prepare and send an 'Offer Letter' to the individual selected. The District Board may select alternative applicants to be offered the position in the event that the most suited applicant declines the position.
8. Applicants interviewed but not selected for the position will be notified in writing immediately after the position has been accepted.

D. New Hire – Non-Regular and Limited Employees

1. A complete job description must be prepared which provides information on the responsibilities of the position, the necessary qualifications and experience, location of the position, pay range, benefits, physical requirements and workload distribution.
2. The District Manager will determine the appropriate position announcement posting, if any.
3. Following the close of the application period, the District Manager will rank all applicants according to pre-selected application ranking criteria.
4. Interviews/examinations, if any, will be offered at the discretion of the District Manager.
5. The District Manager shall select an applicant to offer the position to and prepare and send an 'Offer Letter' to the individual selected.
6. Applicants not selected for the position will be notified in writing immediately after the position has been accepted.

Interview/Examination Process

The interview/examination process may consist of one or any combination of the following methods: ability tests, achievement tests, performance tests, ratings of experience and training, oral exams, evaluation of daily work performance, physical agility tests, work samples, and or physical examinations or other acceptable selection techniques. Any method(s) chosen shall evaluate only those criteria necessary to perform adequately in the position. The District Board shall provide for, formulate and hold competitive examinations as required to determine the qualifications of persons seeking employment.

Re-employment List

When a probationary or regular employee is separated from employment without fault, the District Manager may place the employee's name on a Re-employment List for that position or class. Each name on the Re-employment List shall be removed one (1) year from the effective date of separation from service, unless extended for a period not to exceed one (1) additional year by the District Manager. Re-employment candidates should meet the current minimum qualifications to be considered.

Employees who have separated from District employment to serve in an elective or appointive capacity in a government unit, or accepted a position that results in an intergovernmental transfer shall retain their reinstatement rights.

Names shall be placed on the Re-employment List for any class in the following order:

1. Employees who have been laid off because of a short-term District emergency, such as a fire in the workplace.
2. Employees who have been laid off because of a lack of work or funds in inverse order of their layoff.

Employees who have been laid off for more than one year due to lack of work or funding must serve a probationary period upon being reinstated to active employment.

Removal of Names from Re-employment List

The District Manager may remove the name of an applicant from the Re-employment list if the applicant:

1. Has declined an appointment under conditions that the eligible applicant previously indicated were acceptable.
2. Has declined to interview for a position for which the applicant was considered.
3. Has failed to respond within five days to an inquiry of the District regarding availability for appointment.
4. Is found to lack any of the preliminary requirements established for the examination for the class of positions.
5. Is so disabled as to be rendered unfit for the proper performance of the essential duties of the class despite reasonable accommodation.
6. Is a habitual user of controlled substances.
7. Has been convicted of a crime that has some relationship to the applicant's ability to do the job or that may compromise the safety, security or property of Isanti SWCD's workplace. An applicant with such a history may be considered for employment if the applicant has shown sufficient evident of rehabilitation.
8. If there is probable cause to believe the applicant has committed a crime that would render the applicant inappropriate for the job.

9. Has made a false or misleading statement or omitted any material fact on a current or previous employment application with the past five years.
10. Has used or attempted to use political pressure or bribery to obtain an advantage in the examination or appointment.
11. Had directly or indirectly obtained information about the examination to which the applicant was not entitled.
12. Has failed to submit the employment application correctly or within the prescribed time limits.
13. Has used or attempted to use collusion or deceptive practices while participating in the exam process.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet the preliminary requirements shall be notified by letter to the last-known address.

NOTIFICATION OF APPOINTMENT

The District shall notify the candidate selected for appointment in writing. The notification shall include the employment starting date, working hours and salary. The District shall notify the remaining candidates who were not selected in writing. The District shall provide the newly appointed employee with a current position description to indicate those duties and responsibilities for which the employee is accountable.

MEDICAL EXAMINATION

For regular and limited-term positions, a medical and/or psychological examination may be required for only job related reasons, and may not be required until after a conditional job offer has been extended. The offer of employment may be conditional upon successful completion of a medical and/or psychological examination by a physician or psychologist designated by the District.

HIRING OF RELATIVES

No persons shall be considered for employment in regular positions with the Isanti SWCD if a relative is presently employed by the District or is a member of the Board. Relatives shall be considered for non-regular positions only for assistance with the District's annual tree sale and when the District Board has considered the relationship and approved the hiring. All positions must be equally available to all persons.

Probation Period

PURPOSE

The probationary period shall be regarded as an extension of the selection process and shall be utilized to closely observe the employee's work, and to reject any employee whose performance does not meet the required work standards.

APPLICABILITY

All newly hired or re-hired employees to a vacant regular position shall serve a probationary period. An employee who has been promoted or transferred between positions may also serve a probationary period at the discretion of the District Board.

DURATION

The probationary period shall be one thousand forty (1040) straight time hours of work for any employee.

EVALUATION OF PERFORMANCE

The District Manager shall prepare probationary performance evaluation reports after three months into the probationary period and two weeks prior to the completion of the probationary period whenever possible. Copies of all probationary performance evaluations will be forwarded to the personnel committee or District Board. Employees on probation are not eligible to receive wage increases.

PROCEDURES FOR RECOMMENDING REGULAR STATUS

The District Board shall determine if the probationary employee's conduct or job performance is such that the employee is eligible for regular status. The District Board may grant regular status prior to the completion of the six-month probationary period for employees who display exceptional performance. In no case can the District Board grant regular status prior to the completion of three months of service.

EXTENSION OF PROBATION PERIOD

The District Board may extend the probation period of a probationary employee up to an additional six months. The District Board shall notify the employee in writing as to the reasons for the extension.

DISMISSAL DURING THE PROBATIONARY PERIOD

A newly hired or rehired probationary employee who has not demonstrated the necessary ability, skills, and interest to adequately perform the duties of the position, in the discretion of the department head, shall be terminated from employment. The probationary employee has no right to appeal unless the employee is a veteran. Veterans shall be treated as defined in Minnesota Statute 197.46.

BENEFITS DURING PROBATION PERIOD

The District Manager may approve the request of a probationary employee to use PTO , ESST and/or SFML leave during the probationary period up to the number of hours the employee has earned.

If the employee in good standing separates voluntarily before completing the probationary period, the employee will be eligible to receive payout of accumulated paid time off as terminal benefits. If an employee is dismissed from employment during the probationary period they shall not be eligible to receive payout of accumulated paid time off as terminal benefits.

Employee Separation

SEPARATION FROM EMPLOYMENT

Employees of the District may be separated from the District service for retirement, resignation, dismissal for cause, reduction of work, change of work, or lack of funding.

Upon notice to the District of intent to separate from the District, the employee shall participate in an exit interview conducted by the Personnel Committee.

RESIGNATION

An employee may resign from District employment by presenting a resignation statement in writing to the District Board. Resignations are deemed effective upon receipt by the District Board or District Manager. Upon approval of the District Board, the employee may withdraw the resignation at any time before the final working day.

To resign in good standing, an employee must give the District Manager at least fourteen (14) calendar days prior notice. To resign in good standing, the District Manager must give the District Board twenty-eight (28) calendar days prior notice. The Personnel Committee may waive the written notice and time frame when it is deemed to be in the best interest of the District.

An employee who is absent from work for a period of three working days or more without notifying the District Manager of the reasons for the absence and receiving permission to remain away from work shall be deemed to have voluntarily resigned. The same may apply when an employee fails to return to work within three (3) working day of the expiration of authorized leave.

SEPARATION NOT IN GOOD STANDING

A separation not in good standing occurs when:

A. Employment is terminated for cause,
B. Termination because the employee has been absent without leave,
C. Resignation in lieu of or in anticipation of disciplinary action, or
D. Failure to provide the required notice that the employee is resigning.

Circumstances shall be noted in the employee's record. In such case, the employee may not be considered eligible for re-employment or re-instatement and the employee shall also be denied terminal/severance benefits.

ELIMINATION OF LIMITED-TERM POSITION

A limited-term position is eliminated when the earlier of these two events occurs: (1) a decrease in funding; or (2) the passage of three years, without re-authorization by the District Board.

LAYOFF

The District Board shall select the class or classes of position(s) in which layoffs shall occur and the number of employees to be laid off in the selected class.

1) Order of layoff

Names of all probationary and/or regular employees shall be placed on the layoff list based upon the inverse order of seniority in the class of work. Where it is determined that two or more persons in the class in which the layoff is to be made have equal seniority, employees with the lowest rating on the most recent performance appraisal shall be place on the layoff list first.

2) Layoff Notice

Whenever possible, the District Board shall give at least five working days written notice of layoff to the employee and provide the reasons for such layoff.

3) Demotion or Transfer in Lieu of Layoff

Any employee who is to be laid off may request a demotion or transfer by the exercise of seniority rights in such lower or equal job classification. Any employee who requests and receives a demotion or transfer to avoid layoff shall be placed in the salary range of the new job classification.

4) Seniority

Seniority for purposes of layoff or re-employment shall be determined by the length of regular service in the District based on an employee's most recent date of employment. Seniority of incumbent employees shall represent the actual total time worked in the District for which payment was made and shall be in the class of employment to which the employee's position is allocated or any lower class in which the employee served. A person appointed to a limited-term position who was not a regular District employee prior to such appointment, does not accrue seniority for purposes of layoff or re-employment. A limited-term employee who was previously in a regular position does receive credit for time spent in a limited-term position for seniority purposes. Seniority shall be counted each calendar day without interruption except upon separation from the District service. However, seniority shall be retained but not continue to accrue in case of a layoff of a regular or probationary employee.

5) Personal Leave in Lieu of Layoff

Any employee who is to be laid off may request Personal Leave without compensation for a period not to exceed 31 days.

TERMINAL BENEFITS FOR EMPLOYEES

Terminal benefits are benefits paid to the employee when employment ends in good standing.

Summary

New Employees hired after 1/1/2014	Maximum banked hours at year-end and to be paid at separation	Payable as severance?
Paid Time Off (PTO)/ESST	240 (30 days)	Yes
Supplemental Family Medical Leave(SFML)	400 (50 days)	No
Comp	60	Yes
Holidays	NA	No

Paid Time Off (PTO)

An employee whose employment terminates in good standing shall be paid for all accrued vacation up to the maximum allowed. In the event of the death of an eligible employee, terminal vacation pay shall be paid to a named beneficiary or, lacking one, to the deceased estate.

Earned Sick and Safe Time (ESST)

The first 48 hours of Paid Time Off earned shall be designated as Earned Sick and Safe Time (ESST) pursuant to Minn. Stat. § 181.9445 and may be used for any of the purposes of that statute and for those family members set forth therein.

Supplemental Family Medical Leave (SFML)

Not payable as severance.

Compensatory Time

An employee whose employment terminates in good standing shall be paid for all accrued compensation time earned by working overtime, up to the maximum allowed. In the event of the death of an eligible employee, terminal vacation pay shall be paid to a named beneficiary or, lacking one, to the deceased estate.

Holiday Pay

Not payable as severance.

Hours of Work

WORK SCHEDULES

The normal work week for all employees that have competed their probationary period will be Saturday through Friday. The normal business hours of the District are 8:00 AM to 4:30 PM, Monday through Friday. Variances to this normal workday may be authorized upon approval by the District Manager or SWCD Board. Some employees working flexible schedules may have the office open additional hours.

