



Solving the water needs of tomorrow, today.

Chester Metropolitan District
Regular Commission Meeting
January 20, 2026

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Tuesday, January 20, 2026, at Chester Metropolitan District. Commissioners attending were George Wilmore, Chairman, Matt McCrorey, David Shinn, Raymond Douglas, Kim Chisholm, Secretary and Tommy McMinn, Vice Chairman. Staff in attendance were Fred Castles, Executive Director; Richard Zhao, Finance Manager; Cindy Klimpel, Human Resources Manager; Clay Shannon, IT Manager; Kelli Johnson, Executive Assistant; and Ryan Swancy, Attorney.

The Agenda for the January 20, 2026, Board Meeting was posted on the Chester Metropolitan District Website two weeks prior to meeting.

Chairman Wilmore called the meeting to order at 6:03 PM

Chairman Wilmore asked if there was a motion to approve the January 20, 2026, meeting agenda. A motion to approve January 20, 2026, meeting agenda was made by David Shinn, seconded by Tommy McMinn, and unanimously approved.

Minutes

Chairman Wilmore asked for corrections or additions to the December 16, 2025, meeting minutes. A motion to approve December 16, 2025, meeting minutes was made by Tommy McMinn, seconded by Matt McCrorey and unanimously approved.

Public Comment

There was no public comment.

Old Business

Filter Plant Report: Mr. Castles read the Filter Plant Report for December. A copy of the report is attached to the minutes.

Engineering Report: Mr. Castles read the Engineering Report for December. A copy of the report is attached to the minutes.

DMAG Report: Mr. Castles read the DMAG Report for December. A copy of the report is attached to the minutes.

New Business

Employee Handbook

Mr. Castles presented the updated copy of the Employee Handbook to the Board. Mr. Castles stated that HR sent out a copy to the Board with all the changes. Attorney Swancy stated that legal had looked over the Employee Handbook and was in agreement with the changes.

Chairman Wilmore asked for a motion to approve the Employee Handbook. A motion to approve the Employee Handbook was made by David Shinn and seconded by Matt McCrorey and approved 4 to 2.

During discussion commissioners asked for clarification on working from home and overtime hours and about employees being able to communicate with commissioners if they do not agree with decisions made by Executive Director. Questions were answered by Executive Director and Attorney.

Customer Deposit Policy

Mr. Zhao and Mr. Castles explained to the Board that we had a customer who received his deposit back and questioned why he did not receive interest on the deposit. Mr. Zhao stated the policy now reflects a statement that deposits shall not accrue interest, and any interest earned on deposit funds shall be retained and used solely for the benefit of CMD. Attorney Swancy stated that he agreed with the change.

Chairman Wilmore asked if there was a motion to approve the Customer Deposit Policy. A motion to approve the Customer Deposit Policy was made by Matt McCrorey, seconded by David Shinn and unanimously approved.

Reports

Director's Update: Mr. Castles read the Director's Update for December. A copy of the report is attached to the minutes.

Director's Report: Mr. Castles read the Director's Report for December. A copy of the report is attached to the minutes.

IT Report: Mr. Shannon read the IT report for December. A copy of the report is attached to the minutes.

Financial Report: Mr. Zhao read the Financial Report for November. A copy of the report is attached to the minutes.

Chairman Wilmore asked if there was a motion to approve the Financial Report. A motion to approve the Financial Report was made by Matt McCrorey, seconded by Kim Chisholm, and unanimously approved.

Commissioner's Discussion

Mrs. Johnson stated that CMD is one of the top three finalists for Large Industry of the Year for the Chamber. She reminded the commissioners of the Chamber Banquet and Water for All Summit. She also stated that CMD had five employees receiving awards at Catawba District Awards Luncheon and two employees receiving awards at SCEC.

Mr. Castles reminded commissioners about checking their email on a weekly basis.

Chairman Wilmore asked if there was a motion to adjourn. A motion to adjourn was made by David Shinn, seconded by Matt McCrorey and unanimously approved.

The meeting adjourned at 7:34 pm.

Approved:

Date: 2-17-26

Respectfully Submitted:

By: *Kelli Johnson*

Chester Metropolitan District

Agenda

Tuesday, January 20, 2026

6:00 PM

Chester Metropolitan District

155 Wylie Street

Chester, SC 29706

- I. Pledge of Allegiance**
- II. Call Meeting to Order**
- III. Approval of January 20, 2026 Meeting Agenda**
- IV. Approval of December 16, 2025 Meeting Minutes**
- V. Public Comment**

Public Comment is limited to three (3) minutes per speaker.

VI. Old Business

- A. Filter Plant Report Fred Castles
- B. Engineering Report Andy Litten
- C. DMAG Report Andy Litten

VII. New Business

- A. Employee Handbook Fred Castles
- B. Customer Deposit Policy Richard Zhao

VIII. Reports

- A. Director's Update Fred Castles
- B. Director's Report Fred Castles
- C. Hydrant Report Fred Castles
- D. IT Report Clay Shannon
- E. Financial Report Richard Zhao
- F. **Approval of the Financial Report**

IX. Commissioner's Discussion

X. Adjourn

This agenda is subject to change up to 24 hours in advance of the meeting.



Solving the water needs of tomorrow, today.

Chester Metropolitan District
Regular Commission Meeting
December 16, 2025

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Tuesday, December 16, 2025, at the Wagon Wheel Restaurant in Fort Lawn, SC. Commissioners attending were George Wilmore, Chairman, Matt McCrorey, Scott Russell, David Shinn, Raymond Douglas, Kim Chisholm, Charletta Thompson, Secretary and Tommy McMinn, Vice Chairman. Staff in attendance were Fred Castles, Executive Director; Andy Litten, District Engineer/Operations Manager; Richard Zhao, Finance Manager; Cindy Klimpel, Human Resources Manager; Clay Shannon, IT Manager; Susan Roddey, IT Support Specialist; Kelli Johnson, Executive Assistant; Edward Beaty, Meter Department Superintendent; Chad Weir, Distribution Maintenance Superintendent. A total of ten (10) family members of Commissioners and Employees were also in attendance as guests.

The Agenda for the December 16, 2025 Board Meeting was posted on the Chester Metropolitan District Website two weeks prior to meeting.

Chairman Wilmore called the meeting to order at 6:12 PM

Chairman Wilmore asked if there was a motion to approve the December 16, 2025, meeting agenda. A motion to approve November 18, 2025, meeting agenda was made by Matt McCrorey, seconded by Raymond Douglas, and unanimously approved.

Minutes

Chairman Wilmore asked for corrections or additions to the November 18, 2025, meeting minutes. A motion to approve the November 18, 2025, meeting minutes was made by Charletta Thompson, seconded by Raymond Douglas and unanimously approved.

Public Comment

There was no public comment.

Old Business

Filter Plant Report: Information Only. A copy of the report is attached to the minutes.

Engineering Report: Information Only. A copy of the report is attached to the minutes.

DMAG Report: Information Only. A copy of the report is attached to the minutes.

Audit: Chairman Wilmore called for a vote to approve the draft FY 24-25 Audit as presented at the November meeting. Motion to approve the Audit as presented was made by Tommy McMinn, Seconded by Matt McCrorey, and unanimously approved.

New Business

There was no new business to report.

Reports

Director's Update: No report.

Director's Report: Information Only. A copy of the report is attached to the minutes.

IT Report: Information Only. A copy of the report is attached to the minutes.

Financial Report: Mr. Zhao read the Financial Report for November. A copy of the report is attached to the minutes.

Chairman Wilmore asked if there was a motion to approve the Financial Report. A motion to approve the Financial Report was made by David Shinn, seconded by Matt McCrorey, and unanimously approved.

Commissioner's Discussion

Kelli Johnson stated that the Decision Makers Conference is scheduled for February 2026 and that Commissioners are encouraged to attend.

New Meeting dates for 2026 have been sent out.

Chairman Wilmore encouraged Commissioners to take part in CMD educational opportunities in the coming year.

Chairman Wilmore asked if there was a motion to adjourn. A motion to adjourn was made by David Shinn, seconded by Matt McCrorey and unanimously approved.

The meeting adjourned at 6:20 pm.

Approved:

Respectfully Submitted:

Date: _____

By: _____

Filter Plant Report

December 2025

- The water plant staff collected and analyzed 22 distribution samples for the presence of total coliform bacteria. All samples were absent.
- The water plant maintained an average finished water Total chlorine at POE of 3.20 ppm. In the areas of the distribution system where bacteria samples were collected, we measured an average Total chlorine residual of 1.33 ppm.
- Drained thickener and cleaned out bottom, started draining the west basin and set up hoses for cleaning.
- 16" surge valve pipe broke at the "tee", CMD's maintenance crew installed a blind flange on "tee" until all parts needed are received.
- Plant generator alarmed, Generator Services technician found the fuel system had lost prime. Technician reprimed fuel system and started the generator.
- Trac-Vac air compressor #1 was not building pressure, found a bad diaphragm on head blow off. Replacement of the diaphragm did not fix the problem. A Patton compressor technician has been scheduled for repair of the unit.
- Performed maintenance task on electrical equipment, trained Phillip Gibson and JR Gordon on the monthly plant maintenance task.
- Cleaned and changed out the ammonia injector for the #1 ammoniator.
- Removed and replace broken level transmitter, calibration upcoming.
- The Plate & Frame Press dewatered 56.25 tons of sludge and sent to the landfill.

State Utilities

- The surge tank was disinfected, bacteria samples taken. All samples were negative.
- The new Flocculation wall, Stilling wall, and Trac-Vac system were installed in the west basin. Ovivo Inc. programmed the control panels and started the east and west basin Trac-Vac's. A training class was held by Ovivo on the functions and operations of the Trac-Vac units.

Smart Electric

- Finished duct bank work at the high service pump room and press building area.
- Finished setting breakers and VFD units in new electrical building and started pulling wire into the electrical building.
- Work continues with the installation of disconnect panels in the old MCC room.

CMD Engineering Department Report

January 2026 Meeting

01/07/2026

Development Project Reviews

Richburg Meadows (Richburg): Phase 1 is approved and we're waiting on a permit to operate.

Woodhaven (Chester): Contractor is installing the water line in the last part of the project. (no change)

Stanton Subdivision Phase I (Richburg): We have the permit to operate for Phase IA.

Stanton Subdivision Phase II (Richburg): We've approved the plans and we're waiting for payment of the Capital Recovery Fees. (no change)

Winchester (Richburg): Phase I is under construction. We're reviewing Phase II.

Kings Landing (Chester): We're reviewing the off-site plans and Phase I plans.

Kingdom Hall (Chester): They paid the capital recovery fee and we're waiting on the material submittal. (no change)

Norfolk Southern Crew Building (Chester): They've installed the water service.

Asphalt Terminal (Chester): We've approved their plans but we're waiting on payment of the capital recovery fee.

Courthouse ADA Project (Chester): We're reviewing the revised plans.

In-House Projects

Locust Street Waterline Replacement (Great Falls)

SCDOT encroachment permit is approved. We're ordering parts and scheduling the work. (no change)

Hwy 901 Waterline Relocation (Richburg)

The project has been awarded to a contractor. We're reviewing the materials and answering questions before construction starts.

Toilet Rebate Program

Applications for Rebate this month: 1

Catawba-Wateree Drought Management Advisory Group (DMAG)

Currently Stage 0.



EMPLOYEE HANDBOOK

EMPLOYEE ACKNOWLEDGEMENT AND RECEIPT OF CMD'S EMPLOYEE HANDBOOK

I have received a copy of Chester Metropolitan District's (CMD) Employee Handbook. I understand that it is in my best interest to read and comprehend the policies within. If I do not understand anything in the Employee Handbook, I know I should ask my supervisor, the Human Resource Manager, or CMD's Management for clarification. Management will have final determination of any solution to an issue.

AT-WILL DISCLAIMER

I UNDERSTAND THAT ALL EMPLOYEES OF CMD ARE EMPLOYEES-AT-WILL. EMPLOYMENT IS NOT FOR A FIXED TERM OR FOR A DEFINITE PERIOD AND IS IN NO WAY GUARANTEED. NOTHING IN ANY CMD'S RULES, POLICIES, HANDBOOKS, PROCEDURES, OR OTHER DOCUMENTS RELATING TO EMPLOYMENT ARE TO BE CONSIDERED A CONTRACT OF EMPLOYMENT OR AS ALTERING THE AT-WILL EMPLOYMENT NATURE OF MY EMPLOYMENT RELATIONSHIP IN ANY MANNER OR RESPECT. THE EMPLOYEE AND THE EMPLOYER HAVE THE RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME IN ACCORDANCE WITH APPLICABLE LAW, WITH OR WITHOUT CAUSE, WITH OR WITHOUT PRIOR NOTICE, AND EVEN IF THE GUIDELINES HAVE BEEN MET.

I understand that CMD, in its sole discretion, may modify, revoke, suspend, change, or terminate this handbook or any parts thereof at any time, with or without notice unless required otherwise by applicable law. The Employee Handbook supersedes all earlier CMD policy guidelines, handbooks, or manuals, which are revoked and no longer of any force or effect upon adoption of this handbook.

Employee's Printed Name

Employee's Signature

Date

(Return to Human Resources)

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Welcome

Welcome to CMD! We are delighted that you have joined our team and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further CMD's goals.

We sincerely hope you will take pride in providing these valuable resources to Chester Metropolitan District!

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or contact the Human Resources (HR) department.

Organization Description

Mission Statement

To provide safe, reliable, and sustainable water at reasonable rates to its customers in order to protect health and safety and promote economic development.

About CMD

CMD is a Special Purpose District created by the SC legislature in 1959 and serves as the public water supply authority in Chester County. CMD distributes water along SC Highway 9, SC Rt. 99, the US 21 corridor, and to the municipalities of Chester, Fort Lawn, Great Falls, and Richburg. The system is supplied by a 7.6 million gallon per day (MGD) surface water treatment plant located on the Catawba River at Fort Lawn on the eastern side of the county.

Organizational Structure

CMD is governed by a nine-member Board of Commissioners which represent the various municipalities served by CMD. The commissioners are the governing body of CMD and are responsible for selecting the Executive Director. The Executive Director is responsible for the day-to-day operation of CMD and the selection of the work force as is necessary for the efficient operation of CMD.

Equal Opportunity

Equal Opportunity

CMD is committed to providing a work environment that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. CMD will make every reasonable effort to ensure that all employees are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

It is CMD policy to provide equal opportunity to all applicants for employment and employees in hiring, conditions and privileges of employment, compensation, training, promotions, transfers and discipline, without discrimination because of race, color, religion, sex, gender, gender identification, sexual orientation, national origin, age, disability, genetic information, service in the military, pregnancy,

childbirth, or related medical conditions (including but not limited to lactation), or any other category protected by law.

It is the responsibility of all employees with questions or concerns about any type of discrimination in the workplace to bring these issues to the attention of their immediate supervisor, the Human Resources Manager, and/or Management. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action.

Consistent with its policy of equal employment opportunity as stated above, CMD will not tolerate harassment, intimidation, threats, retaliation, coercion, or discrimination against employees who have reported any concerns about discrimination, or otherwise exercised any right protected by law. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting CMD in meeting its objectives. If an employee feels someone has been discriminated against, the employee must report the discrimination to his or her immediate supervisor, the Human Resources Manager, and/or Management.

Harassment and Discrimination

CMD absolutely prohibits and will not tolerate any illegal discrimination or harassment in the workplace. Accordingly, all employees are expected to maintain a productive work environment free from harassing, discriminatory or retaliation. No form of harassment or discrimination will be tolerated, including, but not limited to, harassment or discrimination because of race, color, religion, sex, gender, gender identification, sexual orientation, national origin, age, disability, genetic information, service in the military, pregnancy, childbirth, or related medical conditions (including but not limited to lactation), or any other category protected by law.

