

AYERSVILLE WATER & SEWER DISTRICT

Resolution No. 1607.09 (07/21/2016)

Board of Trustees' Resolution Revising the Employee Handbook.

WHEREAS, the Board of Trustees has the authority to adopted personnel rules and regulations concerning personnel matters, including but not limited to: employment, pay practices, absences from work, employee benefits, personal conduct, safety, travel and work vehicles, and other personnel matters; and

WHEREAS, the Employee Handbook for the Ayersville Water and Sewer District serves as the governing document of all employees, volunteers, appointed officials and independent contractors for the Ayersville Water and Sewer District; and

WHEREAS, the Employee Handbook should be updated when there is a significant change in policy or procedure.

NOW THEREFORE, IT IS RESOLVED by the Board of Trustees of the Ayersville Water & Sewer District:

To add the following Title to the "Personal Conduct" Section in the Employee Handbook:

"Workplace Visitor Guidelines

The District values family life and has worked to develop employment policies and benefits that are supportive of families. While the District seeks to focus on providing an environment open to work and family issues, it also believes that the activities of the workplace should be aimed at accomplishing the work of the District.

Further, the District believes that the frequent or extended presence of visitors in the workplace during work hours generally is inappropriate for several reasons: risk of harm to the visitor, the potential liability to the District, and decreased employee productivity.

Consequently, the District does not permit the frequent or extended presence of visitors (friends, family members including minor children) in the workplace. The District fully recognizes that unique circumstances may arise that could necessitate an exception, by approval only, to this Policy. When such emergency or unique situations arise, the employee and the District Manager, in consultation with the Board, shall, if possible, develop a unique emergency plan that will

temporarily resolve the situation with as little disruption as possible. In the absence of such a plan, extended presence of visitors in the workplace is not allowed.

However, the public is welcome to attend any public meeting held by the Board. In addition, this policy does not apply to visitors on a legitimate business purpose. Visitors are encouraged to record their names and the dates of their visit on a sign-in sheet.”

7-21-16 _____
Date President, Board of Trustees

I hereby certify that this Resolution was passed by the Board of Trustees of the Ayersville Water & Sewer District on 07/21/2016.

Ronda Plummer
Secretary