

TAGD EMPLOYMENT POLICY

Adopted 01/31/2020

Code of Conduct

Employees of the Texas Alliance of Groundwater Districts (TAGD) are expected to act in the best interests of the organization and in a manner that is consistent with the highest ethical standards. Employees should report any known or suspected violations of this Code of Conduct in writing to a TAGD Officer or member of the Executive Committee, who shall advise the Executive Committee of the reported violation. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. All reports will be promptly and thoroughly investigated in a professional manner and appropriate corrective action will be taken if warranted by the investigation. There will be no retaliation against any employee who files a complaint in good faith or who assists in providing information relevant to the investigation of a reported violation.

The following policies are applicable to all employees:

Compliance with Laws

You are expected to comply with all laws that apply to our city, state and country. Violence will not be tolerated.

Conflicts of Interest

You should avoid any outside interests that might influence, or appear to influence, decisions you make or actions you take for TAGD.

Outside Activities

You should avoid activities that would have a negative impact on the performance of your job, conflict with your obligation to TAGD, or negatively impact TAGD's reputation in the community.

Professional Conduct

TAGD requires employees conduct themselves in a professional manner.

Organization Funds and Assets

TAGD funds and other assets are to be used only for the benefit of TAGD and not for your own personal gain.

Misuse of Confidential Information

You may not use confidential information obtained through your employment with TAGD for personal gain or for any other reason except to further TAGD's interests.

Employee Orientation

An ad hoc committee of the membership is responsible for orienting the Executive Director upon hiring.

It is the responsibility of the Executive Director to ensure that other new employees are oriented to TAGD. Orientation should include:

- a. An overview of TAGD's Bylaws and policies;
- b. An introduction to the organization's mission and goals (may include review of past meetings, financial reports, strategic plans, work plans, etc.);
- c. A discussion of organizational structure and introduction to co-workers with explanation of their responsibilities;
- d. A review of project and program information;
- e. A review of benefits and signing of all necessary forms;
- f. A discussion of the employees' responsibilities and organizational expectations;
- g. Getting the employee started on assignments;
- h. Developing a system for tracking assignments and progress.

Performance Reviews

For new employees, an initial appraisal review including overall job expectations and performance, employee and supervisor goals, and specific suggestions for improvement should be conducted at the end of the first 90 days of employment.

The five TAGD Office-holders (President, Vice President, Secretary, Treasurer, and Parliamentarian) shall conduct a performance evaluation and salary review of the Executive Director on an annual basis and submit the evaluation to the Executive Committee for approval before May 1st of each year. The Executive Director shall conduct an annual performance evaluation and salary review of all other TAGD employees on or before May 1st of each year. The Executive Director is responsible for developing forms to be used in the evaluation process.

Compensation and Leave

The salary of the Executive Director is to be determined by the Executive Committee. The Executive Director determines salaries of other employees. The Finance and Budget Committee shall recommend for approval a total personnel budget to the voting membership at the Annual Meeting. Compensation is paid monthly. Salaries are reviewed annually in conjunction with performance reviews. Salary increases are a function of employee performance and the ability of TAGD to increase compensation. TAGD does not grant automatic annual increases, but every effort is made to compensate employees fairly, taking into account their responsibilities and performance. TAGD strives to provide compensation that is competitive with other representative organizations in the area.

Employment Status

The Fair Labor Standards Act (FLSA) sets the minimum wage, equal pay, overtime pay, record keeping, and child labor standards for the country. All employees are classified into 'exempt' or 'non-exempt' categories for purposes of establishing eligibility for overtime

pay under the Federal Wage and Hours Laws. The categories as defined by this Act are as follows:

Exempt

Exempt employees are those employees that are exempt from overtime pay. A full-time exempt employee is salaried on a monthly basis and is regularly scheduled to work a forty (40) hour workweek, exclusive of lunch periods.

Non-Exempt

Non-exempt employees are those employees who must be paid overtime pay for hours worked over 40 in a given week. Non-exempt employees are hired at a specific hourly pay rate with a daily work schedule and a set number of hours in a regular workweek. Non-exempt employees will be paid at a rate of time and one-half for hours worked in excess of forty (40) hours for any workweek.

Overtime

Overtime is the extra time employees work above their normal scheduled workday. In order to meet the workweek needs of TAGD, employees must be available to work overtime as necessary. We try to eliminate the need for overtime, but, if TAGD determines it is unavoidable, employees will be expected to work their share. The Executive Director will give advance notice if possible. All overtime for hourly employees must be approved in advance. If an employee works overtime without prior approval, they can be subject to disciplinary action.

The Fair Labor Standards Act states that non-exempt employees must be paid for all overtime hours. Non-exempt employees will be paid at a rate of time and one-half for all hours worked in excess of forty (40) hours for any workweek. Hours worked include all hours actually worked. Hours worked do not include leave without pay.

Mandatory Benefits

Worker's Compensation

All employees are covered under the applicable Worker's Compensation Act Insurance that is paid in full by TAGD. To be eligible for workers' compensation benefits, an employee has to incur an accidental injury during and arising out of employment. If an employee is injured on the job, they must seek medical attention and immediately notify a TAGD Officer or the Executive Director of the occurrence.

Social Security

TAGD pays matching funds to the Social Security Administration under the Federal Insurance Contribution Act (FICA) for each employee.