CMD is committed to working to prevent such conduct, to investigate complaints of inappropriate conduct, and to remedy violations of this Policy. If an employee reasonably believes that the employee has been subjected to any form of the prohibited conduct defined herein, the employee is encouraged to: 1) inform the offender/harasser that such conduct is unwelcome and 2) the employee must report the incident immediately to the Human Resources Manager, their supervisor, or another member of management. Further, if an employee witnesses harassing or discriminatory behavior (definitions of what is considered illegal harassment or discrimination below), the employee is required to report it immediately to the Human Resources Manager, their supervisor, or another member of Management. Employees should not allow any inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee is exempt from the requirement to report conduct that may be in violation of this Policy. Supervisors and Managers must immediately report any such reports to the Human Resources Manager.

CMD will investigate complaints of harassment and/or discrimination and will make all attempts at being mindful of an employee's requests for discretion. Notwithstanding, CMD cannot promise complete confidentiality. CMD is required to investigate promptly and thoroughly, and this process may include interviewing relevant parties. Should an investigation disclose a violation of this Policy, CMD will undertake appropriate corrective action designed to rectify the conduct and prevent any recurrence. Under no circumstances will CMD tolerate any retaliation against an individual for making a complaint, in good faith, under this Policy or for participating in the investigation of any such complaint.

Any employee who engages in any prohibited conduct may be subject to discipline up to and including termination, in the sole discretion of CMD.

Definitions of Discrimination and Harassment

“Discrimination” is defined as unfavorable treatment based on race, color, sex, gender, gender identity, sexual preference, marital status, religion, national origin, disability, age, military status, and/or pregnancy, lactation, childbirth, or related medical conditions.

“Harassment” is defined as unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, gender, gender identity, sexual preference, marital status, religion, national origin, disability, age, military status, and/or pregnancy, childbirth, lactation, or related medical conditions and that:

Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Has the purpose or effect of unreasonably interfering with an individual’s work performance.

Otherwise adversely affects an individual’s employment opportunities.

Examples of harassing and/or discriminatory conduct include, but are not limited to the following:

Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, age, religion, national origin, sex, or disability.

Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, age, religion, national origin, sex, or disability and that is placed on walls, bulletin boards, or elsewhere on our premises or is circulated in the workplace. This is mainly an example of discrimination.

Unwelcome requests for sexual favors or sexual advances.

Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

Because of our strong disapproval of offensive or inappropriate behavior at work, all employees must avoid any action or conduct which could be viewed as harassment of any kind.

Sexual Harassment

Sexual harassment is a form of sex discrimination, which is a violation of Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) has defined sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment.

Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual.

Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

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

Unwanted physical contact or conduct including flirting, touching, brushing the body, sexual advances, or propositions.

Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or innuendo, jokes about gender-specific traits, or references to appearances.

Insulting or sexually suggestive written, recorded, or electronically transmitted messages.

Display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.

Application of Policy

Every employee, supervisor, and manager have a responsibility to keep the workplace free from any form of discrimination and/or harassment, including sexual harassment. Any such harassment or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees, is prohibited. The Policy shall be deemed to apply to all conduct in CMD's workplace, as well as to any work-related setting outside of CMD's workplace, such as business trips, business meetings, and business-related social events. Any employee, supervisor, or manager who is found to have violated the harassment and/or discrimination Policy may be subject to disciplinary action, up to and including termination, in the sole discretion of CMD.

Procedure for Reporting Harassment and/or Discrimination

All suspected harassment should be reported and CMD provides two different methods for an employee to report or to encourage reporting. CMD cannot attempt to address the questioned behavior if it is not made aware of it. Consequently, it is important that any case of suspected harassment or discrimination, whether an employee observes it or is a victim of it, should be reported one of the following two ways:

1. Report it directly to the Human Resources Manager in writing or verbally. OR
2. Report to any member of Management or a department head that you feel comfortable talking to.

CMD will conduct a thorough, impartial, and timely investigation of all complaints of harassment. All cases of reported harassment are held in confidence to the extent possible.

Violators of this Policy will be subject to disciplinary action in accordance with CMD disciplinary policy. Fair and consistent discipline, up to and including termination will result, depending on the seriousness of the violation and specific circumstances.

CMD is committed to maintaining a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening, or hostile behaviors, physical abuse, vandalism, arson, sabotage, or any other act which, in Management's opinion, is inappropriate to the workplace at CMD.

Retaliation

CMD prohibits any form of retaliation against any employee who reports a suspected incident of discrimination and/or harassment or who cooperates in an investigation of any such conduct. Any individual who violates this Policy or retaliates against an employee in any way may be subject to disciplinary action, up to and including termination, in the sole discretion of CMD. An employee who believes they are being retaliated against for making a report of harassment or discrimination must report it to the Human Resources Manager or a member of Management.

False Accusations

Reports made in good faith even though unsubstantiated are protected. Conversely, false accusations made knowingly will not be tolerated. Making false accusations is a form of misconduct and may impair CMD's efforts to administer this important Policy properly and effectively for the benefit of all employees. Accordingly, such misconduct may result in disciplinary action, up to and including termination, in the sole discretion of CMD.

Investigations

CMD will take the necessary steps to promptly and impartially initiate an investigation of a discrimination and/or harassment claim and will conduct its investigation in as confidential and timely manner as possible. Once a resolution of each complaint is reached, CMD will then communicate its findings to the employee and any of the other parties involved.

All complaints of harassment and/or discrimination will be treated with discretion and as confidentially as possible, except as necessary to investigate the complaint or as required by law. Accordingly, CMD will attempt to investigate and resolve complaints of harassment and/or discrimination in a discrete manner. However, confidentiality cannot be guaranteed. When a supervisor, the Human Resources Manager, or any member of Management is notified of alleged harassment and/or discrimination, an investigation will take place as promptly as possible, which may involve interviewing relevant parties. Refusal to participate in an investigation may lead to disciplinary action up to and including discharge.

Resolution of Complaints of Harassment and/or Discrimination

Misconduct constituting harassment, discrimination, or retaliation may be dealt with promptly and appropriately with CMD retaining the right to exercise discretion in deciding what action is appropriate. CMD may, within its sole discretion, take responsive action which it believes is appropriate under the circumstances. Such action may include any warning or disciplinary action, up to and including immediate termination, as CMD may decide in its sole discretion.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

CMD is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay, benefits, and terms and conditions of employment, to include but not limited to job assignments, classifications, organizational structures, position descriptions, and lines of progression. CMD is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. CMD will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

CMD is committed to offering any qualified employees or applicants employment opportunities regardless of any disability either they or their associations may have. Reasonable accommodation is available to all disabled employees who can perform the essential functions of the job. Any employee desiring an accommodation should speak to their supervisor or the Human Resources Manager. It is the obligation of the employee to make such a request.

Some positions have physical requirements that are job-related and consistent with business necessity, such as positions that require possession of a CDL license or other physical requirements that may be explored pre-employment. However, any other medical examinations necessary to begin employment will not occur until after an offer of employment has been made and accepted. CMD also complies with the ADA's protections for medical records or any other employment records with medical information in them, keeping them separate and available for only those with a need to know.

Any employee with questions or concerns about ADA policy or compliance should contact the Human Resources Manager.

Ethics Policy

CMD is committed to providing a high level of integrity and personal character in the performance of duties. Because we seek public confidence in our services, and public trust of our decision-makers, our decisions and our work must meet ethical standards and demonstrate the highest levels of achievement in following this policy. Our desire to maintain the public trust is essential to our success. Every CMD employee, official, and representative is responsible for that trust. It is easy to *say* what we must do, but the proof is in our *actions*. The following policy statements provide basic principles to guide us as we strive for excellence in our work for the citizens of Chester County. The following policy statements are in addition to compliance with any applicable laws. If any employee has a question about any applicable law(s), these policy statements or the interplay between them, the employee should consult with management for guidance.

1. Employees will not engage in conduct or activity that may raise questions as to the honesty, impartiality, or reputation of CMD or otherwise cause embarrassment to CMD. We communicate honestly and deal fairly with our customers, vendors, employees, and supervisors. We never intentionally misrepresent facts or conceal information. We avoid even the appearance of impropriety.
2. We are professional, safe, and inclusive. We provide friendly, receptive, and courteous services to everyone. We foster teamwork and employee participation, encouraging the representation of different employee perspectives. We do not tolerate unlawful discrimination or harassment of any kind.
3. We place a high value on customer service. We will use our best judgment in making decisions that impact our customers.
4. We give our best each day as we perform our jobs. We will strive to improve our performance and the performance of those around us. However, it is the personal integrity of each employee that is essential to the ethical culture of responsibility and stewardship.
5. We are fiscally responsible. We properly utilize the material, financial, and human resources with which we have been entrusted. We strive to reduce costs and improve the efficiency with which our services are delivered. We seek ways to achieve positive and sustainable change for our community.
6. We act in the best interest of CMD. We avoid conflicts of interest. A conflict of interest occurs when action is taken on a matter in which an employee or their immediate family has a financial, contractual, or employment interest. If we are unclear whether a conflict exists, we will seek guidance from a supervisor, Management, or Human Resources.

7. We never accept any gift or other benefit that may directly or indirectly influence the decisions or performance of our official duties or give the appearance of influencing our decisions. We never accept any amount of money.
8. We view CMD's policies, regulations, and procedures as minimum standards, striving to exceed them. Every employee has the responsibility to ask questions, seek guidance, and report suspected violations and express concerns regarding compliance with the policy and related procedures.
9. We exercise a high degree of personal integrity.
10. We expect our business partners, consultants, contractors, and other third parties with whom CMD does business to abide by these ethical standards.

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Several key questions can help identify situations that may be unethical, inappropriate, or illegal. Ask yourself these questions to determine when to involve a member of Management:

- Does what I am doing comply with CMD's guiding principles and policies?
- Have I been asked to misrepresent information or deviate from normal procedures?
- Would I feel comfortable describing my decision at a staff meeting?
- Is this the right thing to do?

Employment Relationship

Employment Classification

It is the intent of CMD to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by CMD.

Each employee is designated as either NONEXEMPT or EXEMPT (each as defined under the FLSA) from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon notification by the CMD Manager.

In addition to the above categories, each employee will belong to one other employment category.

Full-Time

Full time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work CMD's full-time schedule. Generally, they are eligible for CMD's benefit package, subject to the terms, conditions, and limitations of each benefit program. Full time workers employed by an outside staffing agency and assigned to work for CMD are not eligible for benefits in that they are not employees of CMD.

Part-Time

Part-time employees are those who are not full time or in introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security, workers' compensation), they are ineligible for most of CMD's other benefit programs except perhaps for the South Carolina Retirement Plan. Human Resources can provide further information to any employee that makes a request. Part-time workers employed by an outside staffing agency and assigned to work for CMD are not eligible for benefits in that they are not employees of CMD.

Introductory

Introductory employees are those whose performance is being evaluated to determine whether employment in a specific position or with CMD is a good fit for both CMD and the employee. Employees who satisfactorily complete the 6-month introductory period will be notified of their new employment classification upon completion of the introductory period and evaluation. However, this does not mean that employment is guaranteed nor does successful completion of the introductory period alter the employee's at-will employment status.

Temporary

Temporary employees who are employed through CMD may be eligible for medical benefits if they work an average of 30 hours per week or more. Employees in a non-permanent position, who does not have benefits, and does not earn annual or sick leave may choose to opt out of the South Carolina Retirement System. Temporary employees employed by an outside staffing agency are not eligible for benefits regardless of the number of hours they work in that they are not employees of CMD.

Working Retiree

Working retirees are those retirees who continue to work even though they are officially retired in the South Carolina Retirement System. They are eligible for benefits according to the category they are classified in (Full-Time, Part-Time, or Temporary). (See also Health Insurance for Eligible Retirees under the Employee Benefits section).

Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CMD uses this period to evaluate employee capabilities, work habits, and overall performance. The supervisor may hold several formal and/or informal discussions with the employee to determine progress, suitability, and compatibility in the position. The supervisor may conduct verbal or written evaluations at the completion of 180 days. All final decisions to continue employment are made by the Executive Director. CMD may end the employment relationship at any time during the introductory period, with or without cause or advance notice, as well as at any time during employment, even following completion of the introductory period. At the completion of the introductory period, merit-based pay adjustments may be awarded to employees by CMD at the discretion of the Manager.

All new and rehired employees work on an introductory basis for up to the first 180 calendar days after their date of hire. If CMD determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period at the discretion of the Manager. Upon satisfactory completion of the initial

introductory period, employees enter the appropriate employment classification for which they were hired (see Employment Classifications).

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Introductory employees who are not employed through an outside staffing agency and are scheduled to regularly work 30 or more hours are eligible for medical, dental, vision, long term disability (LTD), and life insurance beginning the first of the month after being hired. Upon completion of the introductory period, they may also be eligible for other CMD-provided benefits, subject to the terms and conditions of each benefits program. As a condition of employment, participation in the South Carolina Retirement System is required on the first day of employment. Employees that are not classified as full-time may be able to opt out if the position meets certain criteria. Employees should read the information for each specific benefits program for the details on eligibility requirements and consult with the Human Resources Manager. Any discrepancy between the information in this policy and any plan documents are governed by the plan documents themselves.

Hiring / Job Postings

CMD provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, fulltime job openings are posted, although CMD reserves the right and discretion to not post a particular opening. Further, CMD reserves the right to hire as it sees fit.

Job openings may be emailed and posted on the employee bulletin board or other high traffic areas and normally remain open for approximately 10 days. Each job posting notice may include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

Employees may apply for any position for which they are qualified if they have been in their current position at least 12 months. Executive Director may make exceptions for employees who are applying for positions that are considered by CMD to be promotions from their current job. CMD reserves the right to determine whether this requirement may be waived in its sole discretion. Qualification is judged based on skills, competence, and the requirements of the job opening. Salary range may be posted on the job posting. Depending on the merit of the employee and the desired position, the current salary structure may dictate a salary increase or decrease.

To apply for an open position, employees should submit an application to the Human Resources Manager indicating their desire for the job opening, listing their job-related skills and accomplishments. It should also describe how their current experience with CMD and prior work experience and/or education qualifies them for the position.

Employees who are promoted or transferred within CMD must complete an introductory period for the reassigned position. Written or verbal evaluations may be done at the completion of 180 days. In cases of promotions or transfers within CMD, an employee who, in the sole judgment of CMD, is unsuccessful in the new position, can be removed from that position at any time during the evaluation period. If this occurs, CMD will strive to return to the employee to the employee's former job or to an available and comparable job for which the employee is qualified, depending on the availability of such positions and CMD's needs as determined by CMD in its sole discretion.

CMD recognizes the benefit of experience and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions according to the best interest of CMD.

CMD retirees may apply for posted jobs by completing a job application. If the retired employee is selected for the job opening, the retired employee shall be paid according to the salary structure of the job. A retired employee returning to work will be considered a new employee for purposes of all CMD employment policies. As with all other employment by CMD, the decision to hire a retiree for any position is at the sole discretion of the Executive Director. CMD is required to enroll eligible employees into the South Carolina Retirement System. CMD assumes no liability upon hiring a retired employee for any impact such employment may have on retirement or other benefits of that employee.

Employment Application

CMD relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in CMD's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. This is a decision that is within the sole discretion of CMD.

Employment applications are retained for one year. An employment application is considered active for 180 days. After that time, an applicant would need to resubmit an application to be considered for any open jobs.