The District may allow Flexible Work Schedules to employees. All scheduling must be approved by the District Manager and the workload of the district will be taken into consideration.

Traditional Work Schedule

The basic work requirement for a traditional work schedule is forty (40) hours per week, and an 80 hour biweekly requirement. Regular work hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Flexible Work Schedule

The Flexible work schedule consists of one of the following: 1) eight 9-hour days and two 4-hour days; 2) eight 9-hours days, one 8 hour-day and one 0-hour day or 3) four 10-hour days. The selected option will remain the same and may be changed only upon mutual consent between the District Manager and employee. The employee may select the 0-hour day which will remain the same and may be changed only upon mutual consent between the District Manager and employee.

BREAKS

An employee shall receive a fifteen (15) minute rest period for each four (4) hours period of continuous work.

- Rest periods are part of the paid work shift. An employee shall not be compensated in additional money or time off for refusing to take a scheduled rest period.
- For each eight (8) hours of work, an employee is entitled to a one half (1/2) hour lunch period**.** Lunch periods are not a compensated part of the work shift. An employee shall not be compensated in money or time off for refusing to take a scheduled lunch period.

INCLEMENT WEATHER

The District offices shall be open for business on all business days except legal holidays, holidays established by the Board, and emergency situations.

In the event of severe inclement weather the Isanti SWCD Board hereby authorizes the District Manager to determine whether an emergency exists in which the public interest will be best served by closing the District office. If the District office is closed due to a weather emergency, before or during the work day, subject to the requirements of State and Federal law, the following shall apply:

1. Non-exempt employees will not be paid for the shift or portion of a shift except by utilizing accumulated compensatory time, earned PTO, documented EMB or leave without pay or by making up the time by balancing hours with the current work week as authorized by the District Manager.
2. Employees and citizens may be advised not to leave the premises because of severe weather or other emergency conditions, such as tornadoes, continuing after regular office hours. Simply remaining on the premises after hours will not entitle employees to overtime compensation.

When a District office has not been officially closed during inclement weather, the following policy shall apply:

1. Employees who, because of inclement weather, report to work after the start of their scheduled work shift or desire to leave work early may utilize accumulated compensatory time, earned PTO or leave without pay or by making up the time by balancing hours within the current work week as authorized by the District Manager. This provision is subject to the employee reaching agreement with the District Manager as to the severity of the inclement weather.

COMP TIME AND PREMIUM WAGES

It is the policy of the District, consistent with M.S. 177.21 to compensate employees who are "non-exempt" from the provisions of the Minnesota Fair Labor Standards Act for time worked in excess of 40 hours in a regular work week with either:

1. Compensatory time off (comp time) of 1.5 hours for every 1 hours worked in excess of 40 hours . The district has set a maximum allowable accumulation of comp time of 60 hours, OR

2. Premium wages of one and one-half times the employee's regular hourly wage shall be paid if the employee has the maximum 60 hours comp time banked, or at the Manager's discretion.

Calculation and compensation of overtime is subject to the following:

1. For those on a traditional schedule the standard workweek (40) hours constitute a traditional workweek, and eighty (80) hours a normal payroll period. The standard workweek is seven consecutive days generally beginning at 12:01 am each Saturday.
2. For those on a flexible schedule, option #2, the workweek is considered from 12:30 PM Friday through 12:29 PM the following Friday per the FLSA workweek language.
3. Employees shall get pre-approval from the Manager before working an excess of 40 hours in a workweek.
4. Meal periods and any compensated leave of absence (i.e. PTO, EMB leave, compensation time, holiday leave) shall not be counted as hours of work for purposes of determining overtime.
5. No premium wages will be paid nor compensatory time accrued at time and one-half for work in excess of eight (8) hours a day or for work on a holiday unless such work results in more than forty (40) hours worked in a workweek.
6. For part time employees, compensatory time shall be accrued at straight time (one hour compensatory time for each hour worked) for hours worked in excess of the scheduled workweek but less than forty (40) hours in a workweek.
7. All compensatory time accrued by an employee at such time as the employee changes status from non-exempt to exempt, or terminates employment shall be paid to the employee at the rate the employee was paid immediately prior to the change of status, or the average pay rate for the previous three years, whichever is higher.
8. The scheduling of compensatory time off shall be at the request of the employee and at the discretion of the District Manager subject to staffing needs.
9. A record of all hours worked shall be maintained on an employee timesheet.

EXEMPT EMPLOYEES

Exempt employees are not eligible to receive overtime compensation or to accrue compensatory time, and are not paid on the basis of hours worked. Exempt employees are guaranteed their full weekly salary for any week in which they perform work, except that deductions will be made if an exempt employee is absent from work for a full day or more for personal reasons or for illness and the employee has exhausted accrued leave under the District's PTO or EMB leave plan. Deductions may be made for disciplinary suspensions of five days or more.

Per MN Statutes 177, exempt employees may be granted compensatory time off or overtime pay in the following circumstances:

- The employee must hold an appointed position, and not an elected office. For the purpose of this section a person appointed to fill the term of an elected official is considered an elected official.
- The employee provides work in excess of 40 hours in a regular work week for a special project for the employer, and not merely additional working hours.
- The specific project is of special, unique benefit to the employer.
- The overtime pay or compensatory time off is formally approved by a resolution or motion of the

Board, setting a specific limit to the overtime pay or compensatory time off.

WAGE DISCLOSURE PROTECTION

The SWCD does not require non-disclosure by an employee of his or her wages as a condition of employment. The SWCD shall not take any adverse employment action against an employee for disclosing or discussing the employee's own wages or another employee's wages, which have been disclosed voluntarily.

The SWCD shall not retaliate against an employee for asserting rights or remedies under this section. An employee may bring a civil action against the SWCD for a violation of this section. If a court finds that the SWCD violated this section, the court may order reinstatement, back pay, restoration of lost service credit, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

Classification Plan

INTRODUCTION

The function of the classification plan is to ensure that all positions substantially similar with respect to the type, difficulty, and responsibility of work, are included in the same class, that the same or similar means of recruitment be used in filling all positions within a class, and that the same salary range may be applied to all positions in a class. The District classification plan is based off of the JET System hereby incorporated into these Rules and Regulations and becomes effective the date of its approval by the Board.

DISTRICT JOB CLASSES

There are six classes of positions in the District: managerial, administrative, engagement, technical I, technical II, technical III.

1) Managerial

Managerial positions involve substantial human resource management, and require knowledge of risk management, payroll, taxes, budgeting, accounting, government policies and regulations, legislative issues and annual and comprehensive planning. Employees in managerial positions should be very knowledgeable in the many disciplines related to natural resource management and possess strong public speaking and organizational skills, be familiar with current natural resource issues and capable of long-term planning. Managerial positions are responsible for the smooth operation of the District and may therefore involve assisting all other positions. Managerial positions are responsible for working with District Supervisors to define and implement programs to meet district goals and objectives. Managerial positions provide supervision and guidance to all other position classes.

2) Administrative

Administrative positions assist with completion of tasks related to the administration and operation of the District. Independent decision-making is minimal but a basic understanding of the skills and concepts underlying the position is important to enhance the employee's ability to carry out requests. Administrative positions are not responsible for the overall success of programs. Administrative positions may involve but are not limited to filing, reception, finances, correspondence, banking, record keeping, website administration, administrative grant reporting, and sales payment processing. Administrative positions involve little work in the field but may require travel outside of the office to attend training

sessions, purchase office supplies, and conduct banking and other office errands. Physical stresses are most often related to keyboarding.

3) Outreach-Engagement

Engagement positions involve efforts to actively influence the general public, public officials, public servants, businesses, and professionals through outreach, education, communications, and public relations activities to positively impact natural resources quality, quantity and distribution. Practitioners in this class must customize messaging content and methods to reach target audiences on priority topics to drive demand for conservation programs and services, enlist others to assist with the implementation of natural resources stewardship activities, and bring about sustained widespread behavior change that results in the improvement of natural resources.

4) Technical – I, II, & III

Technical level positions are classified into three levels based on education & experience, supervision given and received, knowledge, decision making & abilities, and JAA and technical experience. The system here will be used to assist in decision making for classification and advancement. The classification system can be found in Appendix

RECLASSIFICATION

When the duties of positions change substantially, the District Manager may initiate a review of the duties of the position(s). Based on the results of the review, the Board may reclassify the position(s) to a higher or lower grade level. Reclassification shall not be used for avoiding restrictions concerning lay-off, demotion, and promotion.

D. PROMOTION

A promotion is considered an employee's advancement from their current position to another position at a higher-grade level requiring greater knowledge, skills and abilities than those required in their present position. The adjusted salary must be on a Step of the new range. Vacancies in higher positions shall be filled, when it is in the best interest of the District, by promotion of present employees who meet the requirements of the position. All employees promoted to a new position shall serve at least six (6) months probationary period during which time they may utilize fringe benefits accrued from their prior position. Should an employee prove to be incompetent, ineffective or unsuitable for the position, and no other suitable position openings exist in the organization to which the employee may be transferred or demoted, including the former position, the employee shall be terminated after thirty (30) days' notice.

Compensation

PAY SCHEDULE

- Pay periods are two weeks in duration, beginning on a Saturday and ending on a Friday.
- Employee paychecks shall be issued no later than the Friday after the end of each two-week pay period.
- The electronic hours log is the official record of employee work hours and time off. The Manager shall review the hours log before processing payroll. By utilizing this reporting form, employees attest that the number of hours worked, PTO/ESST, COMP, SFML and holiday pay reported are accurate.

No alternations to the aforementioned categories may be made following payroll processing. Employees will report any errors in reporting to administrative staff as soon as they are found. Corrections will be made during subsequent pay periods.

SALARY RANGES

Salary ranges for positions will be set by the Board of Supervisors based on periodic review of market salaries offered in the region.

COMPENSATION INCREASES

The Board of Supervisors shall consider salary adjustments no less than annually. Such considerations shall typically occur in June or December at the time of annual employee performance evaluations.
Increases in compensation may be composed of a:

- Cost of living adjustment, which is an equal hourly increase for all eligible employees as established by the board of supervisors. The cost-of-living increase shall be equal to what is adopted by the county.
- Disparity increase, which is an amount intended to correct a disparity between an employee's wages, responsibilities and qualifications compared to market pay rates.
- Performance adjustment, which is derived from performance ranking during the evaluation process.

COMPENSATION ON DEMOTION

For a voluntary or disciplinary demotion, the employee's pay shall be reduced as determined by the Board of Supervisors. Employees demoted for disciplinary reasons shall receive at least a 3% reduction in salary.

Compensated Absences

SUMMARY OF COMPENSATED ABSENCES

The following compensated absences are available to employees:

Paid Leave Benefit	Benefit-Eligible Employees	All Employees
Paid Time Off (PTO)/Earned Sick and Safe Time (ESST)	X	
Supplemental Family & Medical Leave (SFML)	X	
Compensatory Time / Overtime	X	
Paid Holidays	X	
Workers Compensation	X	X
Special Leave (with or without pay)	X	X

Annually, compensated absence benefit hours are earned as follows:

Yrs of Service	Paid Time Off (PTO)/ESST Hours	Supplemental Family & Medical Leave (SFML)	Holidays
During 1 - 4 yrs	168	72	12 days
During 5 - 9 yrs	180	72	12 days

During 10 -14 yrs	192	72	12 days
During 15 - 19 yrs	204	72	12 days
During 20+ yrs	216	72	12 days
Max carryover into new calendar year	240	400	no carryover
Payable as severance	Yes	No	No

For full time employees, benefits earned per pay period are the annual benefits divided by the number of pay periods in the year (26).