Voluntary Benefits

Health Insurance

Texas Alliance of Groundwater Districts will reimburse 100% of the cost of health insurance up to a monthly maximum amount recommended by the Executive Director to the Finance and Budget Committee and approved by the voting members at a business meeting of the Alliance for salaried employees.

Cell Phone Stipend

TAGD provides a monthly stipend in an amount recommended by the Executive Director to the Finance and Budget Committee and approved by the voting members at the Annual Meeting for employees' cell phone use.

Holidays

Each regular full-time employee will receive 12 paid holidays, to be based on federal holidays, and agreed upon by staff at the beginning of each year.

Holiday	Day Observed
New Year's Day	January 1
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving	Last Thursday in November and the following Friday
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	May be taken in conjunction with any holiday

Holidays will be paid as a full workday to all full-time employees. If any scheduled holiday falls on Saturday or Sunday, the Executive Director will decide when the holiday will be observed. Holidays which occur during an employee's vacation will be considered a holiday and will not count against vacation time. Holidays should be reported on the pay stub. Holiday time will not be counted in computing any overtime to any qualifying employee.

Personal Time Off

Personal Time Off (PTO) is a benefit earned through active full-time service. An employee will accrue PTO in accordance with the following table:

Completed Yrs.	Days PTO	Accrual Rate
0 through 3	15	(1.25 days/mo.)
4 through 6	20	(1.667 days/mo.)
7 or more	25	(2.08 days/mo.)

Unused PTO will roll over and can be used during the one year following its accrual. An employee can accumulate up to a maximum of two years of accrued PTO. TAGD will pay for unused accrued PTO upon separation to employees who have completed 366 calendar days of regular full-time employment.

Retirement

TAGD will provide a retirement program for full-time employees that meet the Internal Revenue Service eligibility requirements through a Simplified Employment Pension Plan. TAGD will contribute a percentage of the employee salary annually to the plan. The current contribution percentage is set at six (6) percent but may be modified by TAGD in the future. Employees are not eligible for retirement contributions until they have successfully completed ninety (90) calendar days of regular full-time employment.

Employee Business and Travel Expenses

The reasonable cost for transportation, lodging, conference registration fees and other reasonable expenses will be covered by TAGD for its employees when traveling on TAGD-related business. TAGD staff will submit an expense report that provides an itemized list of expenses incurred by staff doing business for TAGD to the Executive Director for approval. The Executive Director will submit an expense report that provides an itemized list of expenses incurred by the Executive Director while doing business for TAGD to the Treasurer for approval. The Executive Director will submit approved TAGD staff expense reports to the Treasurer for secondary approval. All TAGD staff and Executive Director expense reports will be submitted on a monthly basis for approval. TAGD staff and the Executive Director shall retain all receipts supporting claimed expenses. TAGD will use the current Internal Revenue Service-authorized rate for mileage allowance.

Other Leave

Family, medical, and other leave will be established on a case-by-case basis based on organizational needs, employee performance and length of service to TAGD.

Separations

Voluntary

The Executive Director of TAGD may resign at any time by letter of resignation to the Executive Committee. Other employees shall submit a letter of resignation to the Executive Director. The letter should give the staff member's last date of employment, and should be signed and dated. TAGD expects all staff members to provide the maximum possible notice of intent to resign. A minimum of two weeks' notice is requested to allow for training and transference of duties.

At-Will Employment

TAGD, including the Executive Director, has the right to dismiss an employee at any time, for any reason, and nothing in this policy should be interpreted as altering the at-will relationship or constituting a promise of continued employment.

Exit Interview

Three members of the Executive Committee should conduct exit interviews to evaluate the circumstances surrounding the separation of an employee, whether voluntary or involuntary. The members of the Executive Committee will be determined after

consultation with the departing employee and the Executive Director. The Executive Director may participate in the exit interview of a departing employee if requested by that employee.

Harassment/Discrimination

TAGD is committed to providing a work environment that is free of unlawful harassment and discrimination. We prohibit sexual harassment and discrimination based on sex, race, religion, color, national origin, sexual orientation, political affiliation, physical or mental disability, medical condition, marital status, age or any other basis protected by federal, state or local law or ordinance or regulation. This policy applies to all persons working for TAGD, including employees, consultants, trainers, Board members, and interns. Harassment, whether verbal, physical or environmental, and whether in the workplace or in outside work-sponsored settings, is unacceptable and will not be tolerated.

If an employee believes that they have been subjected to or have witnessed any form of harassment, that employee should inform the Executive Director or any member of the Executive Committee. The complaint will be promptly and thoroughly investigated in a professional manner. There will be no retaliation against any employee who files a complaint in good faith or who assists in providing information relevant to a claim of harassment, even if the investigation produces insufficient evidence to support the complaint. Confidentiality will be maintained to the extent possible, consistent with the need to conduct an adequate investigation.

The investigation may include interviews with the parties involved and, where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge. If the facts and results of the investigation substantiate the complaint, TAGD will act promptly to eliminate the offending conduct, and we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of corrective action as we deem appropriate under the circumstances and in accordance with applicable law. In addition to the above, if an employee believes they have been subjected to sexual harassment, they may file a formal complaint with the appropriate government agency. Using this complaint process does not prohibit filing a complaint with these agencies.