Immigration Compliance

CMD is committed to employing only those individuals who may legally work in the United States. CMD does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, after an employee has received a job offer and accepted the job, the new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three business days of the first day of work for pay. Former employees who are rehired must also complete the form if they have not completed an I-9 with CMD within the past three years, or if their previous I-9 is no longer retained or valid. CMD participates in the E-Verify program, an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.

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

Work Schedules

The normal work schedule for all administrative non-exempt (as defined in the FLSA) employees is 7.5 hours a day, 5 days a week and for all field non-exempt employees is 8 hours a day, 5 days a week; however, some employees may be required to work varying hours. Water plant personnel work schedule will be set by the Plant Superintendent and may vary depending upon manpower requirements. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Overtime may be required as part of the job requirement.

Some employees are required to be on-call for after hour and holiday calls and service. These employees will be notified by their supervisor of their schedule for on-call duty. The work schedule for all exempt employees varies. All exempt and non-exempt (as defined in the FLSA) employees are expected to begin the workday at the assigned time.

Rest and Meal Break

Each workday, employees are provided with one rest/meal period not to exceed one hour. However, the schedule is subject to change due to deadlines, emergencies, or schedules. Supervisors will advise employees of the regular rest/meal period schedule. Rest periods are a privilege and shall not interfere with deadlines or schedules. Any change in normal rest and meal periods must have prior supervisory approval.

All rest/meal periods of less than 30 minutes will be paid. All rest/meal periods of 30 minutes or longer will be unpaid. All hours worked, rest periods, and meal breaks must be recorded accurately (see also timekeeping).

Overtime

When operating requirements or other needs cannot be met during regularly scheduled working hours, non-exempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must be approved in advance of working overtime hours by a supervisor or manager. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off will not be considered hours worked for performing overtime calculations with the exception of holiday hour and jury/court appearance hours. A full week of a regular work schedule (40 hours) must be completed prior to compensation for overtime at the time and a half rate.

Overtime Compensation for Non-Exempt Employees

Non-exempt employees will receive overtime pay at 1.5 times their regular hourly rate for all hours worked in excess of 40 in a work week (as defined by FLSA).

Employees are not allowed to work over 16 hours continuously in any 24-hour period without a rest period of at least 6 hours unless approved by Management. The 24-hour workday shall begin and end at 8:00 am each day.

Overtime – Exempt Employees

Professional, executive, and administrative employees, as defined by the U. S. Department of Labor, are exempt from receiving overtime pay. Exempt employees receive a set salary and do not receive additional pay or time off for hours worked over 40 in a work week.

On-Call

All CMD employees in positions that provide direct service to the water system are subject to on-call work. Exempt employees are considered to be available for special duty at any time and may be required to have a cell phone so they can be easily contacted.

Non-exempt employees may be placed on-call at times by their supervisor. Most of these employees will have an CMD issued vehicle and a cell phone. An on-call phone will be provided to employees that do not have an CMD issued phone but are required to be on-call.

Employees on light duty are not eligible for on-call opportunities.

When on stand-by or on-call, employees are to be available for call either by way of telephone for easy contact. The person on main call must be within CMD's service territory and able to respond by phone call or be on-site within thirty (30) minutes after receiving the call to report. Person on stand-by call should be on-site within one hour of the call from main call.

Employees' on-call shall be scheduled on a rotating schedule among the other employees in their department. A written schedule may be provided ahead of time for employees to know when their scheduled on-call time shall be.

Timekeeping

A pay period begins on Friday morning at 12:00 am and ends two weeks later at 11:59 pm on Thursday. All pay periods are for two weeks and all time must be verified by the supervisor and submitted to Payroll by noon on the Monday ending the two week pay period.

All employees are required to accurately record time worked (based on their classification). Non-exempt employees will utilize the Workforce Ready timekeeping software for clocking in and out each workday. Overtime work must always be approved by the immediate supervisor before it is performed and properly recorded as required. Non-exempt (as defined in the FLSA) employees who work overtime without receiving supervisory approval and who fail to properly follow time recording procedures may be disciplined.

Federal and state laws require CMD to keep an accurate record of time worked in order to calculate employee pay and benefits.

Non-exempt employees must keep an accurate record of calls received and time spent on the telephone answering or resolving the situation and submit it to payroll or record it on their time record. Receiving a call that merely requires the employee to report to a call is not compensable, but a telephone call that requires the employee to discuss any work-related issue or the subject of the call is compensable. For those designated to answer calls after hours, an employee will be paid for 15 minutes of work even if the response took less than 15 minutes. However, if the response took more than 15 minutes, the employee will be paid for the actual time worked. This does not mean that an employee responding will be paid 15 minutes for every call received but, instead, any time spent responding to calls that doesn't exceed a total of 15 minutes will earn a minimum of 15 minutes pay. Response time includes receiving calls and responding to calls.

If an on-call employee must respond in person pursuant to a call, a minimum of 2 hours will be paid for each call, even if the response takes less time than that, while any time over 2 hours will be paid as time worked. If the employee is then called out on another call after responding to the first call and the second call and response required is still performed within the 2-hour time frame payable from the first call response, the employee will not be paid another 2 hours. Only when the response time exceeds the two hours will additional time worked be added. For example, an employee is called out then receives another call while in route to the first call. The second call does not constitute another 2-hour period. The employee is already receiving pay within the 2-hour time frame on the first call.

Non-exempt employees must be paid for all hours worked. Therefore, they should not perform work duties for CMD while not being paid. This includes working before clocking in, working after clocking out, or working during an unpaid break. If an employee is not permitted at least thirty minutes uninterrupted by work for a meal break, the employee must notify their supervisor. Conversely, if a non-exempt employee needs to leave work for personal business, they should get approval from their supervisor and clock out while performing non-work-related activities.

Altering, falsifying, tampering with time records, or recording time on another employee's time record is not allowed and could result in termination.

Payment of Wages

Employees are paid via direct deposit on a bi-weekly schedule (every other Thursday). Paystubs will be emailed to each employee and can also be accessed through Employee Self Service. Employees can also request a printed copy of their stub as needed.

Employees should examine their paystubs to ensure they have been paid for hours worked and no improper deductions have been made. Any payment errors must be reported to Payroll or Human Resources within 14 calendar days. Provided CMD has complied with all state and federal laws governing the electronic deposit of an employee's wages, CMD shall have no responsibility, obligation, or liability to any employee in the event the funds provided by CMD are not timely credited to the employee's designated account.

If a regularly scheduled payday falls on a day off such as a holiday, employee's compensation will be deposited on the last banking day before the regularly scheduled payday or on the regularly scheduled payday if banking schedules allow it.

Employees who have received CMD property, such as uniforms, tools, equipment, keys, identification badges, phones, laptops, and other items belonging to CMD should be returned at the time of termination. Employees that do not return these items shall be responsible for reimbursing CMD for any outstanding monies owed at the end of employment or the value of the company property not returned.

Emergency Closures

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt company operations. In extreme cases, these circumstances may require the closing of CMD facilities.

It is the policy of CMD that should Management decide to close the office, the following procedures will take effect:

Management will notify all supervisors that weather and/or road conditions are such that a delayed opening or closing of the CMD office is necessary. All supervisors will be responsible for notifying their employees of a delay or closing.

It may be necessary that certain employees work on the days facilities are closed or have a delayed opening time. All employees shall remain in the local area and be ready, willing, and able to report to work if required during emergency closings. Only those employees asked to report in these situations are approved to do so. Any other employee who reports when CMD is closed due to inclement weather without being asked to do so is subject to discipline. Certain employees and office personnel may be required to work and will be compensated as follows:

All non-exempt employees required to work when the company is otherwise closed due to inclement weather will be eligible for regular pay plus overtime (subject to the overtime policy).

Due to the increased potential for an accident during emergency closings, only employees that are required to work should report as instructed by their supervisor. Should transportation be needed for employees to report to work, it will be provided by CMD and coordinated by the department supervisor.

Should the office close for an emergency, all full-time and introductory (not part-time) employees will receive normal compensation for a regular workday. Employees who have been previously approved for vacation time or sick leave on the day of the emergency closing are ineligible for emergency closing compensation. Employees in all other employment categories including employees on leave without pay are not eligible to receive compensation for emergency closings. In order to be paid for the normal working day when the office closes early, the employee must have reported to work at normally scheduled time and stayed until dismissal.

The Water Plant is not subject to closure and employees will report according to the Plant Superintendent.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their duties with CMD or do not gain an unfair advantage over non-employee third parties. However, CMD is the primary employer and employees must report to CMD if they are considering an outside position before

accepting it. All employees are expected to meet CMD performance standards and will be subject to CMD's scheduling demands, regardless of any existing outside work requirements. Failure to do so in the sole discretion of CMD may result in discipline up to and including termination.

If CMD Management determines that an employee's outside work interferes with that employee's ability to meet the requirements of employment with CMD (requirements may be modified from time to time in the sole discretion of CMD), employees performing outside work may be notified of the issue and expected to comply with CMD's requirements. Failure to do so may result in disciplinary action, up to and including termination.

Employees of CMD who have outside employment shall not use their employment with CMD to gain an unfair advantage over non-employee third parties or create a conflict of interest with District operations. As an example, if an employee of CMD is also employed as a plumber, that employee may not use non-public information gained from employment with CMD to his advantage as a plumber and to the detriment of any non-employee third parties who compete with him as a plumber. An employee shall not perform the same duties for CMD with their day-to-day duties and also contract with CMD for the same duties of contractor work. An example of this would be a water maintenance employee who would also want to work as a contractor installing water taps or repairs after hours. This policy is in place to prevent employees from receiving any income or material gain from individuals outside CMD for materials produced or services rendered while performing their jobs.

Employees may not engage in outside employment activity while on CMD work time or at CMD workplaces. Employees may not use CMD equipment or resources to complete outside employment duties.

Employees of CMD that have a connection to or relationship with outside firms that engage in business with CMD have an obligation to CMD to disclose that connection or relationship, in order to eliminate any actual or potential conflicts of interest. No such connection or relationship between an employee of CMD and those outside firms shall result in any individual benefit or personal gain for any employee of CMD, including at the management level.

Nepotism

Persons in the same immediate family may not be employed. Immediate family is defined as spouse, parent, child, stepparent, grandparent, grandchild, brother or sister, parent-in-laws, employee's spouse's stepparent, grandparents, child, grandchildren, sibling, grandparent-in-laws, brother-in-law, sister-in-law, and employee's child's spouse. The immediate family is considered to include stepparents, stepchildren, stepbrothers, and stepsisters when the employee and the step-relative have lived together regularly in the same household.

If employees become related by marriage and create a situation prohibited by this Policy, one of the employees may be asked to give up their position. CMD may transfer the removed employee to another position if, in the Manager's sole discretion, a transfer is practical and beneficial to CMD. CMD will choose which employee will be asked to give up their position or be transferred. Unrelated employees or extended family members residing together in the same dwelling are treated as being within the immediate family of each other for the purposes of this nepotism policy.

It is strongly discouraged for a supervisor to enter into an intimate relationship with an employee whom they directly or indirectly supervise. An intimate relationship, dating, or any such employee personal involvement shall be considered the same for the purposes of this nepotism policy. If such a relationship begins, the supervisor must report the relationship to the Human Resource Manager so Management can determine if a transfer or alternate reporting arrangement should be made.

At the Executive Director's discretion, the District may employ a family member if neither member occupies a position which has influence over another's employment, promotion, salary administration or other related management or personnel considerations; or interacts with another in the handling of money.

Separation of Employment

An employee wishing to resign voluntarily (initiated by the employee) are asked to provide written notice to their supervisor and Human Resources at least 10 working days in advance of the last day worked. If applicable, Human Resources will meet with the employee prior to their last day to review any options to continue benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Exit Interviews

When employment is terminated, whether voluntarily or involuntarily, the Human Resources Manager will perform an exit interview with the employee prior to their leaving employment.

Final checks are issued on the next regularly scheduled pay day for the pay period of the termination.

Returning CMD Property

Employees are responsible for items issued to them by CMD or in their possession or control, such as the following:

- Cell phones, tablets, laptops and power devices
- Handheld devices
- Gas/fuel cards
- Wireless gate openers
- Credit cards
- Equipment
- Keys
- Protective equipment (PPE)
- Tools
- Uniforms
- Vehicles
- ID badge

Upon learning of the pending termination of an employee, the employee's supervisor and Human Resources Manager will verify all CMD property has been returned by the employee prior to termination, and all CMD property is in acceptable condition. All CMD property must be returned by employees on or before their last day of work in acceptable condition. Where permitted by applicable laws, CMD will withhold from the employee's check or final paycheck the cost of any items that are not returned when required or not returned in acceptable condition. CMD may also take all action deemed appropriate to recover or protect its property including proprietary information. Where permitted by applicable laws, any other amount owed CMD by the employee will be withheld from the final paycheck.

Workplace Guidelines

Attendance

This policy is established to provide clear and consistent guidelines for all CMD employees. It is extremely important to have CMD employees at work during scheduled work hours in order to provide service to customers. Absenteeism can cause hardship and additional work responsibilities for those coworkers who must assume the responsibility of the daily operation. Being present and available for work is an important part of an employee's responsibility as a member of the CMD team and considered part of good performance.

Absences due to approved leave situations, if the requirements outlined in other provisions in this Policy are met, will not be counted against an employee's attendance record.

Overview

To maintain a safe and productive work environment, CMD expects all employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on CMD. Employees who are unable to report to work should notify their direct supervisor at **least 30 minutes before** the start of the workday stating the situation and location where the employee can be reached. Supervisors can be reached via cell phone. If no answer, then a voicemail should be left. In some cases, when supervisors are out of the office, there will be a designated supervisor filling-in for their duties while absent. The employee shall then notify that designated supervisor. If the supervisor is unable to be reached, then the employee may contact the Operations Manager or Human Resources Manager.

A 30-minute notice is the minimal requirement for notifying supervisors; however, it does not ensure approval of the request. Excessive patterns of short notice requests will not be tolerated and is grounds for discipline, up to and including termination.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor at least thirty minutes in advance of the anticipated tardiness or absence. If the employee is unable to notify their supervisor, a designated representative of the employee should notify the employee's supervisor as soon as possible. The direct supervisor must also be contacted on each additional day of absence unless the employee knows the length of absence and has notified their direct supervisor of the days the employee will be absent.

Poor attendance and excessive tardiness are disruptive and are considered poor performance. Either may lead to disciplinary action.

Unless your absences qualify for protective leave under federal or state law, an absence of two consecutive scheduled days without proper notification will be considered by CMD as a voluntary resignation and you will be considered to have abandoned employment.

Leaving work early without your supervisor's approval may also be deemed as walking off the job, and therefore, may be considered a voluntary quit.

Performance Evaluation

Supervisors and employees are encouraged to communicate with each other about the employee's job performance and goals throughout employment. A performance evaluation may be conducted at the end of an employee's introductory period by the Supervisor. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

A formal written performance evaluation of all employees is generally conducted on an ongoing 12-month cycle, beginning at the employee's date of hire.

Merit-based pay adjustments may be awarded by CMD in an effort to recognize exemplary employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation process, and is in the sole discretion of CMD. All pay adjustments must be properly budgeted.

Staff Development and Training

The District may sponsor training for employees to improve or secure those skills necessary for the efficient and effective operations of the District and to ensure uniformity in the administration of staff development and training programs to afford all employees the opportunity to enhance their knowledge, skills, and abilities.