The District Board may offer a prospective employee credit for years of employment worked before employment with the District, solely for the purpose of computing the number of PTO days per year to which the prospective employee would be entitled upon employment with the District. Credit shall only be offered in situations where the prospective employee's training, education and experience makes the prospective employee uniquely qualified for the job for which application has been made. In no event shall the credit given put the prospective employee in a better position than current employees who hold substantially equivalent positions, and who are similarly situated with regard to training, education and experience.

PAID HOLIDAYS

Paid holidays are a benefit for eligible regular and limited-term employees. Employees must be in pay status the day before and the day after the holiday**.** If the employee is in pay status less than 8 hours the day before and/or the day after the holiday, the holiday will be paid on a prorated basis.

Paid holidays are:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Freedom Day	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve Day	December 24th
Christmas Day	December 25th

Paid holiday policies:

A. The holidays listed above are paid for regular and limited term employees, including those in a probationary period. For all other employees, the District office will be closed and work is not required, however the holiday is not paid.
B. When a Holiday falls on a Saturday or Sunday, the preceding Friday or following Monday respectively shall be declared a holiday for employees whose normal work schedule is Monday through Friday.
C. Regular part-time employees shall receive holiday pay on a prorated basis when regularly scheduled to work less than forty (40) hours per week. Overtime hours are not included in this calculation.
D. To be eligible to receive compensation for an observed holiday, an employee must be on active regular status on the workdays before and after the holiday.
E. When an employee is sick on an official holiday, the time shall be considered a holiday.
F. Any employee who chooses to work during designated holidays shall be compensated for the worked hours in addition to the holiday.

G. Employees may observe a religious holiday on days that do not fall on Sunday or a legal holiday. Observance of such religious holiday shall be taken off without pay except where the employee chooses to use accumulated paid leave.
H. When an official holiday falls during a paid leave of absence (paid time off, comp time used, , PFML, or SFML, etc), the day shall be considered holiday.
I. A regular employee who is on a disciplinary suspension is not eligible for holiday pay during the suspension period.
J. When a holiday occurs during a regular employee's unpaid leave of absence, and the employee has some compensated time during that pay period, the employee shall be paid on a pro rata basis for the holiday, based on the number of other compensated hours during that pay period. Employees on uncompensated time shall not be reactivated to a pay status solely for the purpose of receiving holiday pay.
K. Paid holiday hours shall count toward the calculation of overtime.

PAID TIME OFF (PTO) /EARNED SICK AND SAFE TIME

A. Each benefits eligible regular or limited-term employee shall earn paid PTO.
B. Employees may request to take earned PTO for any reason. Accrued PTO must be used for illness or injury necessitating absence from work, except when the employee is eligible for EMB. The District Manager may require a release of information or medical certification before approving unscheduled PTO. The District Manager may approve or deny PTO requests, but the District Board has overriding authority on all PTO decisions.
C. PTO may be taken to the extent it is earned; employees may not use the accrual that they will receive on the current pay period's paid hours.
D. Paid holidays that occur during PTO shall not be counted as days of PTO. Benefit eligible part-time employees will earn paid PTO on a pro rata basis.
E. Employees may carry over accumulated PTO hours from one year to the next up to a maximum of 240 hours (30 days). Accumulated PTO may not exceed 240 hours (30 days) on the last day of the first pay period of the new year.
F. Upon separation (unless an employee is separated not in good standing) or retirement from District employment, a severance payment computed at the regular or limited-term employee's current salary rate shall be made for PTO earned up to a maximum of 240 hours (30 days).
G. The amount of PTO leave available annually to regular and limited-term employees is based on the length of employment using the most recent date of regular or limited-term according to the following schedule:

DESIGNATION OF PTO AS EARNED SICK AND SAFE TIME

The first 48 hours of Paid Time Off earned shall be designated as Earned Sick and Safe Time (ESST) pursuant to Minn. Stat. § 181.9445 and may be used for any of the purposes of that statute and for those family members set forth therein.

Carryover Year to Year

An employee may carryover up to a maximum of eighty (80) hours of their unused Earned Safe and Sick Time (ESST) from year to year. Year to year shall be calendar year. The first partial year of employment shall constitute a year for the purposes of this policy.

Earning ESST

ESST benefits shall only accrue when an employee is in compensated payroll status. ESST benefits shall not be earned by any employee while in a non-pay status.

For those employees not covered by a collective bargaining agreement or other personnel policy granting annual leave, ESST shall accrue at the rate of 1 hour for every 30 hours worked if the employee works 80 hours in the year.

ESST Use

The first 48 hours of PTO may be used for:

1. An employee's own or family member's need for illness, injury, medical or mental health care, or preventative medical or mental health care.
2. Absence due to domestic abuse, sexual assault, or stalking of employee or their family member. The employee may take leave to assist family member to seek medical care for related physical or psychological injury or disability, obtain services from Victim Services organization, obtain counseling, relocate or secure their or to receive legal advice, take legal action or prepare for any related legal proceeding.
3. Closure of the employee's workplace due to weather or a public emergency.
4. Employee's need to care for a family member whose school or place of care has been closed due to weather or public emergency.
5. Employee's inability to work or telework because:
    a. The employer prohibits them from working due to potential transmission of illness related to a public emergency.
    b. Seeking or awaiting the results of test or diagnosis of communicable disease related to a public emergency due to exposure or at the employer's request.
6. When a health care professional determines employee should quarantine because of exposure to a communicable disease regardless of if they contracted the disease.

PTO/ESST leave shall be taken in 15-minute increments.

Definition of Family: For the purpose of using the first 48 hours of PTO as ESST time, an employee's family shall include those individuals identified by Minn. Stat. 181.9445 Subd. 7.

The employee's, their spouses, or their registered domestic partner's:

a. Child, Foster Child, Adult Child, Legal Ward or Child In-Law
b. Spouse or registered Domestic Partner
c. Sibling, Stepsibling, Foster Sibling
d. Parent, Stepparent, Foster Parent
e. Grandparent, Step-Grandparent
f. Grandchild, Step-grandchild, Foster Grand Parent
g. Sibling of parents, Siblings Child
h. Child for whom employee stands in place of parents.

i. Person who stood in place of a parent when the employee was a minor.

j. Any individual related by blood or whose is equivalent of a family relationship.

k. One individual who the employee identifies at the time of hire and thereafter at the time of health insurance open enrollment each year.

Request for Leave

Employees shall request PTO/ESST from their supervisor prior to the start of the work day when leave is not foreseeable, or as soon thereafter as possible in an emergency situation. Requests shall be made by direct contact with the supervisor. When ESST leave is foreseeable the employee shall request leave as far in advance as possible, preferably seven (7) calendar days, and shall schedule appointments so as to have the least impact on the business of the employer.

Verification

The employer may request verification of illness, injury, medical care or preventative treatment of the employee or a family member after three days, consistent with the requirements of Minn. Stat. § 181. 9447 Subd. 3 during the first 48 hours of leave each year.

The employer may designate ESST time used for an FMLA qualifying event as FML and may request a certification of a health care provider.

For the use of ESST for domestic abuse, sexual assault, stalking, or other qualifying reasons, the employer may request verification consistent with the requirements of Minn. Stat. § 181.447 Subd. 3.

TRANSFER OF PAID TIME OFF

Employees may transfer earned PTO to another employee who is suffering from or has an immediate family member suffering from a catastrophic health condition. If such an employee is unable to work for an extended period of time and has or is about to exhaust PTO, PFML, or SFML and/or compensatory time, other employees may transfer earned PTO to that employee under the following conditions:

1. The proposed recipient wants to participate and will authorize the District to inform other employees of the proposed recipient's catastrophic health condition or that of their immediate family member.
2. If the District Board agrees that a qualifying catastrophic health problem exists. A medical certification may be required of the catastrophic health problem and information regarding its expected duration
3. If the proposed recipient agrees, the District Manager will inform employees that they may transfer PTO hours to the recipient. Any employee wishing to donate accrued PTO should inform the District Manager of the number of PTO hours the employee wished to donate. Any donated PTO hours will be deducted from the donor and credited to the recipient at the donor's pay rate.
4. The recipient of the donated PTO shall not accrue PTO or extended medical benefit while using donated time.
5. If the recipient separates from District employment before using all of the donated PTO hours, the remaining donated time may not be converted to severance pay.

PAID FAMILY AND MEDICAL LEAVE (PFML)

PFML is a Minnesota income-protection and job-protection benefit. When foreseeable, employees shall provide notice of ESST use in advance. The Board may require a release of information and a medical certificate before approving the use of PFML and SFML. Employees using PFML and/or SFML will be placed on concurrent FMLA leave.

This policy will be reviewed annually in alignment with ShelterPoint's renewal terms and any amendments to Minnesota PFML law. Updates will be communicated to employees promptly.

1) Administration

For the purpose of PFML, ACD's District Manager and Office Administrator will serve jointly as Paid Leave Administrators.

PFML benefits are administered through ShelterPoint Life Insurance Company under Policy #PFMN56974.

Employees should contact the District Manager or ShelterPoint directly to initiate PFML claims.

Questions may be directed to:

- ShelterPoint Life Insurance Company: 800-365-4999, customerservice@shelterpoint.com
- Isanti SWCD District Manager

2) PFML Eligibility

All employees who earn at least 5.3% of the MN average annual income from all work in Minnesota, and experience a qualifying event, are eligible for PFML income protection. Job protection is limited to employees who have also worked for their employer for at least 90 days.

3) PFML Uses

(a) Medical Leave:

To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

(b) Family Leave:

- Bonding Leave – to care for and bond with a new child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Generally, conditions must last more than seven days and be certified by a healthcare provider or other professional.

4) PFML Benefits

(a) Income Protection

PFML provides partial wage protection for up to 12 weeks of family or medical leave per benefit year. If both family and medical leave are used in the same benefit year, up to 20 weeks in total may be used.

ISWCD meets State PFML benefit requirements through a private sector insurance policy. Under this policy, employees are eligible for up to 90% of their wages, based on income level, with a maximum weekly amount set at the state's average weekly wage. 50% of the employee premiums for the insurance policy are paid for by ISWCD. The board will review the policy annually to determine if changes are to be made.

(b) Job Protection

Generally, employees must be restored to their job, or an equivalent position. Job protections take effect 90 days after the date of hire.

(c) Benefits and Premiums

Weekly benefit amounts are calculated by ShelterPoint/DEED based on the employee's average weekly wage, subject to the state maximum benefit.
Isanti SWCD pays at least 50% of PFML premiums; employees may contribute the remainder via payroll deduction.

Employees may supplement PFML benefits with accrued SFML and PTO, provided total compensation does not exceed regular wages. Employees are encouraged to accumulate sufficient FTO, ESST and SFML to provide income protection for the extent of PFML taken.