The District may require an employee to take a specific course or exam that will help improve the employee's performance in the present position or acquire skills necessary to perform additional job duties to meet the District's needs. If required, the District will then pay all costs of the course, including tuition, fees, books, and examinations. The District will pay for an employee to take an approved course one time and examination a second time should the employee not successfully complete the exam on the first attempt and will pay 50% of the exam for a third time. The District shall not pay any portion following three failed attempts. Attendance at required courses will constitute work time.

Expenses for required job training, education, certifications, or attendance at professional conferences will be reimbursed 100% by the District. In the case of certifications required by the state, the examination fee will be reimbursed one time for each level of certification. Expenses must be approved in advance by the Executive Director or his designee.

Tuition Assistance

Limited tuition assistance may be provided for employees who wish to further their education and by doing so, provide the District with the necessary knowledge, skills, and abilities to perform in an increased capacity in the future. Employees considered for tuition assistance should have an exceptional performance and attendance record and have been employed for at least one year. Upon recommendation by the Executive Director, higher education tuition and educational expenses (books and supplies) may be reimbursed at the rate of 80% of the total cost to the employee (less any scholarship or grant award), upon successful completion of the coursework or program with a "C" or better grade, or a "pass" for pass/fail

courses. Reimbursement is limited to degree programs resulting in an Associate's Degree, or certificate or other programs requiring an equivalent amount of coursework. Coursework for other degree or program pursuits will be considered at the discretion of the Executive Director. An employee receiving tuition and educational expense reimbursement must sign an agreement acknowledging the amounts advanced to him and that he will work for the District at least thirty-six months after completion of the coursework or program. The total amount advanced is forgiven pro rata over the 36-month period. If the employee does not complete the degree or program within an agreed period of time, he must repay the entire amount advanced to him.

Dress Standards

For the purpose of this standard, the term "Management" refers to an employee's immediate supervisor or higher-level Management.

CMD employees are a representation of the District to the general public. Employees should maintain an appropriate and professional appearance in the workplace. In order to achieve this goal, Management will determine and enforce guidelines for workplace-appropriate attire and may vary by department. Management may also address natural or artificial scents that could be distracting or annoying to others.

Employees are expected to present a professional, businesslike image to customers, visitors, and the general public. Acceptable personal appearance is an ongoing requirement of employment with CMD.

Any employee who does not meet the standards as outlined by CMD will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly (non-exempt) employees will not be compensated for any work time missed because of failure to comply with the dress code.

Administrative employees are encouraged to dress professionally. Clothing that reveals cleavage, back, chest, stomach, private areas, buttocks, or undergarments is unacceptable. Clothing that is too short or too provocative is also unacceptable. Leggings must be fully covered by a top that reaches to at least mid-thigh and must be fully opaque. Torn or dirty clothing is unacceptable. Employees' clothing should not have any graphics, wording, pictures, or other emblems except for CMD's logo except on Fridays when team spirit can be worn. This includes caps, hats, coats, shirts, pants, and shoes. A small name brand logo is allowed on personal clothing (i.e. Izod) with the exception of hats which must have the CMD logo.

Uniformed employees are expected to wear company supplied uniforms once all evaluation periods have expired and uniforms have been provided to the employee. Uniformed employees are allowed to wear sweatshirts, T-shirts, or other approved shirts which have the company logo on them any day of the week. Safety shoes are required at all times for all uniformed employees. Employees are encouraged to monitor the uniforms provided to them to ensure they fit properly and do not show any signs of holes or excessive wear. Employees must notify the uniform company of the need to replace any pants or shirts provided to them in times of need through the normal notification process provided by the company.

Suggested clothing to wear in our office environment includes both casual and dress shirts, sweaters, golf-type shirts, blouses, turtlenecks, dress slacks, corduroys, khakis, and dress capris. Also recommended are casual and business dresses and skirts. All dresses and skirts should allow you to sit comfortably in public and allow for bending.

Please consider the following as you strive to be professionally dressed:

1. All pants should come below the knee while standing. Shorts are not allowed.
2. No beach/pool flip flops.
3. Leggings should be covered by a tunic or dress that reaches to at least mid-thigh.
4. No exercise attire should be worn during work hours.
5. A tank top or spaghetti strap top must be worn with a shirt underneath or a jacket or sweater over it.

No dress standard can cover all contingencies so employees must exercise a certain amount of professional judgment in their choice of work clothing. If you are uncertain about acceptable professional and casual attire for work, please ask your supervisor. Exceptions to these standards may be granted for religious or medical reasons, or for reasons deemed appropriate by Management.

Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of CMD.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. The maximum amount allowed for reimbursement is derived from the US General Services Administration's standard rate for per diem meals in South Carolina.

Management may adjust these rates at their discretion. Employees are not to charge alcoholic beverages to the company and will not be reimbursed for the purchase of such beverages. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance by Management. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit an Expense Voucher and supporting documentation to obtain reimbursement of expenses. The Expense Voucher must be approved by the employee's supervisor before being submitted. If an employee has access to a District vehicle, they are required to drive it. If they choose to take their personal vehicle, mileage will not be reimbursed.

Exempt employees will be paid their regular salary for time in which they travel. Non-exempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Travel Policy for Non-Exempt Employees

CMD abides by the Fair Labor Standards Act (FLSA) when compensating non-exempt employees for travel time. Normal travel time from home to work and work to home is not considered hours worked (except for on-call personnel responding to calls after hours).

If the employee takes a meal break of 30 minutes or more while traveling, it is not considered hours worked. If an employee must travel as part of his or her normal work activities, it is considered hours worked if the travel time expands over the employee's regularly schedule hours of work.

If the employee is required to travel to another city and return home the same day, the time traveled to and from the other city is considered hours worked, less the amount of time it normally takes the employee to travel to and from home to CMD. EXAMPLE: An employee normally works Monday – Friday 8am – 5pm. The employee must travel to a seminar in another city on a Tuesday, and leaves at 6:30am and arrives at the seminar at 8am. The employee takes an hour for lunch. The employee departs the seminar at 5pm and arrives home at 6:30pm. The employee is paid for 11 hours but not paid for the lunch hour.

If an employee uses some form of public transportation instead of driving, the travel time between the employee's home and the point where he or she obtains the transportation is not considered work unless it falls within the employees regularly scheduled workday.

If the travel time requires an overnight stay, hours worked are only during the period of time the employee performed services. Time at dinner or in the hotel after performing work is not compensable. Travel time that is outside normal work hours is not considered hours worked. EXAMPLE: An employee normally works Monday – Friday 8am – 5pm. This employee must travel out of town for an overnight stay to perform CMD duties. The employee leaves at 7am on a Thursday and performs services on location until 6 p.m. He took a one-hour lunch break. The employee then goes out to dinner and returns to the hotel. The employee reports to the same location to work Friday at 8 and works until 5, taking another one-hour lunch break and then travels home arriving at 7pm on Friday night. The employee is paid for any time traveling on Thursday or Friday that occurs during the normal workday, and for actual hours of service, but not the time for lunch or in the hotel or at dinner following end of work. Therefore, employee is paid for hours worked on Thursday from 8 am to 6 pm, less an hour for lunch, and on Friday from 8:00 am until 7:00 p.m., less an hour for lunch, if the employee was driving, or if not driving, until 5:00 pm on Friday less an hour for lunch.

Note: If an employee performs any work while traveling, it is considered hours worked even if those hours are outside of his or her normal work schedule. The employee must receive supervisory approval prior to performing work outside of their normal work hours (except for on-call personnel). EXAMPLE: The employee normally works 8am – 5pm. They attend a seminar that will require them to stay overnight. The seminar ends at 5pm. Their supervisor told him that they should perform duties that evening. They go back to their hotel room and perform duties for the next hour. They are due one hour pay in addition to the hours they were compensated for when they were in the seminar.

It is the employee's responsibility to accurately report their hours worked while traveling because CMD would otherwise not know what hours were worked. This can be done by keeping a written record of all time worked including departure times, arrival times, actual time worked, and lunch breaks.

Computers, Internet, Email, and Other Technology Usage

CMD provides a wide variety of technological tools and resources for the purpose of day-to-day business activities. These tools and resources may include computers (laptops, desktops, tablets, handheld devices), telephones (desk or mobile phones), voicemail, fax, scanner, internet, email, text messaging, or any other District provided technology. The use of these tools and resources are reserved for CMD employees conducting business-related matters and for authorized purposes only.

Brief and occasional personal use of the electronic mail system or the internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to CMD. Employees have no reasonable expectation of privacy as to any communications they make on CMD tools and resources.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to distract, intimidate, or harass coworkers or third parties, or disrupt the workplace.

Use of CMD's computers, networks and internet access is a privilege granted by the Manager and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Engaging in private or personal business activity that affects one's job duties;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately transmitting harmful content (including malware, viruses, or other malicious content) that can compromise CMD networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Disabling CMD networks or systems;
- Causing congestion, disruption, alteration, or impairment of CMD networks or systems;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on CMD systems and applications.

Using CMD systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is prohibited. "Material" is defined as any visual, textual, or auditory medium. CMD electronic mail system, internet access, and computer systems must not be used to violate the laws and regulations of the United States or other local jurisdiction in any way. Use of CMD resources for illegal activity is prohibited. CMD will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual internet activities, e-mail use, and/or computer use.

Ownership and Access of Electronic Mail, Internet, and Computer Files

CMD owns the rights to all data and files in any computer, network, or other information system used. CMD also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using CMD equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by CMD officials at all times. CMD has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or the Manager.

Confidentiality of Electronic Mail

Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of email for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of CMD policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Social Media Guidelines

This Policy pertains to personal social media use performed by CMD employees, and social networks.

CMD's personal social networking media policy applies to all executive officers, board members, management, and staff.

Personal Use of Social Media

Personal use of social media is defined as social media networking that you engage in on your personal time and on your personal computer or cellular device. Social media sites are online platforms that enable its users to connect with other users and to share information (LinkedIn, Facebook, Instagram, Twitter, Snapchat, or others).

Employees are prohibited from engaging in social media networking during work except on their breaks. The use of the CMD internet to access personal websites is limited. Exceptions may be made when CMD sponsors a website for business reasons or otherwise approves a legitimate business use.

CMD takes no position on your decision to start or maintain a blog or participate in other social networking activities outside of work. However, it is the right and duty of CMD to:

- 1) require you to refrain from making any comments pertaining directly or indirectly to CMD or its business, without disclosing that you are not speaking on behalf of CMD; and
- 2) protect itself from unauthorized disclosure of CMD information.

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of CMD. Employees may not publicly discuss customers, members, products, or services, while engaging in personal social media. Employees are expected to protect the privacy of CMD and its customers. Employees are prohibited from disclosing confidential, proprietary, or nonpublic information to which employees have access. Such information includes but is not limited to customer information, trade secrets, financial information, and strategic business plans.

The publication of confidential information is prohibited. If employees are uncertain whether information is confidential, they should consult their supervisor, Human Resources, or Management.

Personal websites which indicate the individual's place of employment should include disclaimers that the opinions provided do not represent the views of the CMD. Employees are not permitted to post anything on behalf of CMD and should use a disclaimer that makes it expressly clear that any of your posts or views are yours alone and not reflective of the views of CMD.

These restrictions apply not only to employees' personal websites, but to postings on other websites, including the personal websites of non-employees.

Employees must follow CMD nonviolence, confidentiality and harassment/discrimination policies when engaging in off-duty social media.

Monitoring

Employees are cautioned that they should have no expectation of privacy while using office systems and the Internet while on office systems, even if the employee is accessing personal sites or personal email on the CMD equipment. Your personal social media networking postings using CMD equipment can be reviewed by anyone, including CMD.

CMD reserves the right to use content management tools to monitor, review or block content on CMD blogs that violate CMD blogging rules and guidelines.

Discipline for Violations

CMD investigates and responds to *all* reports of violations of the social media networking policy and other related policies. Violation of the CMD's social media networking policy will result in disciplinary action up to and including termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. CMD reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Authorized Social Media Networking

CMD recognizes that professional web logs, social media networking and blogging are important for marketing, professional business development and service to its customers. Authorized social networking and blogging is used to convey information about CMD products and services, promote and raise awareness of CMD, communicate with employees and customers, issue or respond to breaking news or negative publicity, and discuss corporate, and department-specific activities and events.

When social networking, blogging, or using other forms of web-based forums, CMD must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Guidelines

The following rules and guidelines apply to social media networking and blogging when authorized by CMD and done on CMD time. The rules and guidelines apply to all CMD-related blogs and social networking entries:

- 1) Only authorized employees can prepare and modify content for CMD social networking entries. Only the IT Department and Executive Assistant are authorized to engage in

Social Media Networking for CMD. Authorized Users must not utilize personal company email for any reference on Authorized social media sites and must always use the company designated email.

- 2) Content must be relevant, add value and meet at least one of the specified goals or purposes developed by CMD. If uncertain about any information, material, or conversation, discuss the content with your manager.
- 3) All employees must identify themselves as employees of CMD when posting comments or responses on CMD's blog or on the social networking site.
- 4) Any copyrighted information where written reprint permission has not been obtained in advance cannot be posted on CMD's blog.

The IT Manager is responsible for ensuring all social networking information complies with CMD's written policies. The IT Manager is authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

Content

All content posted must be appropriately professional, grammatically correct, reliable, and accurate.

The IT Manager must be especially vigilant to ensure that no content is defamatory. Reference to third persons should be avoided for this reason if possible.

Content must not infringe on intellectual property rights of third parties. To the extent that reference to such material is required, credit should be given to the original author in the text and wherever possible. Furthermore, post only as much of the content that is needed (not the whole article, for example).

The IT Manager should ensure that any comments harmful to CMD or its members will be removed as soon as possible.

All blogs must contain a disclaimer that no professional advice is being dispensed.

Ownership of All Content

CMD owns all content and/or intellectual property created for and posted to a blog by, on behalf of, or under the direction of CMD's Data Analyst or IT Manager, except as the information which is subject to third-party property rights.

Cell Phones

Personal Cell Phones

Employees are expected to exercise discretion in using personal cell phones while at work. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. When possible, employees are encouraged to make personal calls or send text messages during nonwork time.

District-Provided Cell Phones

CMD may issue a business cell phone to an employee for work-related communications when job duties or business needs demand.

CMD reserves the right to review voicemail, phone calls, electronic mail, and any other information generated or stored on the District-provided device. Information can also be disclosed through the Freedom of Information Act (FOIA).

Employees are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, the employee shall be required to return the District-provided phone. At the time the phone is returned, the employee must delete any and all personal information from the phone but shall not remove any company information therefrom.

From time to time, employees may be asked to present their District-provided phones for inspection. Upon receipt of a request for such inspection, the employee shall not delete any information from the phone and shall immediately turn over the District-provided phone.

If the District-owned cell phone has a security code or “locking” capability, the security code or “unlock” code selected by the employee must be provided to CMD. If the District-owned cell phone has facial recognition software, the back-up security code must be provided.

Cell Phone Safety and Driving

Safe driving is the first priority when operating a CMD vehicle. Your first responsibility is to pay attention to your driving. Never allow a cell phone or other mobile device to distract you from concentrating on driving.

Under no circumstances should you feel that you need to place yourself or others at risk while driving to fulfill business needs. You should follow these procedures to avoid distracted driving:

- Follow all state and local laws that address the use of cell phones and other mobile devices while driving.
- Avoid using your cell phone while driving, and do not use it as a handheld device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
- Program your destination into navigation apps or GPS devices before you start driving.
- Do not read or respond to text messages or emails or browse the internet while driving.

Employees who fail to follow safety guidelines are subject to discipline.

Customer Service Guidelines

CMD is committed to providing exceptional customer service to both our internal (co-workers within our department and in other departments) and external customers (citizens, visitors). Employees should approach customer service as a priority by:

- Providing quality services in a friendly, efficient, and helpful manner.
- Treating each person as an individual.
- Treating each person with dignity, respect, and courtesy.
- Offering choices when possible.
- Giving information about what is available.

When dealing with customers, we will:

- Be helpful and polite.
- Be professional and positive.
- Listen well and respond effectively.
- Be fair and supportive.

Customer Expectations

Customers have the right to be heard, understood, and respected. However, employees have the same rights. CMD will not tolerate aggressive or abusive behavior, unreasonable demands, or unreasonable persistence. Supervisors should be prepared to support their teams and handle escalations appropriate to the circumstances.

Employee Conduct and Discipline

To ensure orderly operations and provide the best possible work environment, CMD expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

As is the case with all organizations, instances arise when an employee must be disciplined. The discipline which may be imposed includes but is not limited to oral reprimand, written warning, probation, suspension without pay, demotion and discharge. In addition, the District may procedurally suspend an employee pending investigation to determine if disciplinary action is appropriate. If the District determines an unpaid suspension is appropriate discipline, exempt employees will be suspended in full-day increments; non-exempt employees will be suspended in partial or full-day increments. In addition, the District may impose a combination of disciplinary measures. The discipline imposed in any particular situation is at the sole discretion of the District. Nothing in any of the District's policies or by virtue of any past practice of the District requires the District to follow any particular course of discipline. Supervisors and Department Heads must submit terminations to the Executive Director for review.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace (workplace also includes all CMD vehicles and equipment). Further, CMD reserves the right in its sole discretion to determine when conduct rises to the level requiring discipline or termination. The following are just examples of infractions of rules of conduct that are unacceptable and may result in disciplinary action:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of CMD or other's property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sleeping on the job or giving the appearance of sleeping
- Smoking in prohibited areas
- Sexual or other unlawful harassment

- Possession of dangerous or unauthorized materials, such as explosives, in the workplace
- Excessive absenteeism or any absence without proper notice
- Unauthorized use of telephones, computers, mail system, or other CMD property
- Failure to resolve debts to the District (after reasonable attempts to work out a solution)
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Use of cell and desk phones for non-work-related business that is not brief and occasional and affecting job duties as determined by the employee's supervisor
- Negative attitude, excessive gossiping, or other conduct that rises to the level of disrupting the workplace.

Employment with CMD is at-will, and CMD may terminate that employment at any time, with or without cause, and with or without advance notice.

Remote Work

Some job positions, depending on the nature of the work, can be done remotely on limited occasion. CMD considers remote work to be a flexible work option when appropriate. Remote work is not an entitlement, or companywide benefit, and in no way changes the terms and conditions of employment.

Consistent with CMD's in-person work, employees working remotely should:

- Remain available and communicative during scheduled work hours.
- Be able to carry out the same duties, assignments, and other work obligations at the remote location as they do when working on CMD premises.
- Follow all CMD work rules and other policies at offsite work locations.
- Seek a quiet and distraction-free workspace, have reliable internet connection, and dedicate their full attention to their job duties during work hours.
- Maintain their workspace in a safe manner, free from safety hazards.
- Maintain the security of CMD data
- Maintain a log of work performed for supervisory review as needed.

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using CMD's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of a remote work option.

Remote work approvals are made on a case-by-case basis, focusing first on CMD's business needs. Management retains the right to modify and/or terminate the arrangement at any time.

Employee Grievance Procedure:

Step One: The employee must first discuss the problem/issue with his immediate supervisor. The problem/issue may be presented orally or in writing. If the problem/issue is not resolved to the satisfaction of the employee, or if the problem/issue involves the conduct of the immediate supervisor, then the employee may proceed to Step Two.

Step Two: Within ten (10) calendar days of the time the facts upon which the grievance is based became available to the employee, the employee must submit his grievance **in writing using the Employee Grievance Form** to his Department Manager. The written grievance document must include the following: 1) the relief sought and the reason(s) for requesting such relief; and 2) a statement that Step One has been exhausted as required by this procedure. The Department Manager shall review the grievance and may choose to meet with the employee and/or others who might have a work-related interest in the grievance. Within ten (10) days, the Department Manager will respond in writing to the employee's grievance. Failure by the Department Manager to respond is deemed a denial of the grievance.

Step Three: Within twenty (30) calendar days of the time the facts upon which the grievance is based became available to the employee, the employee must submit his grievance **in writing** to the District's Executive Director. The written grievance document must include the following:

- The relief sought and the reason(s) for requesting such relief; and
- A statement that Step One and Step Two have been exhausted as required by this procedure. The Executive Director will review the grievance and may choose to meet with the employee and/or others as he deems necessary or advisable. The Executive Director will respond in writing to the employee's grievance. **THE DECISION OF THE EXECUTIVE DIRECTOR IS FINAL.**

SPECIAL NOTE: Neither the District nor the employee may have a lawyer or other representative present during any phase of the grievance process.

Nothing in this policy shall be construed to prohibit an employee from bringing a problem or concern to the attention of a superior outside the normal chain of command. However, all employees should understand that the superior may direct the complaining employee to attempt to first resolve the situation through his immediate supervisor or to follow the established grievance procedure framework.

Time Off and Employee Leave of Absence

Holidays

CMD will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Good Friday
- Memorial Day (last Monday in May)

- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

CMD will grant paid holiday time off to eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the employee would otherwise have worked on that day. Eligible employees include full-time and introductory employees. Part-time or temporary employees are not eligible.

Normally a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. However, the schedule may be changed by the Executive Director to best meet the scheduling needs of CMD.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt (as defined under the FLSA) employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for all hours actually worked on the holiday provided they have worked 40 regular hours that week. Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

To be eligible for holiday pay, an employee must work the day before and the day after unless they are on approved vacation, or they have a doctor's excuse for themselves or an immediate family member.

Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees eligible to earn and use vacation time are classified as full-time employees.

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

Chart #1
37.5 Hours per Workweek Schedule
Accrual Rate

Years of Service	Hours Per Year	Hours Per Pay Period
Less than 10 years	112.56	4.33
10 but less than 15	150	5.77
15 but less than 20	187.44	7.21
20 years & over	220.32	8.47

Chart #2
40 Hours per Workweek Schedule
Accrual Rate

Years of Service	Hours Per Year	Hours Per Pay Period
Less than 10 years	120	4.62
10 but less than 15	160	6.15
15 but less than 20	200	7.69
20 & over	234.96	9.04

Part-time employees who work a minimum of 20 hrs./week accrue and use annual leave on a pro-rata basis.

To take vacation, employees should request advance approval from their supervisor by completing a time off request in UKG Ready. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. Vacation time off must be applied for and approved prior to vacation time being used. All vacation time off must be preapproved by a supervisor at least 30 minutes in advance. Work schedules, workload, and seniority may be considered when vacation time is approved.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation time is not used by the end of the last full pay period of the calendar year, employees may carry over a maximum of 337.5 hours for 37.5 hours/week employees and 360 hours for 40 hour/week employees hours into the next year. Any unused vacation time in excess of the maximum hours on December 31st shall be forfeited by the employee.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work (not to exceed the maximum carry over amount).

Sick Leave

CMD will provide paid sick leave benefits to all eligible employees for periods of temporary absence due to illness, injury, medical or dental appointments and/or treatment as described herein. Employees eligible to earn and use sick leave are classified as full-time employees.

Eligible employees will accrue annual sick leave at the rate of 4.33 hours per pay period or 112.5 hours per year for 37.5 hour/week employees or 4.62 hours per pay period, or 120 hours per year for 40 hour/week employees. Eligible part-time employees accrue and use sick leave on a pro-rata basis.

If an employee is injured at work and must leave work for medical attention, they will receive full pay for the day of the injury. All employees must immediately notify their supervisor and Human Resource Director of the injury.

Eligible employees may use sick leave for an absence due to their own illness or injury or that of a family member who resides in the employee's household with written medical documentation submitted to the Human Resources Manager for the employee's file. Sick leave absences may also be used for the following family members who may not reside in the household: Son or daughter or stepson or stepdaughter, spouse, parent or stepparent, grandparent or step-grandparent, grandchild or step grandchild, and spouse's parent or stepparent.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor at least 30 minutes before the start of the workday stating the situation and location where the employee can be reached. Supervisors can be reached by desk or cell phone. If no answer, then a voice mail should be left. In some cases when supervisors are out of the office, there may be a designated supervisor filling-in for their duties while absent. The employee shall then notify that designated supervisor. If the supervisor is unable to be reached, then the employee may contact the Human Resources Manager. An employee who fails to provide the requisite notification may not be paid for the sick leave taken prior to notification. The direct supervisor must also be contacted on each additional day of absence unless the employee knows the length of absence and has notified their direct supervisor of the days the employee will be absent.

If an employee is absent more than three consecutive workdays due to illness or injury, a physician's written statement may be required, indicating the employee is eligible to return to work and CMD may designate the time away as FMLA, requiring FMLA medical certification. Verification may also be required for absences due to the illness or injury of a covered family member if the absence was more than 3 consecutive workdays or, in situations of frequent unexcused or excessive absences, CMD may require written medical verification of illness or injury for sick leave absences of less than 3 days. Sick leave may be denied if such written medical verification is not provided.

When planning medical treatment, the employee must advise their supervisor 30 days or more in advance and work with the supervisor to make reasonable effort to schedule the treatment so as not to disrupt unduly CMD's operations, subject to the approval of the employee's healthcare provider. After admittance to a hospital or being placed under a physician's care, the employee must provide a written physician's verification that it is safe for him/her to return to work. The physician's written verification

must include any restrictions (in detail) the employee has that would affect the employee's ability to perform the essential functions of the employee's job.

Sick leave will be calculated based on the employee's base pay rate at the time of absence. Employees may also choose to rely on their short-term disability benefits to offset income at which point CMD will supplement disability payments with paid leave to achieve payment of Employee's regular wage while out on leave. At no time will an employee be able to earn more while out on sick or disability leave than employee would earn if working.

Sick leave will be used to supplement any payments that an employee is eligible to receive from worker's compensation, state disability insurance or voluntary disability insurance programs. The number of days paid will be based on the employee's salary and the amount of disability and/or worker's compensation they are receiving. A minimum of at least one sick day per pay period will be paid to the employee while they are out on FMLA, worker's compensation, or extended medical leave.

Class 2 members (hired before July 1, 2012) are allowed under the SC Retirement System to receive credit for 90 days of unused sick leave towards the employee's retirement calculations for service time. Class 3 members (hired after June 30, 2012) are not allowed to receive credit under the SC Retirement for any unused sick leave towards the employee's retirement calculations for service time.

Full-time employees are permitted to accrue up to 1,462.5 hours for 37.5 hour/week employees, or 1,560 hours for 40 hour/week employees. Full-time employees automatically carryover from one calendar year to the next any accrued, unused sick leave up to a total maximum carryover of 1,350 hours for 37.5 hour/week employees, or 1,440 hours for 40 hour/week employees.

No terminated employee (including retired employees) will receive compensation for any unused sick leave as of the date of termination.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Employees eligible to use bereavement leave are classified as full-time employees.

Up to 3 days of paid bereavement leave will be provided to eligible employees. Bereavement pay is calculated on the base pay rate at the time of absence.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

CMD defines "immediate family" as the employee's spouse, child, parent, stepparent, grandparents, sibling, grandchildren, the employee's spouse's parents, stepparent, grandparents, child, grandchildren, sibling, or the employee's child's spouse. Consideration will also be given to any other person whose association with the employee was similar to any of the above relationships upon approval by Director.

Employees who wish to utilize paid bereavement leave for funeral services for other relatives or friends may do so provided the time off does not exceed 3 hours and they have prior approval from their supervisor. However, such leave must be pre-approved by the department manager and appropriate documentation verifying the employee's attendance may be required. Employees may, with their supervisors' approval, use any vacation leave or time off without pay for additional time off as necessary.

Parental Leave

The District will provide two or six weeks (see below) of paid parental leave (PPL) to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with the adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This leave will require FMLA eligibility guidelines and will run concurrently with FMLA, as applicable.

The amount of PPL available depends on the qualifying event (adoption, birth or foster care placement) and the relationship of the employee to the child. Employees occupying all or part of a full-time equivalent (FTE) position are eligible for PPL as described below:

- **Adoption:**
 - a. Eligible employees who are primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption under the age of 18 are entitled to six weeks of PPL.
 - b. Eligible employees who are not primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption under the age of 18 legally are entitled to two weeks of PPL.
- **Birth:**
 - a. Eligible employees who give birth to a child are entitled to six weeks of PPL.
 - b. Eligible employees whose co-parent gives birth to a child are entitled to receive two weeks of PPL.
- **Foster Care:**
 - a. Eligible employees who foster a child under the age of 18 in state custody are entitled to receive two weeks of PPL.

Lactation/Breastfeeding Policy

CMD supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast

milk for her newborn. CMD will provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public to express breast milk. Breaks of up to 30 minutes are paid. Breaks of 30 minutes or more are unpaid, and the employee should indicate this break period on her time record.

Employees who wish to take advantage of this policy should discuss their needs and schedule with their supervisor or the Human Resource Manager.

Family Medical Leave Act (FMLA)

CMD complies with the Family and Medical Leave Act ("FMLA"). CMD posts the mandatory FMLA Notice and, upon hire, provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act. CMD also posts the DOL supplementary information concerning Military Family Leave at the same location. The function of this posting is to provide employees with a general description of their FMLA rights. In the event of any conflict between this posting and the applicable law, employees will be afforded all rights required by law.

Leave without pay may be granted under the Family Medical Leave Act (FMLA) of 1993 or for other reasons deemed appropriate by CMD. An employee is eligible for up to a 12-weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) unpaid Leave of Absence during any 12-month period (measured backward from the date an employee uses any FMLA Leave) pursuant to the Family and Medical Leave Act ("FMLA") if the employee meets the following requirements:

1. Employee has worked for CMD for twelve (12) months or 52 weeks, which need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years, unless the break in service exceeding seven years is due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the CMD's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. In the 12-month period prior to the FMLA leave request, employee has worked at least 1,250 hours, not including time spent on paid or unpaid leave; works at a CMD site with 50 or more employees within 75 miles of that office or worksite, using available transportation by the most direct route; and employee or an immediate family member has a qualifying event under the FMLA.
3. There are special rules for airline employees who are also eligible for FMLA leave if they worked sixty (60%) of their monthly guarantee and no less than 504 hours in the 12-month period prior to the request for FMLA leave.

Each workweek will be a rolling workweek measured from the date an employee uses any FMLA leave.

In no event shall an employee requesting FMLA leave be entitled to more than twelve (12) weeks or twenty-six (26) weeks of FMLA leave except as specifically provided for by law. However, CMD employees may also be eligible for other leave under applicable CMD policies once FMLA leave has ended. Finally, CMD may also consider leave on a case-by-case basis when no policy otherwise provides leave under the Americans with Disabilities Act.

Spouses employed by the same employer are jointly entitled to a combined total of 12-workweeks of FMLA leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

To qualify as FMLA leave, the employee must be taking leave for one of the reasons listed below:

1. The birth and care of a newborn child of the employee.
2. The placement with the employee of a child for adoption or foster care.
3. To care for a spouse, child, or parent with a serious health condition (physician statement required).
4. When an employee is unable to work because of a serious health condition (physician statement required).
5. Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation or
6. To care for a covered family service member who has been injured or is recovering from an injury sustained while on active military duty in the Armed Forces.