(d) Health Benefit Continuation

ISWCD will continue to fund taxable fringe benefits or their portion of healthcare insurance premiums, whichever applied, while employees are on leave.

(e) Non-Retaliation

ISWCD may not interfere with or retaliate against employees who apply for or use PFML.

Employees may contact the Labor Standards Division at the Minnesota Department of Labor and Industry if they believe their employment protections are being violated.

5) Notice and Certification

Employees must provide **30 days' notice** for foreseeable leave, or as soon as practicable in emergencies.

Certification from a healthcare provider or other documentation may be required depending on the type of leave.

SUPPLEMENTAL FAMILY AND MEDICAL LEAVE (SFML)

SFML is an income-protection benefit that regular and limited-term employees accrue. SFML is limited to being used in conjuncton with PFML, for PFML qualifying uses.

A. Part-time employees accrue SFML on a pro rata basis.
B. Employees shall notify the District Manager on the first day of illness or injury and at appropriate intervals as required by the District Manager. When possible, FTO, PFML and SFML shall be requested in advance. The Board is the final authority on all SFML decisions.
C. The Board may require a release of information and a medical certificate before approving the use of PFML and/or SFML. Employees may also be asked to provide a statement attesting to the employee's ability to return to work. Employee using SFML will be placed on a concurrent PFML and FMLA leave.

D. EMB may accrue up to 400 hours, and shall cease to accrue until the balance drops below 400 hours. Employees may carry over accumulated extended medical benefit time (up to the maximum of 400 hours) from one year to the next.
E. Since SFML is intended to provide income protection in the case of an illness or injury, it is not payable as severance upon separation from employment.
F. Upon re-employment, credit for previous PTO and SFML will not be granted. PTO and SFML accrual will be earned on the same basis as a newly hired employee.

WORKER'S COMPENSATION

An employee who is temporarily disabled from work as a result of an injury or illness sustained in the performance of the employee's work with the District shall be eligible for Worker's Compensation subject to the provisions of the State of Minnesota Worker's Compensation Law. Eligible employees shall continue to accrue PTO and SFML while receiving worker's compensation. Upon release by a treating physician, employees injured on the job may be returned to work on a limited-duty basis to their position or another position on a temporary basis.

Any employee who by reason of sickness or injury receives worker's compensation benefits may do either of the following:

1. Keep the worker's compensation benefit and receive from the District an additional differential benefit from accumulated PTO, SFML (if eligible), or other accumulated leave time; or
2. Keep the worker's compensation benefits only. In no case may the total weekly rate of compensation exceed the regular wage of an employee. An employee who is on a worker's compensation leave may not work another job without prior approval and written consent of the District Manager and Board Chair.

Employees who are unable to work as a result of a work-related injury shall continue to be covered by the District's insurance benefits, if any were in effect before the injury. Such coverage shall remain in effect until the employee returns to work. The employee will remain financially responsible for the employee-paid premium portion of such insurance coverage during the entire injury period.

Special Leave

INELIGIBLE FOR SPECIAL LEAVE

If the employee accepts any employment or goes into business while on special leave from the District, the employee will be considered to have voluntarily resigned from employment with the District not in good standing as of the day on which the employee began the special leave.

SPECIAL LEAVES WITH COMPENSATION

(a) Leave to Evaluate Fitness for Duty

The District Board may place an employee on a leave when there is a reasonable belief that the employee's medical or psychological condition adversely affects the employee's fitness for duty. An employee may be placed on such a leave when the employee's medical or psychological condition:

1) Poses a threat to the employee's own health or safety.
2) Poses a threat to the health or safety of others in the workplace; or
3) Adversely affects the employee's ability to perform the essential functions of the employee's current position.

An employee with a medical or psychological condition affecting the employee's fitness for work may be permitted to continue to work in the employee's current position as long as the employee does not pose a threat to the health or safety of the employee or others in the workplace. A qualified

disabled employee may continue to work, as long as the employee can satisfactorily perform the essential functions of the job, with reasonable accommodation, if necessary.

The District may require medical certification of the employee's fitness for work and other related medical opinions. If the District Board deems it necessary, the employee may be required to obtain a second medical opinion from a physician or psychologist of the District Board's choice.

The District Board will make reasonable accommodations whenever possible for an employee with a disability as defined by the Americans with Disabilities Act.

(b) Funeral Leave

At the discretion of the District Board, an employee will be granted leave with pay when a death occurs in his/her immediate family. Ordinarily, the maximum amount of leave with pay for funeral leave will be three (3) consecutive days.

(c) Military Leave for Training Purposes

Employees who are members of any reserve component of the military forces of the United States or National Guard shall be granted leave of absence with compensation, less any military compensation, not to exceed fifteen (15) working days per year when ordered to training.

(d) Jury Duty

Employees subpoenaed as witnesses or called for jury duty shall receive their regular compensation and other benefits less the amount of jury or witness fees. The employee may retain any travel reimbursement.

(e) Election Days

Employees who are entitled to vote in any regularly scheduled state primary or general election, any election to fill a vacancy in the Office United States Senator or United States Representative, an election to fill a vacancy in the office of state senator or state representative, or a presidential primary may be absent from work for the purpose of voting on such election day without penalty of deduction from salary or wages on account of such absence. The District Manager may require that any request for time off to vote should be made prior to election day and the District Manager may specify the time when an employee may be absent for voting purposes. Employees who are not eligible to vote or have no intention to vote shall report for work at the regularly scheduled time.

SPECIAL LEAVES WITHOUT COMPENSATION

(a) Personal Leave

Personal leave without compensation may be granted for up to two (2) calendar months to an employee other than as described above for any reasonable purpose and extended for any reasonable period. Employees shall submit a written request for personal leave to the District Board. An employee on personal leave may not engage in non-District employment without prior written approval of the employee's supervisor.

(b) Absence without Leave

Any unauthorized absence from duty shall be deemed to be absent without leave. Any such absence shall be without pay and may be grounds for disciplinary action. Any employee who is absent for three (3) consecutive working days without authorization shall be deemed to have abandoned the position and resigned. The District Board may reinstate such employee where appropriate.

(c) Medical Leave of Absence

A medical leave of absence may be granted to employees who are either ineligible for leave under the District PFMLA policy or who have exhausted their entitlement to that leave. A medical leave of absence may be granted upon exhaustion of accumulated SFML to employees by the District Board on the grounds of sickness or disability, for a period not to exceed 12 months. Failure to return at the expiration of the medical leave will be considered a voluntary resignation. Such leave is subject to prior certification by the attending medical authority or a medical authority designated by the District. A medical leave will not be granted unless the employee provides a statement from a healthcare provider stating the need for leave, the expected duration of the leave and a general explanation of the nature of the medical condition or disability. Returning employees may be required to submit certification from their physician of fitness for duty. An employee who has been off work for a year or more for medical reasons must serve a probationary period before being returned to regular or limited-term status.

(d) Military Leave for Extended Service

In accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994, 38 U.S.C § 4301, et seq., a qualified individual who has accumulated up to five years of service-related absences is generally entitled to re-employment if the employee gives the necessary advance notice and reports back to work in a timely manner as set forth in the Act.

(e) Limitations of Grants of Leave without Compensation

PTO and SFML will not accumulate during any leave of absence without compensation; accrued amounts of both PTO and SFML shall remain on the record at the inception of the leave of absence and shall continue upon the return of the employee. Except under FMLA, if the leave extends more than thirty-one days, health coverage, dental and life insurance premiums must be paid in full by the employee during such leave or the coverage will lapse. For leaves without compensation of thirty-one days or less, the District will continue its normal premium contributions. Failure on the part of the employee to request and receive authorization for an extension before expiration or to notify the District Manager or Personnel Committee three (3) working days after the expiration of such leave shall be considered a resignation.

(f) Reinstatement from Leave of Absence

Upon return from a leave of absence, the employee shall be assigned to the previously held position or a position in a comparable class except as herein provided. Where a medical leave of absence without pay was granted in excess of six months, and it was necessary for the District to fill the employee's position, the name of the employee on medical leave of absence shall be placed on the Re-employment List at the end of the leave. An employee may be returned to employment at any time prior to the expiration of the leave by the action of the District Board.

Other Benefits

HEALTH INSURANCE BENEFITS

The District does not offer an employer provided medical or dental insurance program. The District shall pay a set dollar amount per month in taxable fringe benefits. Part-time employess wil receive a pro-rated amount based on the perent of full-time employment. These benefits shall be paid directly to the employee. The stipend is not considered as income when calculating the PERA retirement contribution. The District will review its contribution on a yearly basis.

CONTINUATION OF BENEFITS UPON SEPARATION (COBRA)

Employees who obtain insurance benefits from Isanti County as a benefit of their employment at the Isanti SWCD may be eligible for COBRA . Isanti County policies will govern. When COBRA is available, benefit-

eligible employees who have separated from District employment for reasons other than gross misconduct may continue on the District's group health and/or dental coverage plan for up to eighteen months after separation. An employee whose hours have been reduced to the point that the employee is no longer eligible for insurance may also continue enrollment with group health and/or dental plan for eighteen months beyond the date of disqualification. Other events such as Medicare eligibility, may qualify an employee for continuing coverage of up to twenty-nine months.

In addition, the employee's spouse and dependents that survive an employee may extend their enrollment in health and/or dental plan until the earlier of the following:

1. The date the surviving spouse becomes covered under another group health plan; or
2. The date coverage would have terminated under the group policy had the employee lived.

The separated employee, their spouse or their dependents must pay any continuing coverage premiums in full or coverage will lapse.

FLEXIBLE BENEFITS

The District does not currently offer Flexible Benefits Plans such as premium conversion that allows the employee to pay their portion of health and dental insurance premiums with pre-tax dollars; a Health Care Reimbursement Plan allows eligible employees to participate in an account that provides reimbursement for certain health and dental care expenses not reimbursed by insurance; nor a Dependent Care Reimbursement Plan provides an account for reimbursement of dependent care expenses.

DISABILITY INSURANCE

The District does not offer short or long term disability insurance coverage for employees.

PERA

Employees participate in the Public Employees Retirement Association (PERA), which is a defined benefit pension program. Both the employee and employer contribute.

DEFERRED COMPENSATION PROGRAM

The District does not currently provide employees the opportunity to participate 404(k), deferred compensation plans or similar voluntary plans that allow employees to place a portion of their earnings into a pretax deferred investment program.

Employee Reporting

EMPLOYEE ACTIVITY REPORTS

District employees must provide a brief description of activities that they have participated in, accomplished, or completed each month to the Board of Supervisors.

EMPLOYEE HOURS LOGS

Employees shall maintain their time & attendance records. Employees are responsible for accurately reporting all regular hours and overtime worked, and all holiday, vacation, sick and other leave hours claimed. Reporting false information may result in disciplinary action up to and including dismissal.

Employee Training & Development

IN-SERVICE TRAINING

The District shall provide appropriate in-service training, as needed, of employees for the purpose of improving the quality of services rendered to the District and to assist employees to prepare themselves for advancement in District service. The District shall provide assistance to the District Manager in developing and conducting training to meet the specific needs of the District.

CONFERENCES OR WORKSHOPS

Conferences and workshops are to be job-related and used to develop the information and skills of District staff. Examples of training programs are workshops, University of Minnesota extension courses, and Board of Water & Soil Resources (BWSR) courses.