Leave for Serious Health Condition

An employee may take FMLA leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

FMLA leave for a serious health condition covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about FMLA leave should consult with the Human Resources Manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid FMLA leave as provided hereunder, CMD may designate all or some portion of related leave taken as FMLA leave, to the extent that the earlier leave meets the necessary qualifications.

Intermittent FMLA Leave

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. FMLA leave may be taken intermittently whenever medically necessary if that medical need can be best accommodated through an

intermittent or reduced leave schedule. The FMLA permits an employee to take intermittent leave to care for a spouse, child, or parent with a serious health condition, or when the employee is unable to work due to a serious health condition. However, if FMLA leave is for the birth and care of a newborn or placement for adoption or foster care of a child, use of intermittent leave is subject to CMD approval. Any employee who needs reduced or intermittent leave for planned medical treatment must make a reasonable effort to schedule the treatment so as not to disrupt the CMD's operations.

CMD may temporarily transfer an employee using intermittent leave to an available alternative position with equivalent pay and benefits if available and if the alternative position would better accommodate the intermittent or reduced schedule, when leave is foreseeable and planned, or to care for a child after birth placement for adoption or foster care.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach an agreement with CMD before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the intermittent leave is medically necessary.

Medical certification to support intermittent FMLA leave is required. The certification must include the dates and the duration of treatment, as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

Military FMLA Leave Due to Qualifying Exigency

An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to activate military duty or who is already on active duty may take up to 12-weeks of FMLA leave due to a qualifying exigency related to or affected by the family member's call-up or service. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.)

The qualifying exigency must be one of the following:

- a. short-notice deployment,
- b. military events and activities,
- c. childcare and school activities,
- d. financial and legal arrangements,
- e. counseling,
- f. rest and recuperation,
- g. post-deployment activities, or
- h. additional activities that arise out of active duty, provided that CMD and employee agree, including agreement on timing and duration of the leave.

The FMLA leave may commence as soon as the individual receives the call-up notice. This type of leave would be counted toward the employee's 12-week maximum of FMLA Leave in a 12-month period.

CMD requires certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

FMLA Leave to Care for Injured or Ill Service Member

An employee may take up to **26-weeks** of FMLA leave in a 12-month period to care for his or her spouse, son, daughter or parent or next-of-kin who is injured or recovering from an injury suffered while on active military duty and is unable to perform his or her duties as a service member. Next of kin is defined as the closest blood relative of the injured or recovering service member.

Note, the maximum amount of FMLA leave is 26-weeks under this category. Therefore, if an employee requires an FMLA of 12-weeks for his own serious health condition, the FMLA leave under this section would be reduced by 12-weeks.

If a husband and wife both work for CMD and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

CMD will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

Certification of the Serious Health Condition of the Employee, Spouse, Parent or Child

CMD will request medical certification of the serious health condition and the employee must provide such certification within 15 days of the date of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of the FMLA leave.

Medical certification must provide the date the condition began, the expected duration of the condition and a brief statement of treatment. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

If the employee is personally suffering from a serious medical condition, the certificate must state whether the employee is unable to perform work of any kind, or that the employee is unable to perform the essential functions of the employee's position.

CMD through Management or the Human Resources Manager may directly contact the employee's family member's health care provider for verification or clarification purposes. CMD will not use the employee's direct supervisor for this contact. Before CMD makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, CMD will obtain the employee's family member's permission for clarification of individually identifiable health information.

CMD has the right to ask for a second opinion if it has reason to doubt the certification and CMD will pay for the employee's family member to get a certification from a second doctor, which CMD will select. CMD may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, CMD will require the opinion of a third doctor. CMD and the employee will mutually select the third doctor, and CMD will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to FMLA leave and benefits under the FMLA pending the second and/or third opinion.

Recertification

CMD may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, if CMD receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, CMD may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. CMD may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Employee Insurance Benefits While on FMLA Leave

Employees on FMLA leave will be eligible to continue coverage under CMD's medical and dental coverage, if applicable.

If an employee shares in the cost of that coverage, the employee will be required to continue to share in the cost of such coverage and must continue to make this payment while on leave, either in person or by mail. The payment must be received by CMD by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. CMD will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's spouse, parent or child, or a circumstance beyond the employee's control, CMD may require the employee to reimburse CMD the amount it paid for the employee's health insurance premium during the FMLA leave period.

If the employee contributes to a life insurance or disability plan, CMD will continue making payroll deductions while the employee is on paid FMLA leave (i.e., substituting accrued paid time off for FMLA leave). While the employee is on unpaid FMLA leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or CMD may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, CMD may discontinue coverage during the FMLA leave. If CMD maintains coverage, CMD may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Paid Leave Will Be Used While on FMLA Leave

FMLA leave is unpaid. Employees will be required to use and exhaust all available paid leave (sick, vacation and/or disability leave) concurrently with FMLA leave. CMD will first pay sick leave at Employee's regular wage and vacation time once sick leave is exhausted. Additionally, if an employee has purchased short-term disability through CMD's benefits offerings, Employee may choose to apply disability payments to cover paid leave. In this event, disability payments shall run concurrently with CMD paid leave which will be used to supplement the disability payments to reach the Employee's regular salary. This is also true with any long-term disability awarded to the employee. However, at no time will Employee be able to earn more while out on sick or disability leave than Employee would earn if working.

Reinstatement and Key Employees

Employees who return from FMLA leave on or before the expiration date will be reinstated to the same or equivalent position they held before taking leave, in accordance with applicable law.

Key Employees: Under specified and limited circumstances and where restoration to employment will cause substantial and grievous economic injury to CMD's operations, CMD may refuse to reinstate certain highly paid "key" employees after using FMLA leave during which health coverage was maintained. A key employee is a salaried, eligible employee who is among the highest paid ten (10%) percent of employees within 75 miles of the work site.

If an employee has taken FMLA leave due to his/her own serious health condition, CMD may require certification from the employee's Health Care Provider that he/she is fit for duty before the employee can return from FMLA leave.

If CMD receives medical evidence satisfactory to it that the employee will be permanently unable to safely resume all of the essential functions of his or her job, with or without reasonable accommodation, and if reassignment to a vacant position is not possible, then the employee's employment will be terminated. The employee may be eligible for hiring consideration in the event that his or her medical condition allows.

FMLA Leave Procedure

An employee must request FMLA leave by completing a Leave Form and submitting it to the Human Resources Manager. Employees must provide sufficient information for CMD to reasonably determine whether the FMLA may apply to the leave request.

When leave is foreseeable for reasons of childbirth, placement of a child or planned medical treatment for the employee's or their family member's serious health condition, the employee must provide CMD with at least thirty (30) days advance notice or such shorter notice as is practicable (i.e. within 1 or 2 business days of learning of the need for the leave). When the timing of the leave is not foreseeable, the employee must provide CMD with notice of the need for leave as soon as practicable (i.e. within 1 to 2 business days of learning of the need for the leave).

Employees will also be required to provide: (1) Medical Certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member, as well as second or third opinions (at CMD's expense) as needed; and (2) Periodic reports during the FMLA leave regarding the employee's status and the intent to return to work.

CMD will designate FMLA leave using the DOL Designation Notice within one (1) to two (2) business days of receiving notice of the need for leave, and then the employee must provide medical certification of the need for leave within fifteen (15) days of receipt of the designation. It is the employee's responsibility to comply with timely providing of a complete medical certification. Within five (5) business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a revised written response to the employee's request for FMLA leave using the DOL Designation Notice.

In the event an employee requires intermittent FMLA leave to care for an immediate family member or himself, and such leave is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt CMD operations.

For a more complete explanation of FMLA, please see the Human Resources Manager.

Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless the employee makes a request in accordance with CMD's Extended Medical Leave policy, which is separate and distinct from FMLA. The employee must submit a request for an extension, in writing, to CMD. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the approved leave period. It is within the sole discretion of the Executive Director whether to allow the employee to utilize the Extended Medical Leave policy.

Special Military Leave

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is otherwise undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Extended Medical Leave

Extended medical leave for a personal or immediate family member may also be granted when the employee does not qualify for FMLA and/or has exhausted other forms of leave. In order to take leave under this provision, the leave must meet the same definition as that applicable to FMLA and only if the affected employee has exhausted all available accrued leave. CMD will evaluate requests for leave under this provision on a case-by-case basis.

Please note:

- A. CMD cannot guarantee that an employee's position will be held open for the employee upon return nor can employment in a position upon return following this form of leave be guaranteed. Any affected employee may be notified of any other available position when return to work is possible provided an open position the employee qualifies for is available.
- B. If an employee is unable to return on the date established for return to duty, the supervisor must be notified as far in advance as possible. Any employee who fails to return to work on the date established and fails to notify his supervisor may be terminated.
- C. Before allowing the employee to return to work, the employee must present a medical certification from the employee's health care provider with the certificate stating that the employee is able to perform his/her essential job functions.

- D. During the first twelve (12) months for both personal and family leave, the employee is entitled to then existing employee benefits such as health insurance, but no entitlement to any type of monetary compensation. CMD will continue to pay its portion of the employee's premiums for healthcare coverage during this leave up to twelve (12) months from the first day of the leave. The employee shall pay their portion of the premium. Thereafter, the employee must be responsible for 100% of CMD's employee insurance premium costs and all other benefit costs the employee would normally pay. During the first 12 months of leave, the employee is eligible to accrue sick & vacation time. After 12 months of leave, the employee is no longer eligible to accrue sick & vacation time. Unused vacation time that has been earned through this period (not to exceed 160 hours) will be paid to the employee. Any unused sick days will be forfeited.
- E. Availability of Extended Medical Leave is not a guaranteed benefit. It may be denied, revoked, revised, or rescinded at any time at the discretion of CMD.

Personal Leave of Absence

In special circumstances, CMD may also grant additional unpaid leave for any other circumstances that give rise to the need for leave or additional leave beyond the leave provided in these Guidelines. This additional leave is not just for medical or other similar issues, but any sort of personal issues as well, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence are the sole discretion of the Director and CMD and will not be considered unless all other forms of leaves have been exhausted.

Benefits Coverage During Leave

During a period of family or medical leave, an employee will be retained on CMD's health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work upon the expiration of the leave, the employee will be required to reimburse CMD for payment of health insurance premiums during the leave period, unless the reason the employee fails to return is the continuance, recurrence, or onset of either a serious health condition of the employee or the employee's family which would otherwise entitled the employee to leave under FMLA or to circumstances beyond the employee's control.

An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

While on Leave

Every employee on a medical leave or family care leave of absence will be required to use any accrued vacation or other paid days while on leave. Employees who are on an approved leave of absence may not engage in any form of self-employment or perform work for any other employer during that leave, except if required by the employee's status with the military.

Return from Leave

If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to the employee's supervisor or Human Resources Manager preferably at least 10 working days prior to the employee's planned return.

Restoration to Employment

An employee eligible for family and medical leave, with the exception of those employees designated as "key employees" under FMLA, will be restored to his or her position at the same leave or to a position with equivalent pay, benefits, and other terms and conditions of employment of the employee's timely return to work. CMD cannot guarantee that an employee will be returned to his or her original job, but the employee will be placed in an "equivalent position" that is virtually identical to the former position in terms of pay, benefits and working conditions, including privileges, prerequisites, and status. The equivalent position will involve the same or substantially similar duties and responsibilities.

Uniform Services Leave

All eligible full-time and part-time employees are granted military leave in accordance with the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA).

USERRA applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services", which include the Army, Navy, Marines, Air Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services. Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), and initial active-duty training.

USERRA requires CMD to reemploy service members returning from a period of service in the uniformed services. An employee who gives advanced notice of and who leaves CMD for any period of service with the Uniformed Services of the United States is entitled to re-employment under the following conditions:

1. Must have given advanced written or verbal notice to CMD of the impending service (unless providing such notice is precluded by military necessity or is otherwise impossible or unreasonable.)
2. Cumulative service is not in excess of five (5) years (with certain periods of service excepted) as provided in the USERRA.
3. Must report to CMD for re-employment within time periods related to the duration of service.
4. Must have been discharged or released from service "under honorable conditions".

An employee requesting military leave should notify his/her supervisor and the Human Resources Director as soon as possible and is also required to submit a copy of his/her orders to the Human Resources Manager not less than one week before leave begins, except for military emergencies where such notice is not possible.

Employees should inform CMD of training or drill schedules as far in advance as possible.

For ordered military leaves of 30 days or less, CMD will pay the employee's normal rate of pay. The employee must provide military documents substantiating the leave. All leaves of more than 30 days are unpaid.

Upon request, employees going on USL may use any available accrued paid vacation or other personal leave days during the leave.

During a military leave of (30) days or less, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. Employees going on USLA may elect COBRA health plan continuation coverage for themselves and their dependents for up to a maximum of 24 months while in the military. Employees not electing to continue medical coverage during military service are entitled to reinstatement in CMD’s health plan when re-employed, generally, without any waiting period or exclusions.

Persons eligible for re-employment must report or submit an application to CMD as follows:

PERIOD OF SERVICE (DAYS)	NOTICE FOR RE-EMPLOYMENT
1 – 30	Report for work on first full workday after travel plus 8 hours
31 – 180	Submit application within 14 days
181 +	Submit application within 90 days

Failure to report or apply to CMD within these time frames will be considered by CMD to be an absence without notice.

An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated in the course of military service must report to the Human Resources Manager (if the service was 30 days or less) or submit an application for reemployment (if the service was greater than 30 days) at the end of the recovery period, which may not exceed two (2) years.

An eligible person will be reinstated in the position he/she would have held or achieved if his/her employment had not been interrupted by the service, if qualified for that position. If not qualified, after reasonable effort by CMD to qualify her/him, they will be reinstated in the same position she or he vacated.

If the period of service was more than 90 days, the person may be reinstated in a position similar to those above with like status, pay and seniority.

If the person is not qualified for any of those positions, and cannot become qualified with reasonable effort by CMD, the person will be reinstated in another position of lesser status and/or pay for which he/she is qualified and accepts.

Reinstated employees will receive full credit for seniority and other rights and benefits determined by seniority that they had at the start of the leave plus full credit for the period of time spent in the Uniformed Services.

Reinstated employees will be treated as not having incurred a break in service for purposes of pension benefit plan vesting, eligibility, non-forfeiture of accrued benefits and accrual of benefits under the plan.

Employees have the right to be free from discrimination because of their status. If an employee is a past or present member of the uniformed services, has applied for membership in the uniformed services or

is obligated to serve in the uniformed services, CMD will not deny you reemployment, retention, promotion, or any benefit of employment because of this status.

Jury Duty and Court Appearance

Employee compensation while serving on jury duty will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence not to exceed two (2) weeks per calendar year.

Employees must provide a copy of the jury duty or witness summons or subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits. Employees should provide proof from the court for the hours in court as a juror or witness.

Either CMD or the employee may request an excuse from jury duty if, in CMD's judgment, the employee's absence would create serious operational difficulties. If the employee is excused by the court from duty as a witness or juror and is able to travel directly to work and arrive with at least two hours remaining in the workday, he/she is expected to return to work. If the employee fails to return to work, the time excused from court service will be charged against accrued vacation leave. Absences for court appearances in which the employee is a party shall be charged to vacation leave. If their appearance involves their employment with CMD, the Manager will review and approve paid leave if appropriate.

Any fees issued by the court to the employee, including travel expenses, may be kept by the employee.

CMD will continue to provide current benefits for the full term of the jury duty or while the employee is compelled to appear in accordance with the witness summons or subpoena. Employees must continue to pay their portion of the insurance costs while they are on jury duty or subject to a witness summons or subpoena.

Vacation, sick leave, and holiday benefits will continue to accrue during jury duty and witness summons or subpoena.