District Board approval is required for the following:

1. Conferences and workshops that exceed the annual budget for employee development.
2. Conferences and workshops outside of Minnesota that require an overnight stay.
3. Conferences and workshops with registration, lodging and expenses that exceed a total of $500.

The following criteria are to be used in selecting conferences or workshops to attend:

1. Topic has application to employee's job; and
2. Attendance will allow for making essential contacts or obtaining information important to the improved operations and functions of the department; and
3. Information is needed to complete or meet changes in job responsibilities because of internal or statutory changes.

Any cost incurred for an educational course requested by the District shall be reimbursed in total.

TUITION REFUND

Regular employees that have passed their initial hire probation may be eligible for reimbursement of tuition and required course fees for courses taken for credit through accredited educational institutions. It is the employee's responsibility to pay for any books or supplies required. Textbook reimbursement will only be considered if the District requires the employee to attend a college level course for credit.

Tuition reimbursement may be approved for courses with the following criteria;

1. A college level course is available for credit; and
2. Course is taken on personal time; and
3. Course is work-related; and
4. Course is completed and employee received a grade of "C" or above or "satisfactory" if no letter grade is given; and
5. Prior District Board approval is received.

Performance Evaluations

EMPLOYEE EVALUATION

Performance evaluations for each regular or limited-term employee shall take place at least annually. The process includes:

1. **Written self-evaluation.** Employee completes form provided by the Manager.
2. **Manager written evaluation.** Manager adds comments to the employee self-evaluation form.
3. **In-person meeting with the Manager.** Completed evaluation form is discussed between the employee and Manager.
4. **Personnel Committee Review.** The Board or a personnel sub-committee should review the evaluation with the Manager. This should happen in a personnel committee meeting.
5. **Board action.** In a public meeting the board should act such as retaining the employee, authorizing a wage/benefit increase, warnings, termination, etc.
6. **Retain all documents in employee personnel file.**

MANAGER EVALUATION

District Manager performance evaluations shall occur at least annually. The process includes:

1. **Written employee evaluation of Manager.** Employee(s) complete a written evaluation on a form provided by the Manager. Completed forms should be forwarded directly to Board members or personnel committee.
2. **Manager self-assessment.** Manager completes a self-assessment form and forwards it to the Board.
3. **Personnel Committee Review.** The personnel committee should complete a review of the manager. This should happen in a closed session of a public meeting or personnel committee meeting.
4. **Board action.** In a public meeting the board should take action such as retaining the employee, authorizing a wage/benefit increase, warnings, termination, etc. If the manager is contracted and not an Isanti SWCD employee no board action is needed, however the board will consider the findings of the evaluation when considering contracts for the manager's services.
5. **Retain all documents in personnel file.**

Discipline

The Isanti SWCD recognizes its continuing responsibility to develop and administer regulations and disciplinary measures in a fair and consistent manner. The District further recognizes the obligation of all employees to conform to regulations that are applicable to their assignment.

WHISTLE BLOWER PROTECTION

1. The District cannot discipline an employee for making a report of a violation or suspected violation of state or federal law. Minn. Stat. 181.932.
2. The District cannot discipline employee for employee's failure to perform assigned work if failure is based upon employee's articulated reasonable belief that the required performance would violate state or federal law. Minn. Stat. 181.932.
3. Other state and federal statues, such as OSHA, already contain whistle blower protection for employees who report violations. 29 U.S.C. 660 (c).

JUST CAUSE

District employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities or for engaging in inappropriate conduct. It shall be the policy of the District to administer disciplinary penalties without discrimination of any nature. All disciplinary action shall be for just cause, and the regular and limited-term employee has the right to review, through the grievance procedure, any disciplinary action that the employee believes to be unjust. The District Manager shall investigate all allegations before disciplinary action is taken.

Examples of "cause" for a disciplinary action may include, but are not limited to the following:

1. Lack of ability to competently and efficiently perform the duties of the position or classification held by the employee.
2. Failure to produce the quality of work and/or the quantity of work the position or classification requires.
3. Inappropriate treatment of fellow employees or other persons.
4. Insubordination, which is defined as a refusal to follow reasonable written or oral procedures, instructions, or directives from a supervisor or the District Manager.

5. Acceptance of a fee, gift or other item of value in the course of the employee's work that might reasonably be construed as evidence of or has the appearance of favoritism, coercion, unfair advantage or collusion. These limitations are not intended to prohibit the acceptance of articles of negligible value that are distributed generally, nor to prohibit employees from accepting social courtesies that promote good public relations.
6. Careless, negligent, or willful conduct that causes damage or loss of District property.
7. Failure to observe safety rules or regulations or engaging in unsafe work practices.
8. Failure to wear a seatbelt while traveling in a District vehicle or otherwise conducting District business.
9. Absence from work constituting unauthorized leave.
10. Habitual or excessive tardiness in reporting for scheduled work hours.
11. Excessive absenteeism; scheduled or unscheduled.
12. Violating the data privacy rights of any employee, client or member of the public.
13. Carrying or otherwise possessing a firearm or other dangerous weapon at the workplace.
14. Engaging in threatening or intimidating conduct toward others.
15. Violating a criminal or traffic law that has potential for having a negative impact on the employee's ability to do the job, or otherwise threatens the safety of coworkers or members of the public.
16. Breaching standards of conduct applicable to the employee's profession.
17. Drinking alcoholic beverages during working hours, being intoxicated while at work or consuming or being under the influence of non-prescribed, controlled drug, while at work or possessing or having in the employee's control, on District property, alcoholic beverages or a non-prescribed controlled drug while at work.
18. Theft of public property, pilferage or other unauthorized taking of public property from a public building or premises for private use.
19. Sexual, racial, sexual orientation, or ethnic harassment of the public or any District employee.
20. Engaging in deception, fraud or misrepresentation in the employment application, examination and/or selections process by omitting information or furnishing false, misleading or fraudulent information, certificate or license.
21. Acting in a manner not herein above specified that tends to lower discipline or morale within the District or that adversely affects the rendering of prompt, courteous and efficient service by the District and its employees to the public.
22. Engaging in an unapproved conflict of interest as defined in Isanti SWCD policies. Before engaging in any other employment or activity that might be or appears to be a conflict of interest the employee shall obtain prior approval from the District Board. A conflict of interest exists when the employee's outside employment or activity is inconsistent, incompatible or in conflict with District employment.
23. Violating District rules or policies.
24. Acts involving moral turpitude that affect the performance of assigned responsibilities.
25. Engaging in prohibited political activity.

26. Using, threatening to use, or attempting to use political influence or attempting to exert unethical pressure on any District employee or officer in securing promotion, transfer, leave of absence, increased compensation or other favors.

PROGRESSIVE DISCIPLINE

In general, the District Board or District Manager will use progressive discipline. However, the District reserves the right to take any disciplinary action it deems appropriate under the circumstances. Disciplinary measures may include, in any order, oral or written reprimand, demotion, suspension or termination. It is not required that each level of progressive discipline be used in every case.

INVESTIGATIONS

In the event that the District Board determines that there is a need for an investigation, a Notice of Privacy Practices will be provided for all involved personnel advising them of the investigation, its purpose, implications and their rights.

SERIOUS INFRACTIONS

Acts by employees that:

1. Constitute just cause for disciplinary action; and,
2. Are serious in nature or consequences; and,
3. For which gradual and corrective discipline is inappropriate;

shall constitute serious infractions and shall be grounds for immediate suspension and/or termination.

TYPES OF EMPLOYEE DISCIPLINE

All other acts by employees that constitute just cause for disciplinary action shall be dealt with progressively in the following manner:

1) Oral Reprimand

The District Manager shall explain to the employee about the action or behavior that the District Manager wishes the employee to change, cease, or begin, as well as inform the employee of the consequences of repeated infractions.

2) Written Reprimand

The District Manager shall provide written notice to the employee explaining the action or behavior that the employee is to change, cease, or begin. The written reprimand shall describe in detail the factual basis for the reprimand; directives for correcting actions or behavior; and consequences of violating a condition or other personnel rule. The written reprimand shall be signed by the District Manager or Chair of the District Board and presented in person by the District Manager. The employee should sign all copies to acknowledge receipt; if the employee refuses, the presenter shall note it on the form. A copy of the written reprimand shall be placed in the employee's personnel file.

3) Demotion

A movement of an employee to a position in a lower grade may be used as a form of discipline if an employee has engaged in an act or course of conduct that constitutes just cause.

4) Suspension without Pay

The Chair of the District Board may suspend an employee without pay for up to thirty (30) working days. The suspension notice must include;

a) the factual basis for suspension;
b) directives for correcting the action or behavior;
c) consequences of violating a condition or other personnel rule; and
d) notice that the employee has a right to appeal the suspension.

At the discretion of the District Board, all or part of an exempt employee's disciplinary suspension may take the form of a deduction from the employee's PTO balance.
Under limited circumstances, an employee may be suspended with pay during an investigation of a potential disciplinary matter.

5) Discharge

(a) Non-Regular Employees

Non-regular employees are subject to dismissal at any time, with or without cause.

(b) Probationary Employees

Termination may occur at any time during an employee's probationary period without cause. The District Manager shall give written notice of termination to the probationary employee before the employee's probationary period expires. An employee who is discharged during a probationary period has no grievance or appeal rights.

(c) Regular and Limited-Term Employees

Limited-term employees and regular employees may be discharged from employment for just cause.

METHODS OF NOTIFYING AN EMPLOYEE OF A DISCIPLINARY ACTION

1) Written Reprimand, Suspension or Demotion

(a) Notice may be given either

(1) In person; or
(2) By first-class mail and certified mail, return receipt requested, to the last address provided to the District. Service by mail is complete upon mailing.

(b) Copies of the disciplinary notice shall be distributed as follows

(1) The employee's personnel file kept in the District office; and
(2) When notices are related to the District Manager's performance, a copy will be kept off site by the Board or Personnel Committee Chair.

2) Discharge

(a) Notice of Intent

If the District Manager in consultation with the Chair of the Personnel Committee (or if no committee exists, the Board Chair) believes that there is just cause to discharge an employee, the District Manager shall notify the employee, in writing, of the intent to do so. The written notice of intent to discharge shall contain the following:

(1) A brief description of the basis for the discharge;
(2) The statement that the employee is being placed on a five-day administrative leave without pay; and
(3) Notice that the employee is entitled to a pre-termination hearing with the District Board during the suspension period.

(b) Pre-Termination Hearing

The purpose of a pre-termination hearing is to allow the employee to supply the employer with information and/or argument against the proposed termination.

(c) Effective Date of Discharge

The discharge shall be effective only after;

(1) A pre-termination hearing has been held and the discharge decision upheld;
(2) The right to a pre-termination hearing has been waived; or
(3) The five-day administrative leave period has expired with no meaningful action by the employee.

(d) Final Notice

If the District Board upholds the discharge, the District Board shall notify the employee, in writing, of the discharge. If the discharge is not upheld, the District Board may modify or vacate the disciplinary action and shall notify the employee of such decision.

LEGAL CONSULTATION

Suspensions, demotions and discharges will only be undertaken after consultation with the County Attorney's Office.