Time Off to Vote

Employees are encouraged to vote either before or after working hours when practical. CMD employees who desire to vote in any municipal, county, state, or national election may be excused without pay as long as the absence does not cause an undue hardship on CMD. Advanced schedule approval by an employee's supervisor is required and may be approved based upon the department's work. On an election day during a national or statewide election (every two years), the District will close at 3:15 p.m.

Employee Benefits

Eligible employees at CMD are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. CMD's Human Resource Manager can identify the programs for which employees are eligible.

The following benefit programs are available to employees who meet the required criteria:

- State Retirement
- Bereavement Leave
- Deferred Compensation Plans (401K and 457 Savings Plans)
- Health Insurance
- Dental Insurance
- Paid Holidays
- Flexible Spending Accounts (Money Plus)
- Jury Duty Leave
- Life Insurance
- Short-Term Disability
- Long-Term Disability
- Sick Leave Benefits
- Supplemental Life Insurance
- Uniform and Uniform Maintenance
- Vacation Benefits
- Employee Assistance Program (EAP)

Some benefit programs require contributions from employees. See the Human Resource Manager for more details.

State Insurance

CMD offers group benefits through the South Carolina Public Employee Benefit Authority (also known as SC PEBA, or the State Plan). PEBA offers health, dental, vision, optional life, long term disability, and a flexible spending account or health savings account. Full-time employees and full-time equivalent employees working (30) or more hours a week are eligible to enroll during certain eligibility periods. Eligible employees may add coverage for their spouse and dependent children for an additional cost. Eligible employees can enroll the first of the month after initial hire date.

Details of the health insurance plan are described in the Insurance Benefits Guide which can be found at www.peba.sc.gov. Information on cost of coverage will be provided in advance of enrollment to eligible employees. Employees may be required to pay a portion of premiums.

Insurance plans are subject to all terms and conditions of the agreement between CMD, Public Employee Benefit Authority (PEBA), and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Health Insurance for Eligible Retirees

Effective July 1, 2015, the District will contribute to the premium cost of retiree group health insurance in the state's retiree insurance program as set forth below. This policy may be altered or eliminated at any time in the District's discretion on notice to participating retirees. Eligibility to participate in the state's retiree insurance program is required and is determined by the PEBA and not by this or any of the District's policies. Eligibility to retire under the rules of the state retirement plan is also required and is determined by PEBA retirement system. Important: In accordance with District policy, "years of consecutive full-time service to the District" means years of service to the Chester Metropolitan District. At retirement, if an employee has reached at least 10 years of service with the District, the District will accept up to 5 years of full-time service with a PEBA (SCRS & EIP) participating employer to apply towards District funding guidelines. In order for the service to count, the employee must have participated in PEBA's retirement and insurance program in the previous public employment.

Employees and Former Employees Hired Before May 2, 2008

Funded – for the following employees or former employees who meet the age and service requirements below, the District will pay 100% of the premium for retiree coverage and will pay towards any dependent coverage the equivalent of the employer portion of the premium for active coverage. The retiree will be responsible for the remainder of the premium.

- a. Current employees who at the time of retirement will be at least 60 years of age, or on PEBA-approved disability retirement, and have at least ten years of consecutive full-time service to the District.
- b. Employees with 25 years of service with the District, who retire before age 60, will be eligible for funded insurance premiums at the time they would have reached 28 years of service or reached 60 years of age, whichever occurs first.
- c. Current employees who at the time of retirement have at least 28 years of consecutive full-time service to the District.
- d. Employee's last 5 years of service must have been served consecutively in a full-time, benefits eligible position with the District.

Non-Funded – for all other current and former employees, the retiree will be responsible for the entire premium cost.

Employees and Former Employees Hired On or After May 2, 2008

Funded – for current employees who at the time of retirement will have 25 years of consecutive full-time service to the District, the District will pay 100% of the premium for retiree coverage and will pay towards any dependent coverage the equivalent of the employer portion of the premium for active coverage. The retiree will be responsible for the remainder of the premium.

Partially Funded – for current employees who at the time of retirement will have 15 years but fewer than 25 years of consecutive full-time service to the District, the District will pay towards the elected coverage the equivalent of 50% of the employer portion of the premium for active coverage. The retiree will be responsible for the remainder of the premium.

Non-Funded – for all current employees, the retiree will be responsible for the entire premium cost.

Basic Life Insurance

In addition to the optional life insurance options offered to employees and their eligible dependents, CMD provides a basic life insurance benefit of \$3,000. The basic life insurance benefit is available to employees enrolled in one of PEBA's health insurance plans.

Child Dependent Life Insurance

CMD provides life insurance for eligible dependent child(ren) at no cost to the employee. Children are eligible for coverage until age 26 if they are a full-time student, or age 19 if they are not a full-time student. Additional supplemental and/or dependent spousal life insurance coverage may also be purchased by the employee.

COBRA Benefits

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under CMD's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are leaving employment, transfers, retirement, and reduction of hours, divorce, separation, or a child losing eligibility.

CMD provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under CMD's health insurance plan. The notice contains important information about the employee's rights and obligations.

Optional Benefits

In addition to the benefits offered through PEBA, CMD may work with outside brokers for supplemental benefit offerings. These benefits are not available through PEBA and may include short term disability, accident, whole life, critical illness, and cancer policies. Enrollment opportunities will be made available to new hires and during special open enrollment periods. Premiums are made by the employee through payroll deduction.

State Retirement

CMD participates in the South Carolina Retirement System (SCRS) provided by the SC Public Employee Benefit Authority (PEBA). It is a defined benefit plan which means it provides a monthly annuity based on a formula, not on a member's account balance at retirement. Membership in SCRS is a condition of employment for all employees unless otherwise exempted from the SC Retirement System. Employees

are required to contribute a set percentage of gross pay (as set by the SC General Assembly) into the retirement plan. Employees will begin participation on their hire date. Contact the Human Resources Manager for more information.

Deferred Compensation

The South Carolina Deferred Compensation Program is a voluntary retirement program currently available only to public employees. Employees have options to enroll in a 401(k) and/or 457(b) plan. Employees may elect to contribute before-tax or choose the Roth option to make after-tax contributions. Plans are administered by Empower Retirement.

Complete details of the savings program options are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Manager for more information about the savings program and to get a copy of the plan description.

Worker's Compensation

CMD provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period.

Employees who sustain work-related injuries or illnesses should inform their supervisor and the Human Resources Manager as soon as possible. No matter how minor an on-the-job injury may appear, it is important that it be reported as soon as possible. Proper injury and illness forms must be completed by the employee and their supervisor and given to the Human Resource Director. As part of the injury and illness forms, the Human Resources Manager and Supervisor may investigate the injury to determine the cause and potential remedy to prevent another similar injury and illness. Management will review any required investigations. This will enable an eligible employee to qualify for coverage as quickly as possible.

All medical care is to be provided by a carrier-approved physician. The only exceptions to this are life threatening injuries (i.e. complete unconsciousness, loss of breathing, severed arteries, compound fractures, transport by EMS to another medical treatment facility). The employee's Supervisor, Human Resources Manager, and/or Management must be contacted prior to receiving treatment (unless it is a serious injury and immediate medical treatment is necessary) so that proper medical treatment can be arranged.

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

Employees who sustain work-related injuries or illnesses will be required to use available sick/vacation days during the workers' compensation waiting period and for the amount not covered by workers' compensation to supplement the employee's compensation. If no sick or vacation days are available, the employee will only receive the workers compensation benefit which is subject to the amount allowed by law.

All employees of CMD have the right to report work-related illnesses and injuries and will not be subject to any retaliation for exercising their right to do so.

Note: The employee is responsible for all employee-paid benefits deducted from their salary. If no salary is earned, the employee is responsible for submitting payment to the Human Resources Manager for each pay period. Failure to submit payment for employee responsible deductions for 30 days may result in cancellation of benefit(s).

Light Duty

CMD offers temporary light-duty work to employees who have been injured or become ill due to a work-related accident until they are able to resume full duty. This Policy provides employees who are recovering from a work-related illness/injury with an opportunity to return to the workplace as soon as they are medically fit to do so, provided the return is consistent with the classification requirements, staffing, operating and financial needs of CMD and the return supports CMD's mission, vision, and core values.

These temporary work assignments, chosen by the employee's supervisor and approved by the Human Resource Manager and Management, will be selected within the employee's existing job department as much as possible. These assignments will be selected to accommodate all employees within the department regardless of race, color, religion, sex, gender, sexual orientation, gender identity, pregnancy, national origin, age, disability, and military, in accordance with federal and state law.

While on light duty, all CMD employees are not allowed to partake in any on-call duties. While on light duty, the employee loses all on-call rights, pay, and privileges until they are able to resume full-duty. Any overtime while on light duty must be for a legitimate need and must be approved by the employee's supervisor prior to the overtime occurring.

Eligibility Criteria

1. The employee must have a work-related injury/illness with a completed CMD supplied Accident Report for a work-related injury/illness. The CMD's Worker's Compensation provider shall also rule the injury/illness to be work related for the employee to be able to acquire and/or keep light duty privileges. A non-work related injured/ill employee may apply for benefits under the terms and requirements of the FMLA.
2. The employee must provide all appropriately completed physician paperwork, to include documentation of that employee's limitations or restrictions, and permission to perform the light duty work. This documentation must include the employee's specific work capabilities and/or restrictions, and the anticipated duration of each. Possible work accommodations could include reduced work hours, or restrictions of specific job tasks. If, after resumption of an employee's duties, there is a change in the employee's health or work limitations, the employee must provide appropriately completed medical documentation. Upon authorization from the employee, the Human Resource Manager may communicate with the attending physician in writing and only as necessary as to specific duties for light-duty work, to clarify and attain specificity on physical restrictions and limitations relative to specific job duties and responsibilities.

3. The light duty assignment must be consistent with the operating needs of the department to which the employee is assigned. CMD may consider the nature of the restrictions/ limitations relative to job content, work availability, and workload demands in determining the practicality of light duty placement.
4. Appropriately completed medical documentation must indicate the ability to return to full regular duties before the employee will be allowed to resume full regular duties. Any return to full duty must be authorized by the provider including a review of the employee's job description.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and professional help for employees dealing with issues that affect their lives and the quality of their job performance. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees three counseling sessions per issue. Household members of employees can also access this benefit, regardless of their enrollment in CMD's health insurance plan. The EAP hotline is available 24 hours per day / 7 days per week.

Participation is voluntary. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to CMD, nor is CMD given any information on who chooses to use the services. The confidentiality and privacy of an employee's personal situations is preserved in the same manner as all other medical records.

For questions or additional information about this program, employees may contact the Human Resources Manager.

Workplace Safety

Substance Abuse / Drug-Free and Alcohol-Free Workplace

CMD is committed to providing a work environment that is free from substance abuse to reduce workplace injuries and accidents, promote excellence in work performance, and enhance the reputation of CMD and its employees within the community and within the industry. To promote this goal, employees are required to report to work not under the influence of illegal drugs and/or alcohol in order to perform their jobs in a satisfactory and safe manner.

While on CMD premises and while conducting business-related activities for CMD off-premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Abuse of prescription drugs is not allowed in the workplace. Use of prescription drugs not prescribed to the employee is a violation of this policy.

Cannabidiol (CBD) products, both natural and synthetic cannabinoids, raise special concerns because they are unregulated by the FDA and little research has been done to standardize dosing, outcomes, or regulate production. CBD and hemp products can cause an employee to test positive for marijuana. CMD will consider any confirmed positive test for marijuana to be conclusive for employment purposes – even if an employee claims to have used CBD or hemp, and even if the employee has a prescription or other physician’s order for its use.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, CMD has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this Policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the confidential resources of the Employee Assistance Program. They may also wish to discuss these matters with the Human Resource Manager, their supervisor or Management to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take paid (if employee has sick or vacation days) or unpaid (if no paid time available) time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance, abides by all CMD policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause CMD any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify CMD of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Human Resource Manager, their supervisor or Management without fear of reprisal.

Drug and Alcohol Testing

CMD is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthy working environment, job applicants who have been offered and accepted employment, and employees may be asked to provide body substance samples (such as urine and/or blood and/or breath and/or hair) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in a positive testing disciplinary action, up to and including termination of employment.

This Policy will carry out a federally mandated program for our employees covered by the Department of Transportation Federal Highway Administration (DOT) and provide an anti-drug and alcohol misuse

program for other CMD employees. Employees will be given copies of the Alcohol and Drug Testing Program at orientation and is attached as an Appendix to these Guidelines. CMD's Safety Coordinator is responsible for administering the program and should be contacted should there be any questions concerning the program. All CMD employees are subject to drug and/or alcohol testing where suspicion of illegal drug or alcohol use exists. All suspicion testing must be reviewed by the Safety Coordinator and approved by Management. All employees are subject to random drug and alcohol testing.

Positions subject to U.S. Department of Transportation (DOT) regulation will comply with the "Procedures for Transportation Workplace Drug Testing Programs" promulgated by the DOT and are attached as an Appendix to these Guidelines. These include the following alcohol and drug tests:

- Pre-employment
- Post-accident
- Reasonable Suspicion
- Random
- Return to Work/Follow-up

Violence in the Workplace

CMD is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, CMD has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors, and temporary employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, color, religion, sex, gender, sexual orientation, gender identity, pregnancy, national origin, age, disability, military, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, Human Resource Manager, or Management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril (imminent danger). If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

If an employee is confronted by an aggressive customer or other member of the public, they should immediately remove themselves from the situation and contact their supervisor. If the threat places the employee in imminent danger, then 911 should be called.

CMD will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent possible.

CMD encourages employees to bring their disputes or differences with other employees to the attention of their supervisor, Human Resources Manager or Management before the situation has any potential for violence.

Smoking

Smoking cigarettes, cigars, tobacco, and tobacco substitutes such as electronic cigarettes in District buildings, parking lots, vehicle, or equipment is prohibited. Smoking is allowed in designated smoking areas.

Vehicle and Equipment Safety

Vehicle Assignment

CMD vehicles are assigned to certain exempt and non-exempt employees who are on-call and are required to respond after normal working hours to complete job-related activities as may be necessary and to commute to and from work. All vehicles assigned are for the purpose of job-related activities and/or responsibilities and are to be used for these purposes only. Employees shall not possess or be under the influence of drugs and/or alcohol while operating CMD vehicles.

Vehicle Use

CMD vehicles are to be used for official business only. Any personal use of CMD vehicles must have prior approval by the Manager. All CMD vehicle use outside CMD's service territory must have proper approval by Supervisor and Management.

Non-exempt employees are not allowed to carry passengers unless the passengers are CMD employees or others as approved by the Supervisor or Management for business related purposes.

Exempt (as defined in the FLSA) employees are allowed to carry passengers so as to allow customers, contractors, engineers, and others who are not CMD employees to travel with the exempt employee as may be required for that employee to perform their normal job duties from time to time.

NOTE: Under no circumstances should a non-work-related passenger be allowed to ride or operate company vehicles and equipment.

Employees who drive on CMD business must provide copies of their driver's licenses to CMD and must also advise of any changes to their driver's license, or medical, or psychological conditions, or prescription drug use that impact their ability to operate vehicles.

Abuse of Vehicles

It is the responsibility of the employee assigned the vehicle to properly maintain and clean the vehicle as required. Deliberate or negligent abuse of CMD vehicles will not be tolerated. Periodic inspections will be conducted on all CMD vehicles to assess vehicle condition.