ADDITIONAL NOTICE AND PROCEDURAL REQUIREMENTS FOR VETERANS

In addition to the requirements set forth above, veterans who are demoted or discharged from any position that is not temporary are entitled to these additional rights:

1. The employee must be notified, in writing, of the employee's right to request a veteran's hearing within sixty (60) days of the notice of intent to discharge.
2. During the sixty (60) day period, at the option of the District Board, the employee will either work the employee's regular hours at a job designated by the District Board, or be placed on suspension with pay.
3. Failure to request a hearing within the sixty (60) day period shall constitute a waiver by the employee of the right to a hearing and all other legal remedies for reinstatement.

A veteran may elect either a veteran's hearing or an appeal hearing available to non-veteran employees under these Personnel Rules and Regulations. The election of one of these remedies constitutes the waiver of the other remedy.

Grievance Procedures

DEFINITION

A grievance is a dispute or disagreement raised by an employee or group of employees against the District and/or the District Manager because of an interpretation or alleged violation of these Rules and Regulations.

PROCEDURE

It shall be the policy of the District to address all grievances promptly and fairly. In order to facilitate the processing of employee grievances in an orderly and just manner and to provide the employee access to all levels of management and a fair and impartial hearing, the following procedures are to be used:

1) Step I. District Manager

An employee having a grievance shall present such grievance to the District Manager within five (5) working days after the event causing the grievance. It shall be the responsibility of the District Manager to investigate the grievance, discuss the grievance with the employee and give a written answer to the employee within five (5) working days from the time the grievance was initially presented wherever practicable. The District Board may grant the District Manager a time extension to address the grievance. A notification of such decision will be provided to the employee with a specific date by which the response will be given.

2) Step II. Personnel Committee

A grievance not resolved in Step I may be appealed to Step II. The employee shall place the grievance in writing, which shall set forth:

a. the nature of the grievance;
b. the underlying facts, including the date of the aggrieved event;
c. the provision(s) of these Rules and Regulations allegedly violated; and
d. the remedy requested by the grievant.

The Step II grievance shall be served on the Chair of the Personnel Committee (or Board Chair if no committee exists) within (10) working days from the time of the District Manager's Step I response. A meeting shall be scheduled between the Personnel Committee (or Board if no committee exists), the grievant, and the District Manager to be held within fifteen (15) working days from the day of receipt of the Step II grievance.

This meeting may be continued by the Chair of the Personnel Committee for good cause shown by either party. The meeting shall consist of a brief presentation by the grievant (or representative), a response by or on behalf of the District Manager, and a rebuttal by the grievant. The Personnel Committee may ask questions of either party.

The Personnel Committee shall review the matter and make a written determination within fifteen working days. If the Personnel Committee needs a time extension, the Chair of the Personnel Committee shall notify the parties of such need and shall give the parties a date certain by which the determination will be provided. The Personnel Committee's decision or action may be appealed in writing within five (5) days of the decision or action by notifying the District Board in accordance with the procedure listed below.

3) Step III. Entire Board of Supervisors

COMPOSITION

The District Board of Appeals is composed of the entire five (5) member District Board of elected Supervisors.

AUTHORITY

The District Board of Appeals is authorized to hear and decide appeals of Step II Grievances.

APPEAL PROCEDURE

The appealing party shall appeal in writing within five (5) working days of receiving the Step II decision. The appealing party shall provide the following appeal packet to the District Manager or Personnel Committee Chair in person or by mail:

1. Notice of Appeal from Step II decision. The Notice of Appeal shall contain the appealing party's name, signature, mailing address and job title;
2. A copy of the District Manager's Step I response;
3. A copy of the Step II grievance;
4. A copy of the Step II decision.

The appeal packet may be mailed to the District Manager at the regular Isanti SWCD business address.

Appeals delivered by mail must be postmarked within the prescribed time limits. Failure to file timely will result in a waiver of the right to appeal.

NOTIFICATION OF HEARING

The District Manager shall send written notice of the date, time and location of the appeal hearing. Notice shall be sent to the last known address of the appealing party, unless otherwise notified.

HEARING

1. The District Board of Appeals shall conduct a public hearing within 30 working days of receipt of the appeal. At the reasonable request of either party, the District Board of Appeals may schedule the hearing beyond the 30-day period.
2. The Chair of the District Board shall preside over the hearing, or when absent, the Vice Chair. Three members of the District Board of Appeals shall be sufficient to hold a hearing and render a decision. The District Board of Appeals may uphold, reverse, modify, or remand the matter to the Personnel Committee for further action consistent with the District Board of Appeals' directives.
3. Technical rules of evidence shall not apply. All relevant evidence may be introduced into the record. Legal counsel throughout the proceedings may represent either party. If requested by the District Board of Appeals, the parties shall submit post-hearing written arguments. Both parties may testify, present witnesses and other evidence, and may cross-examine the other party's witnesses. All testimony shall be under oath or affirmation. The appellant shall present first and shall have the burden of proof. The hearing shall be recorded.
4. Within ten working days of the end of the hearing or receipt of the post hearing written arguments, if any, the decision of the District Board of Appeals shall be mailed to both parties at their last known address and to the District Manager and Personnel Committee Chair.

Withdrawal or Settlement Prior to District Board of Appeals' Decision

Any time before the District Board of Appeals renders its decision, the grievant may withdraw the appeal or the parties may settle. Any withdrawal or settlement of the grievance must be in writing and signed by the parties. A copy of the withdrawal or settlement document must be submitted to the District Board of Appeals Chair and the District Manager.

Time Periods

In computing any period of time prescribed by these rules, the day of the last act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or a legal holiday.

Suspension of Personnel Action

In computing any period of time prescribed by these rules, the day of the last act, event or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or a legal holiday.

Appeal of the District Board of Appeals Decision

Decisions of the District Board of Appeals shall be final unless appealed in accordance with Minn. Stat. § 606.01.

A veteran may appeal the decision of the District Board of Appeals (Civil Service Commission) to district court in accordance with Minn. Stat. § 197.46.

Time Limits

If the grievance is not presented within the time periods set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit it shall be considered settled on the basis of the last answer. If the proper authority does not answer a grievance or appeal thereof within the specified time limits, the employee shall treat the grievance as denied and may immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the employee and authority involved in the step, or by the Chair of the Personnel Committee at the request of either party.

Conflict of Interest

District employees may engage in other employment, activities or enterprise for private gain provided it does not constitute a conflict of interest. To reduce the likelihood of an employee engaging in outside employment or activities for private gain that would constitute a conflict of interest with public duties or be inconsistent or incompatible with public employment, the following should be adhered to:

1. District employees may not provide services for a third party for private gain which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such employee in his/her capacity as a District employee.
2. Consultation activities related to projects located outside Isanti County will not be performed for parties that conduct business within Isanti County and whose work may be subject to District review and comment.
3. In soliciting and performing consultation activities for private gain District Employees will not refer to or otherwise associate themselves as representing the District.
4. District office space, files, maps, letterhead, computers, computer software, phones, supplies, field equipment and all other District property may not be used by District Employees when performing consultation activities.

If a conflict of interest related to District duties or activities arises as a result of District Employee performance of consultation activities, or if such activities in any way damage the District or its supervisors or staff, District employees shall cease such activities immediately. It is agreed that the issue will then be presented to the District Operations Committee (or District Board if no committee exists) for review and recommendation to the full Board of Supervisors regarding continuation of such activities by District Employees.

SECTION V: APPENDIX

Verification of Receipt Form

Employee Name:_____

Address:_____

District Position:_____

I,_____, have reviewed a copy of the Isanti SWCD Policy Handbook. I have read and understand the District Policies as outlined in this document. I have been given an orientation that included employee benefits and rights.

Employee:_____ Date:_____

District Manager:_____ Date:_____

Remote Working Application & Agreement

Purpose: The Remote Working Program is discretionary and will be authorized by the District Manager. Individual applications for Remoter Working will be reviewed and considered on a case-by-case basis with the District Manager and individual employee with an annual review of the policy and agreements by the District Board.

Employee Information

Name: _____ **Home phone:** _____

Proposal:

Remote Work Phone: _____ **Remote Work email:** _____

_____

Remote Work address: _____

Remote location: Home _____ **Other (describe)** _____

Remote Work Schedule:

Remote Work start date: _____ Expected end date: _____

Core Hour Schedule: _____

Total hours per week: _____

Accessibility Information

How can you be contacted when you remote work? (Check all that apply)

Phone_____ Email _____ Voicemail/answering machine_____

Other (describe) _____

The following District equipment will be used by the employee in the home/remote work location:

Item: _____

Item: _____

Item: _____

I have read and understand the Remote Working policy and agree to the duties, obligations, responsibilities and conditions for remote workers described in the policy.

_____ _____

Employee Signature Date

I authorize Remote Working arrangement as outlined herein.

_____ _____

District Manager Signature Date

Original to District Manager and placed in employee's personnel file. Copy to be provided to employee.

Data Request Form

Isanti SWCD
Date of request: _____
I am requesting access to data in the following way:
☐ Inspection ☐ Copies ☐ Both inspection and copies
Note: inspection is free but Isanti SWCD charges for copies when the cost is over $2.00.
These are the data I am requesting:

_____

_____

_____

_____

_____

_____

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name: _____

Address: _____

_____

Phone number: _____

Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

Isanti SWCD will respond to your request as soon as reasonably possible.

Technical Job Classification

Classification	Related Work + Education (minimum)	Supervision Given/Received	Knowledge	Decision Making & Abilities	JAA & Technical Expertise (for applicable Positions)
I	High School Diploma or equivalent 0-5 years	Works under direct supervision and follows defined policies, procedures, and work methods to accomplish assigned duties. Typically no supervision responsibilities.	Incumbents possess and apply fundamental knowledge of applicable techniques, procedures, and processes. Incumbents understand techniques, procedures, and processes of assigned field and can utilize that knowledge to complete assignments in defined area.	Incumbents exhibit basic decision making skills that usually operate under prescribed guidelines and are exercised in decisions about operations. Incumbents troubleshoot problems utilizing prescribed processes and procedures, but may have the latitude to modify processes as necessary. Tech positions involve the execution of projects/programs, but are not responsible for their development or making decisions regarding management. Do not assume full responsibility for project/program implementation and completion.	JAA for at least two ecological prectices within the fist year.
II	High School Diploma or equivalent 5-10 years	Works under moderate to minimal supervision and follows defined policies, procedures, and work methods to accomplish assigned tasks. Depending on area of assignment, may train other staff on work methods as necessary. May supervise Seasonal staff or interns.	Incumbents possess and apply comprehensive knowledge of applicable techniques, procedures, and processes in area of assignment. Incumbents understand and utilize the knowledge of key applicable project elements and can exercise basic analytical skills to make decisions and perform assigned duties. Highly trained individuals who are capable of project/program management with suppport from principal or managerial staff.	Incumbents exhibit comprehensive decision making skills determined by specific area of assignment. Duties often require complex decision making skills. Assignments are generally broad in nature. Incumbents determine which process to utilize in carrying out duties. Expected to have sufficient knowledge and expertise to ensure the success of the projects/programs under their direciton and are therefore largely accountable for success. Seek and secure funding for projects and programs.	To be classified at level II Tech before 5 years of direct experience: Conservation Level III status, plus JAA for three ecological pracices. Ability to survey project sites for engineers.
III	High School Diploma or equivalent 10+ years	Works under minimal supervision and operates primarily independently to achieve assigned duties. Depending on area of assignment, incumbents may provide work direction to and/or supervise subordinate staff. May supervise staff.	Incumbents possess and apply advanced knowledge applicable techniques, procedures, and processes in area of assignment. Incumbents have an in-depth understanding of the practices pertinent to the organization. Incumbents maintain knowledge. Incumbents may be cross-trained to utilize multiple functions and departments in operations. Highly trained individuals with sufficient knowledge, experince and expertise to manage projects/programs that are complex or large in scope, geography, budget and or duration to a successful completion. Ability to mentor others.	Incumbents exhibit advanced decision making skills by demonstrating ongoing imitative in problem solving associated with issues that are frequently non-routine in nature. Incumbents gather information, review results, and implement solutions. Largely accountable for successful implementation of the projects/programs unde their direction. They guide projects overseen by technical staff and assist managerial staff with setting agency goals and developming strategies to achieve these goals to a greater exeent thant owther staff. These positions have a track record of leadership and diplomacy and can represent the district in challenging situations. Ability to manage projects with minimal oversight.	To be classified at level III Tech before 11 years of direct experience: Same as II, plus JAA for one engineering practice. Ability to train others on practices.

Isanti SWCD General Record Retention Schedule

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA
ADMINISTRATION	ANNUAL REPORTS Annual report of SWCD activities including the annual work plan for the following year.	Retain permanently or transfer to the State Archives.	Yes	Public MS 13.03	Paper or Digital
ADMINISTRATION	BIDS – SPECIFICATIONS & SUPPORTING PAPERS – NOT ACCPETED	6 yrs.	No	Public MS 13.03	Paper or Digital
ADMINISTRATION	BIDS & QUOTATIONS ACCEPTED Approved by the SWCD Board.	6 yrs. after purchase or completion of project.	No	Public MS 13.03	Paper
ADMINISTRATION	BY-LAWS – OPERATING RULES	Permanent	Yes	Public MS 13.03	Paper or Digital
ADMINISTRATION	CERTIFICATES OF TITLES	Length of ownership	No	Public MS 13.03	Paper
ADMINISTRATION	CONTRACT/AGREEMENTS Copies of contracts and agreements entered into with agencies and businesses and other pertinent information.	10 yrs. after contract has expired.	No	Public MS 13.03	Paper or Digital
ADMINISTRATION	CORRESPONDENCE a. Routine correspondence and memorandums with agencies, landowners, businesses, etc. b. SWCD correspondence and subject files of a policy making nature.	3 yrs. 3 yrs. Then transfer to the State Archives for selection and disposition	No Yes	Varies with subject of correspondence.	Paper/ Electronic Paper/ Electronic
ADMINISTRATION	GRANTS Local, State, Federal	6 yrs. after grant agreement expires unless agreement dictates otherwise.	No	Public MS 13.35	Paper or Digital
ADMINISTRATION	MANUALS – SWCD Equipment Instructions or maintenance manuals of office equipment.	Until removed or superseded	No	Public MS 13.03	Paper or Digital
ADMINISTRATION	MINUTES Minutes recording actions taken in meetings, regular and special meetings, necessary for the management of the SWCD and its activities. The state archives wishes to have transferred Minutes of governing boards.	Permanent (has historical value)	Yes	Public MS 13.03	Paper or Digital
ADMINISTRATION	NOTICE OF MEETINGS SWCD generated, changes from normally scheduled SWCD Board meetings.	6 yrs.	No	Public MS 13.03	Paper or Digital
ADMINISTRATION	OATH OF OFFICE Signed oaths by elected or appointed officials to the SWCD Board.	10 yrs. after service after elected or appointed position.	No	Public MS 13.03	Paper
ADMINISTRATION	ORGANIZATIONAL CHARTS – SWCD	Until superseded	Yes	Public MS 13.03	Paper or Digital
ADMINISTRATION	POLICIES & PROCEDURES – OPERATIONAL HANDBOOK Documents the policies and procedures of the SWCD.	Until superseded	No	Public MS 13.03	Paper or Digital

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA
CONTRACTS/ AGREEMENTS	AGREEMENTS/CONTRACTS/LEASES/JOINT POWERS Various associations doing business with the SWCD.	10 yrs. after expiration	No	Public MS 13.03	Paper
CONTRACTS/ AGREEMENTS	LEASE OF REAL PROPERTY Property leased or rented by the SWCD. Copy of lease, payment record, etc.	10 yrs. after expiration of lease	No	Public MS 13.51 subd. 2f	Paper
EDUCATION	ISANTI COUNTY SWCD SPONSORED EDUCATION PROGRAMS Includes, but not limited to: Annual Supervisors Dinner, Dairy Expo, Envirothon (Area, State & National), Long Lake Conservation Camp Scholarships, metro area children's water festival, poster & essay contest, rain gauge project, river friendly farmer program, sixth grade conservation day, soil stewardship information, etc. These programs have various correspondence, order forms, reservations requests, and application forms.	2 yrs.	No	Public MS 13.03	Paper or Digital
EDUCATION	NEWSLETTERS Published by the SWCD and sent out to Isanti County residents	3 yrs.	No	Public MS 13.03	Paper or Digital
EDUCATION	PUBLICITY Includes news releases and public service announcements generated from SWCD.	2 yrs.	No	Public MS 13.03	Paper/ Electronic
ENGINEERING	AERIAL PHOTOGRAPHS Photographs taken throughout the County (black and whites).	Permanent (has historical value)	Yes	Public MS 13.03	Paper or digital
ENGINEERING	CONSTRUCTION BLUEPRINTS ORIGINAL Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, stripcropping, and terraces.	Permanent (has historical value)	No	Public MS 13.03 Non-Public MS 13.37	Paper or Digital
ENGINEERING	ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS	Permanent (has historical value)	No	Public MS 13.03	Paper or Digital
ENGINEERING	MAPS – AS BUILTS Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, stripcropping, and terraces (cost-share practices).	Permanent (has historical value)	No	Public MS 13.03	Paper or Digital
ENGINEERING	MAPS – TOPOGRAPHICAL	Permanent	No	Public MS. 13.03	Paper or Digital
ENGINEERING	PLANS & SPECIFICATIONS Including spec books.	6 yrs. after receipt of as builts.	No	Public MS. 13.03	Paper or Digital
ENGINEERING	PROJECT RECORDS Engineered designed projects should be retained permanently if project has historical value, is assessed, or is a major capital improvement. Non-assessed projects, or projects not having historical value such as non-engineered projects, need only be retained for 5 yrs. after project completion or contract expiration.	Permanent – if project is historical; or 5 yrs. if not	No	Public MS. 13.03	Paper or Digital
FINANCE	ACCOUNTS RECEIVABLE – LEDGERS & JOURNALS Record of all accounts of monies owed to the SWCD.	6 yrs.	No	Public MS 13.03	Paper or Digital

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA
FINANCE	ALL TRANSACTIONS JOURNAL – GENERAL LEDGER Accounting sheets showing all transactions affecting the SWCD's chart of accounts.	Permanent	Yes	Public MS 13.03	Paper or Digital
FINANCE	AUDIT REPORTS – EXTERNAL Reports based on the SWCD's internal operations.	Permanent	Yes	Public MS 13.03	Paper or Digital
FINANCE	BALANCE SHEETS	6 yrs.	No	Public MS 13.03	Paper or Digital
FINANCE	BANK STATEMENTS Deposit slips & reconciliations	6 yrs.	No	Public	Paper
FINANCE	BILLING CLAIMS Monthly expense records for SWCD expenses, purchase orders, invoices, claim forms, accounts payable forms, etc.	6 yrs.	No	Public MS 13.03	Paper or Digital
FINANCE	BILLING STATEMENTS	4 yrs.	No	Public MS 13.03	Paper or Digital
FINANCE	BUDGET REQUESTS Annual budget requests submitted to County for approval.	6 yrs.	No	Public MS 13.03	Paper or Digital
FINANCE	BUDGET WORKPAPERS Worksheets used to develop annual budget requests.	2 yrs.	No	Public MS 13.03	Paper or Digital
FINANCE	BUDGET/BUDGET RECORDS Budget proposals, budget worksheets, approved budget. Includes supporting data and monthly department budget report.	2 yrs.	No	Public MS 13.03	Paper or Digital
FINANCE	CASH RECEIPTS Sales receipts received for items or services from the SWCD.	6 yrs.	No	Public MS 13.03	Paper or Digital
FINANCE	CHART OF ACCOUNTS Accounting structures.	Until Superseded	No	Public MS 13.03	Paper/ Electronic
FINANCE	CHECKS, CANCELED a. Paid and returned checks b. Paid and returned payroll checks	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
FINANCE	FINANCIAL REPORTS (ANNUAL) As audited by CPA.	Permanent	No	Public MS 13.03	Paper or Digital
FINANCE	FINANCIAL/TREASURER'S REPORTS Monthly Treasurer's Report, including comparison of budgeted and actual income and expenses.	Permanent	No	Public MS 13.03	Paper
FINANCE	INVENTORY/FIXED ASSETS SCHEDULE Physical inventory of furnishings and equipment owned by the SWCD.	Until Superseded.	No	Public MS 13.03	Paper or Digital
FINANCE	INVESTMENT DOCUMENTS Record of investments (certificates of deposit) made by the SWCD.	4 yrs. after maturity	No	Public MS 13.03	Paper or Digital
FINANCE	PETTY CASH RECORDS	6 yrs.	No	Public MS 13.03	Paper
FINANCE	RECEIPTS – COMPUTER (QUICKBOOKS) GENERATED Record documenting cash received by the SWCD.	6 yrs.	No	Public MS 13.03	Paper or Digital
FINANCE	SALES TAX INFORMATION Records of payment to IRS for sales tax.	6 yrs.	No	Public MS 13.03	Paper or Digital

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA
FINANCE	VOUCHERS – PAID INVOICES, CLAIM VOUCHERS Record of payment and requests for payment of accounts paid by the SWCD.	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
HUMAN RESOURCES	AFFIRMATIVE ACTION FILES Sexual harassment and discrimination.	Permanent	No	Public MS 13.03 Private MS 13.43 Confidential MS 13.39	Paper or Digital
HUMAN RESOURCES	AFFIRMATIVE ACTION RECRUITMENT FORM Supplemental personnel data from job applications.	1 yr.	No	Public MS 13.03 Private MS 13.43 Confidential MS 13.39	Paper
HUMAN RESOURCES	APPLICATIONS FOR EMPLOYMENT Not hired. Resumes, photos, letters of recommendation.	1 yr.	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	ATTENDANCE RECORDS Sick leave, vacations, paid and unpaid leave requests, compensation, time sheets, part-time claims.	2 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
HUMAN RESOURCES	BENEFITS ENROLLMENT FORMS Employees' medical, dental, deferred compensation, etc. election forms.	Until superseded or 5 yrs. after coverage lapses.	No	Private MS 13.43	Paper
HUMAN RESOURCES	BENEFITS PLAN Includes insurance, health care, deferred compensation, etc.	Until superseded or 5 yrs. after coverage lapses.	No	Public MS 13.03	Paper
HUMAN RESOURCES	CLASSIFICATION STUDIES Studies which describe job duties and may rank individual SWCD positions.	Until Superseded.	No	Public MS 13.03	Paper or Digital
HUMAN RESOURCES	DAILY NARRATIVES Journal all employees are required to use for time tracking and accountability purposes. Employees document how time is spent while employed, along with hours associate to the activity.	2 yrs.	No	Public MS 13.03	Paper or Digital
HUMAN RESOURCES	EMPLOYEE RECOGNITION & AWARDS Correspondence, working papers, nominations, etc. Letters of commendation should be retained in employee's personnel file.	2 yrs.	No	Public MS 13.03	Paper or Digital
HUMAN RESOURCES	FIRST REPORT OF INJURY	3 yrs. Insurance documentation.	No	Public MS 13.03	Paper or Digital
HUMAN RESOURCES	GRIEVANCE FILES Formal written employee grievance and/or complaint filed under personnel rules, and received by the SWCD. Should not be retained in employee personnel file.	Permanent	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	I-9 FORM Employment Eligibility Verification. Verifies status of citizenship or naturalization.	3 yrs. after hire date, or 1 yr. after employment is terminated, whichever is later. Should not be retained in employee personnel file.	No	Private MS 13.43	Paper
HUMAN RESOURCES	JOB/POSITION DESCRIPTIONS SWCD retains a position description history on the various positions with the SWCD.	Until Superseded.	No	Public MS 13.03	Paper or Digital
HUMAN RESOURCES	MEDICAL POOL REIMBURSEMENTS Reimbursement claims for employees with single coverage.	3 yrs.	No	Public MS 13.03	Paper or Digital

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA
HUMAN RESOURCES	PAY EQUITY REPORTS Pay equity implementation reports used to rank individual positions, sent in to the Department of Employee Relations.	3 yrs.	No	Public MS 13.03	Paper or Digital
HUMAN RESOURCES	PENSION FILES Forms, letters, and reports.	Permanent.	No	Public MS 13.03 Private MS 13.42	Paper or Digital
HUMAN RESOURCES	PERSONNEL FILES/RECORDS Only relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. should be retained in the employee personnel files. Certain records should NOT be retained in employee personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an interference of discrimination.	5 yrs. after resignation or termination.	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	POLICIES & PROCEDURES/EMPLOYEE HANDBOOK Personnel policies and procedures.	Until Superseded.	No	Public MS 13.03	Paper or Digital
HUMAN RESOURCES	REPRIMANDS/DISCIPLINARY ACTION	5 yrs. after employee's termination/resignation.	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	SALARY SCHEDULES Annual salary schedule for employees.	6 yrs.	No	Public MS 13.03	Paper
HUMAN RESOURCES	SUPERVISORS HANDBOOK SWCD Supervisors policies and procedures (written by the Board of Water & Soil Resources (BWSR)).	Until Superseded.	No	Public MS 13.03	Paper or Digital
HUMAN RESOURCES	UNEMPLOYMENT CLAIMS/COMPENSATION Claims for unemployment.	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	VETERANS PREFERENCE ELECTION FORM Veterans Preference Act	1 yr. if not hired. 5 yrs. after termination/resignation if hired.	No	Public MS 13.43 Subd. 3	Paper
HUMAN RESOURCES	WORK SCHEDULE FILES Hours worked, vacation, leaves taken.	2 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
HUMAN RESOURCES	WORKERS COMPENSATION Injury reports and correspondence dealing with injuries.	6 yrs.	No	Private MS 176.231	Paper
INSURANCE	APPLICATION S FOR INSURANCE To SWCD's insurance provider.	3 yrs.	No	Public MS 13.03	Paper
INSURANCE	CERTIFICATES OF INSURANCE	6 yrs. after expiration	No	Public MS 13.03	Paper or Digital
INSURANCE	CLAIMS Claims filed by or against the SWCD.	6 yrs. after final settlement except those involving a minor, save until minor turns 19.	No	Public MS 13.03 Private MS 13.43	Paper
INSURANCE	EMPLOYEE DISHONESTY/SURETY BONDS Corporate or personal – to cover any officer or employee, also known as "Faithful Performance Bond".	6 yrs. after expiration	No	Public MS 13.03	Paper
INSURANCE	FIRST REPORT OF INJURY	6 yrs. (MS 176.151); 20 yrs. if maintained with worker's compensation file.	No	Public MS 13.03 Private MS 13.43	Paper

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA
INSURANCE	INSURANCE AGENTS' SERVICE AGREEMENT	6 yrs. after expiration	No	Public MS 13.03	Paper or Digital
INSURANCE	POLICIES – ALL INSURANCE POLICIES Includes, but not limited to: auto, machinery, general liability, life, property, inland marine, and workers compensation.	6 yrs. after expiration	No	Public MS 13.03	Paper or Digital
INSURANCE	PROPERTY Certificates and policies.	Until Superseded.	No	Public MS 13.03	Paper
INSURANCE	WORKERS COMPENSATION CLAIM REGISTER	Permanent	No	Public MS 176.231	Paper or Digital
INSURANCE	WORKERS COMPENSATION CLAIMS Injury reports and correspondence dealing with injuries	20 yrs.	No	Private MS 176.231	Paper
PAYROLL	1099 MISCELLANEOUS INCOME	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	EMPLOYERS QUARTERLY FEDERAL TAX RETURN Federal Tax Form 941	6 yrs.	No	Public MS 13.03	Paper or Digital
PAYROLL	GARNISHMENTS Child support/spouse maintenance.	6 yrs. Not to be retained in personnel file	No	Private MS 13.43	Paper
PAYROLL	PAYROLL JOURNAL Detailed register of current and year-to-date salaries, gross to net.	Retain year-end report permanently; retain other reports 6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
PAYROLL	PAYROLL REPORTS State withholding, federal withholding, FICA, and Medicare.	10 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
PAYROLL	PENSION & RETIREMENT REPORTS Deferred comp, etc.	10 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
PAYROLL	PERA REPORTS	Permanent	No	Public MS 13.03 Private MS 13.43	Paper or Digital
PAYROLL	QUARTERLY WITHHOLDING TAX RETURN State Form MW-1.	6 yrs.	No	Public MS 13.03	Paper or Digital
PAYROLL	TIME SHEETS Originals.	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
PAYROLL	VACATION & LEAVE REQUESTS Letters or memos of request.	3 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
PAYROLL	W-2 STATEMENTS – EMPLOYERS COPY	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	W-3 STATEMENTS	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	W-4 FORM – ORIGINALS	Until replaced	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	WORKERS COMP PROOF OF PAYMENT	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
PLANNING	COMPREHENSIVE PLAN Five year work plan submitted on even numbered years to the Board of Water & Soil Resources.	6 yrs.	Yes	Public MS 13.03	Paper or Digital
PLANNING	PLAT FILES – FINAL PLAT	7 yrs.	No	Public MS 13.03	Paper or Digital

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA
	Includes subdivision files, final plat, application, SWCD reviews and comments, County reviews, studies, etc. (original maintained by the City or Township where plat is located)				
PLANNING	PLAT FILES – PRELIMINARY PLAT	3 yrs.	No	Public MS 13.03	Paper or Digital
PLANNING	SITE PLAN FILE – APPROVED Permanent copy maintained by City or Township where site is located.	7 yrs.	No	Public MS 13.03	Paper or Digital
PLANNING	SITE PLAN FILE – NOT APPROVED Permanent copy maintained by City or Township where site is located.	3 yrs.	No	Public MS 13.03	Paper or Digital
RECORDS MGMT	AUTHORITY TO DISPOSE OF RECORDS STATE FORM PR-1 Used to approve destruction of records not on an approved retention schedule.	Permanent	No	Public MS 13.03	Paper
RECORDS MGMT	HISTORICAL DATA/PHOTOGRAPHS	Permanent (has historical value)	Yes	Public MS 13.03	Paper
RECORDS MGMT	PROCEDURES	Until Superseded.	No	Public MS 13.03	Paper or Digital
RECORDS MGMT	RECORDS INVENTORIES List of specific types of records generated by the SWCD staff. Used for generating retention schedules.	Until Superseded.	No	Public MS 13.03	Paper or Digital
RECORDS MGMT	RECORDS MANAGEMENT MANUAL Documents the policies and procedures of the different programs in records management. May including training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards, and general records guidelines.	Until Superseded.	No	Public MS 13.03	Paper or Digital
RECORDS MGMT	RECORDS RETENTION SCHEDULES List of specific types of records maintained by an agency and the period of time that each type should be retained.	Until Superseded.	No	Public MS 13.03	Paper or Digital
RECORDS MGMT	RECORDS TRANSFER/TRANSMITTAL LIST Documentation that tracks and verifies the transfer of records.	1 yr. or until the records are removed/destroyed.	No	Public MS 13.03	Paper or Digital
SWCD TECHNICAL	AG BMP APPLICATIONS Applications submitted by landowners, to the SWCD for the Ag Best Management Practices (Ag BMP) Loan, copies of bids for projects, and general correspondence related to the loan.	10 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
SWCD TECHNICAL	COOPERATOR/PROJECT FILES Files of individual projects, may include tiling information, technical notes, survey notes.	Permanent (has historical value)	Yes	Public MS 13.03	Paper
SWCD TECHNICAL	DNR GENERAL PERMIT #97-6108 Permits issued by the SWCD to private landowners throughout Isanti County for bank/shoreline stabilization and excavation in public waters.	5 yrs.	No	Public MS 13.03 Private MS 13.43	Paper or Digital
SWCD TECHNICAL	GOPHER STATE ONE RECORDS SWCD's copy, stored in Cooperator Files.	1 yr.	No	Public MS 13.03	Paper

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA
SWCD TECHNICAL	STATE COST-SHARE CONTRACTS/AMENDMENTS/VOUCHERS Contracts with landowners, in which the landowner received funds from the SWCD to share the costs of practices for erosion or sedimentation control, or water quality improvement projects that are designed to protect and improve natural resources. Also includes any amendments made to the contracts, and payment vouchers.	10 yrs. after contract has expired. May be kept longer in the cooperator files, if SWCD deems it has historical value.	No	Public MS 13.03 Private MS 13.43	Paper
SWCD TECHNICAL	SURVEY NOTES Notes on survey shots taken in the field.	Permanent (has historical value)	Yes	Public MS 13.03	Paper or Digital
SWCD TECHNICAL	TECHNICAL NOTES Project log records, tech. notes or diaries pertaining to specific contracts or agreements.	Permanent (has historical value)	Yes	Public MS 13.03	Paper or Digital
SWCD TECHNICAL	WCA CEASE AND DESIST ORDERS SWCD copy of DNR Cease and Desist orders.	5 yrs.	No	Public MS 13.03	Paper or Digital

ISANTI SWCD POLICY HANDBOOK
VERIFICATION OF RECEIPT AND UNDERSTANDING FOR EMPLOYEES

Employee Name: _____

Position/Title: _____

I acknowledge that I have received a copy of the Isanti SWCD Policy Handbook dated _____ and its contents have been explained to me to my satisfaction. I will abide by these policies and recognize that failure to do so may result in disciplinary action or termination of employment. I understand that these policies supersede and replace any previously adopted policies.

The Isanti SWCD will keep the Policy Handbook on file at its office and available to all employees.

SIGNED

Employee: _____

Date: _____