Traffic Offenses

CMD employees driving vehicles are expected to obey all traffic laws and regulations and must have a valid driver's license in their possession to meet their job requirements as described in their job description. All CMD employees are responsible for all fines for violations of traffic laws and will be required to pay any and all fines and/or penalties themselves.

Vehicle Accident Procedure

Accidents involving CMD vehicles must be reported immediately to the proper law enforcement authority in the area where the accident occurred as well as immediately reporting from the accident scene to the proper supervisor. The employee is personally responsible for getting a complete report from the law enforcement officers at the scene of the accident. A copy of the traffic citations should be attached to the report. Should an employee be injured in a vehicle accident, or the vehicle be towed, the accident should be reported immediately to the Supervisor and Human Resources Manager, so a drug and alcohol screening can be arranged (as required by the FMCSA). The supervisor responsible for the vehicle involved in an accident will complete the standard accident report within 24 hours of the accident and send it to Management.

All vehicle accidents will result in a drug or alcohol test for the driver.

In the event of any damage to any CMD vehicle, the above immediate notification to the immediate supervisor is absolutely necessary. No repairs to CMD vehicles shall begin in-house or through an outside repair shop until all insurance forms are completed and approval has been given by CMD's insurance carrier's adjuster. Any deliberate or negligent abuse resulting in damage to an CMD vehicle may cause the employee to pay for all or a portion of the resulting damages.

Periodic inspections will be conducted on all CMD vehicles to assess condition.

Equipment

CMD is committed to providing all of the equipment and tools needed for an employee to carry out their duties.

Abuse of Equipment

It is the responsibility of the employee assigned the equipment to properly maintain, and clean the equipment as required. Deliberate or negligent abuse of CMD equipment will not be tolerated. Periodic inspections will be conducted on all CMD equipment to assess condition. If it is determined that an employee loses or damages equipment intentionally or negligently, all or a portion of the cost of such lost or damaged equipment may be charged to the employee at the recommendation of the Supervisor with final approval by the Executive Director.

Equipment Accident Procedure

In the event of any equipment accident, the Supervisor and Operations Manager should be notified immediately. Should an employee be injured in an equipment accident, the injury should also be reported immediately to the Supervisor or Human Resources Manager.

The supervisor responsible for the equipment involved in an accident will complete the standard accident report as soon as possible and send to the Human Resources Manager so a drug or alcohol screening may be arranged if needed. All equipment damage will result in a drug and/or alcohol test of the employee who caused the damage.

In the event of any damage to any CMD equipment, the above immediate notification is absolutely necessary. No accident repairs shall begin in-house or through an outside repair shop without supervisor approval.

Periodic inspections will be conducted on all CMD equipment to assess condition.

General Workplace Safety Guidelines / Accident Reporting

To assist in providing a safe and healthy work environment for employees, customers, and visitors, CMD has established a workplace safety program. This program is a top priority for CMD. The Human Resources Manager (Safety Coordinator) has the responsibility of implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

All employees are advised of all aspects of the safety program which includes reviewing the General Safety Plan and other related safety programs as required by Occupational Safety and Health Administration (OSHA) during employee orientation.

An annual safety program review is conducted by the Safety Coordinator to update the Safety Program and review existing programs as required by OSHA.

CMD provides information to employees about workplace safety and health issues through regular internal communication channels such as staff meetings, supervisor-employee meetings, bulletin board postings, memos, or other written communications. Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their Supervisor, or with another supervisor or Manager, or bring them to the attention of the Safety Coordinator. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must notify as soon as possible the Safety Coordinator, as well as their appropriate supervisor, and then complete the requisite accident report forms. Such reports are necessary to comply with federal and state laws and initiate insurance and workers' compensation benefits procedures. **All employees have the right to report work related injuries and be free from retaliation for reporting such injuries.**

All employees who are required to carry or pick up heavy objects as determined by Management are required to wear leather boots with hard non-skid soles and ANSI approved steel or composite toes. CMD will provide an allowance per calendar year towards the purchase of work or safety shoes to all regular full time and part time employees who are required to wear these shoes. Shoes are owned and maintained by the employee.

Security

Identification Badges

Immediately upon employment with CMD, all employees shall have an identification badge. The badge will be necessary to gain access to buildings, rooms, and parking lots.

This badge is company property and must be returned to CMD when employment ends.

Workplace Monitoring

Workplace video or audio monitoring may be conducted by CMD to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances customers' image of CMD as well as satisfaction with CMD's service.

Computers and phones furnished to employees are the property of CMD. As such, computer and phone usage and files may be monitored or accessed. An employee has no right to privacy with respect to any use of computers or phones that are the property of CMD.

CMD may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because CMD is sensitive to the legitimate privacy rights of employees, workplace monitoring will be done in an ethical and respectful manner. CMD vehicles may be monitored by a tracking device to monitor location, speed, and time.

Security Inspections

CMD wishes to maintain a work environment that is free of illegal drugs, alcohol, explosives, or other improper materials. CMD prohibits the possession, transfer, sale, or use of such materials on its premises. CMD reserves the right to search any bags, containers or cases brought into CMD by any employee. CMD requires the cooperation of all employees in administering this Policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of CMD and may be searched with no notice by CMD at any time. Accordingly,

they, as well as any articles found within them, can be inspected by any agent or representative of CMD at any time, either with or without prior notice.

CMD likewise wishes to discourage theft or unauthorized possession of the property of employees. To facilitate enforcement of this Policy, CMD or its representative may inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings including laptops, computers, tablets, and cell phones. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto CMD's premises.

Failure to submit to searches herein may result in termination.

CMD Sponsored Programs and Events

From time to time, CMD may schedule social activities of various sorts for employees.

CMD is committed to providing equal access to any CMD sponsored program or activity for all eligible employees. This includes all training programs, conferences, social, community support, and other activities.

This Policy, as with all other CMD policies, is to be read in conjunction with CMD's ADA policy. Any employee with a disability who requires accommodation in order to participate in any such CMD sponsored-program, event or activity should make the need known prior to the event to his or her immediate supervisor.

CMD will not provide alcohol at company sponsored events. Should employees choose to purchase or consume alcohol before, during, or after company sponsored events, CMD will not be held liable for any property damage or injuries that occur as a result. On-call personnel are not allowed to purchase or consume alcohol while on-call.

Chester Metropolitan District Customer Deposit Policy

Generally

This Customer Deposit Policy (this “Policy”) has been adopted by Chester Metropolitan District (“CMD”), acting through the Chester Metropolitan District Commission, as its governing body (the “Commission”) to (i) assist in the collection of all water utility rates charged by CMD, (ii) minimize future rate increases, (iii) reduce administrative burdens on CMD staff, and (iv) serve as a tool to mitigate the risks of customer indebtedness and the write down of bad debts.

In assessing customer deposits, this Policy is designed to assess the credit risk associated with all applications for new or continued service, while protecting the assets of our utility.

This Policy seeks to benefit customers who, historically speaking, act responsibly and pay their bills on time. CMD believes that it is not fair that good-paying customers carry the financial burden of those customers who act irresponsibly and do not pay for their utility services. Thus, this Policy seeks to shift the financial burden of potential bad debt away from our best customers and apply it to those who pose credit risk to CMD.

This Policy is based upon the use of a new technology tools- that allow CMD to assess credit risk at the point of application and charge deposits only to those applicants who pose potential credit risk to CMD.

Deposit Criteria

CMD shall consider the status of the applicant and act according to the following criteria:

A. Scoring Metrics

1. Every new applicant, whether residential or commercial, will be asked to provide information necessary to fully process a credit review.
2. Residential applicants will be reviewed and assigned one of three possible ratings: (i) **GREEN LIGHT** – meaning minimal credit risk; (ii) **YELLOW LIGHT** – meaning medium credit risk; or (iii) **RED LIGHT** – moderate/substantial credit risk.
3. Each business applicant will be reviewed, and depending on the type of corporate structure will be (i) rated based on the stop light methodology for residential customers above, or (ii) assessed based on anticipated water usage and given one of three possible rating scales: (a) **80 to 100** – meaning minimal credit risk; (b) **70 to 79** – meaning medium credit risk; or (c) **69 or lower** – meaning moderate/substantial credit risk.

B. Residential Service Applicants

1. Applicants indicated as **GREEN LIGHT** will not be charged a deposit.

2. Applicants indicated as **YELLOW LIGHT** will be charged a deposit based upon the deposit schedule adopted by the Commission and then in effect.
3. Applicants indicated as **RED LIGHT** will be charged a deposit based on the deposit schedule adopted by the Commission and then in effect.
4. CMD will not require that a residential applicant provide their social security number as a prerequisite for service. However, any applicant that refuses to provide their social security number or in the event that a credit analysis cannot be initiated by CMD or its consultants, such applicant will be deemed by the Commission will automatically be treated as **RED LIGHT** and shall be charged a deposit based the deposit schedule adopted by the Commission and then in effect.
5. A service applicant who provides a social security number that is returned as deceased, non-issued, belonging to a person under the age of 18, belonging to a person other than the applicant, or is fraudulent, as determined in the sole discretion of CMD staff, shall be considered to “refuse” credit review and, consistent with Section B(4) above will automatically be treated as **RED LIGHT** and shall be charged a deposit based the deposit schedule adopted by the Commission and then in effect.

C. Business Applicants

Each business applicant shall be required to pay a service deposit that will be determined in the following manner:

1. Sole proprietorships will have a report pulled on the sole proprietor and charged the corresponding deposit depending on the status of such individual, who shall be classified as a residential customer, assigned a credit status as **GREEN LIGHT**, **YELLOW LIGHT** or **RED LIGHT** and thereafter assessed a deposit based on the methodology set forth in (B) above.
2.
 - (i) Partnerships, Limited Liability Companies (“LLC”) and Limited Liability Partnerships (“LLP”) will have a credit report pulled on the managing partner or managing director, as appropriate, and any others as may be determined in the discretion of CMD staff. A deposit will be charged based on: (1)(a) the estimated monthly water usage for such business (the “Estimated Usage”) or (b) the highest actual monthly usage for the previously operating business in such location – assuming that the new applicant is determined by the staff of CMD to use similar quantities of water as the prior user (the “Actual Use”); and (2) the escalation factors recited in (4) below.
 - (ii) If an LLC or LLP described above does not return any credit information, the managing member or managing director of such LLC or LLP, respectively, or any others requested by CMD, as applicable, may elect for their personal credit to

be pulled under the same conditions recited above for a sole proprietorship and shall pay a deposit commensurate with such credit classification.

3. Business applicants who are corporations, regardless of whether they are Subchapter S or full "C" Corporations, or any corporation that has a corporate headquarters outside of the United States (foreign corporation), shall have their credit risk based upon an applicable business rating reports, and the corresponding deposit will be charged based on the Estimated Usage or Actual Usage, as applicable, and the escalation factors recited in (C)(4) below.
4. Notwithstanding any exceptions for certain large business accounts as recited in the CMD's deposit schedule, business applicants shall pay a deposit equal to their respective Estimated Usage or the Actual Usage multiplied by an escalation factor of: 1x for business customers who pose low risk and display a credit score ranging from 80 to 100; 2x for business applicants who pose a medium credit risk and display a credit score of 70 to 79; and 3x for business applicants who pose a moderate/substantial credit risk and display a credit score of 69 or lower.

Deposit Duration

CMD reserves the right to hold a deposit for as long as water service is active. Deposit shall not accrue interest, and any interest earned on deposit funds shall be retained and used solely for the benefit of CMD. However, CMD may refund deposit funds to the customer or as a credit to the customer's account if all the following conditions are met: (1) the service account has been and remains current, with no instances of more than two late-payment penalties within the last 12 months; (2) to the best knowledge of CMD, the customer named on the account has never interfered with, tampered with, or diverted service/ equipment; (3) a non-payment fee has been assessed no more than one time within the most recent 24 months; and (4) no payments have been returned for insufficient funds or other indicia of repayment liability within the most recent 24 months.

Timing; Conditions

All deposits are required to be paid prior to the time a connect order is issued. Deposits are never used to cover an overdue bill and will not prevent service from being disconnected for nonpayment. Deposits are transferable from one service address to another upon the written request of a customer (subject to the deposit duration parameters established above), but not from one customer to another. Deposits will only be refunded to the customer named on the account, or to a duly authorized agent or legal representative of the customer, upon a proper showing of legal authority to act on the customer's behalf.

Upon termination of service, the deposit will be applied against any unpaid balance on an account. Any remaining balance will be returned to the consumer.

Special Considerations

A. Cohabiting Couples

If the applicant indicates that they have a spouse/partner, both the applicant and the spouse/partner must be screened to determine their identity and credit risk. Any deposit determination shall reflect the decision on the applicant who poses the greater credit risk in the case of applicant and the spouse/partner.

B. Renters

If the applicant indicates that they rent their home, each person responsible for the lease of the rental unit shall be given a credit screening and the deposit decision shall reflect the decision on the applicant who poses the greater credit risk among those responsible for the lease. A copy of the lease may be requested to determine the appropriate lessee. If a copy of the lease is not available or provided, the applicant will be immediately assessed as **RED LIGHT** status and required to pay the deposit associated with such status.

Other Credit

CMD will not accept a letter of credit, lines of credit, insurance policies or third-party guarantees in lieu of credit screening..

Factors for Maximum Deposit

1. Opting for Maximum Deposit

In the discretion of the applicant, CMD will permit a new-service residential applicant to opt to pay a maximum applicable deposit in lieu of having a credit report pulled.

2. Bankruptcies

CMD believes that the fact that the applicant has declared bankruptcy at any time over the last ten years from the date the credit report is pulled indicates substantial credit risk and shall result in a maximum applicable deposit being assessed against of any applicant who has a bankruptcy returned as part of their credit record.

3. Exchange Matches

Any applicant who has a credit result that indicates that they have a utility bill (from either CMD or any other utility purveyor) that remains unpaid indicates significant credit risk and shall require a applicable maximum deposit being assessed against the applicant.

4. Other

If a credit check is not successfully completed by CMD's third-party credit agency for any reason or the credit check returns as "unscorable", the maximum applicable deposit will be assessed to the applicant.

Adverse Action Letters

An adverse action letter will be printed and given to each applicant who is denied service, or charged a deposit. The Federal Trade Commission and the Fair Credit Reporting Act mandate that a consumer who is charged a deposit based upon their credit information be given notification as to where that information was obtained and detailed procedures as to how they might dispute the information.

Deposit Receipt

A receipt of deposit shall be issued to each customer from whom a cash deposit is received, or by any other method of payment if the applicant requests a receipt.

Methods of Payment

It is required that CMD collect all monies owed on the account after a deposit decision has been made and prior to the connection of service. In the event that service is mistakenly applied before a deposit is paid, service shall be terminated pending full payment of any applicable deposit.

The full deposit must be paid before connection via any of the four payment methods: (1) cash/Credit/Debit/cashier check in person; (2) Credit/Debit Payment via Phone; (3) Credit/Debit Payment Online at CMD's website; or (4) Mailing a cashier's check or money order.

Obligations; Disconnection

Where a customer has been required to make a deposit, that deposit shall not relieve the customer of the obligation to pay the service bill when due, but where such deposit has been made and service has been disconnected because of nonpayment of account, then unless the customer shall, within 30 days after service has been disconnected, apply for reconnection of service and pay the account, the account may be discontinued. If the CMD discontinues the account, CMD shall apply the deposit of such customer toward the discharge of such account and shall refund to the customer the remaining balance of any deposit funds. In the event a balance remains on the account after deposit funds are applied, CMD will begin enforced collection activities, as applicable.

Approval Date

Chairman Signature

Chester Metropolitan District

Director's Report

FY 2025-2026

	December 2025	TOTAL L 12 MOS	AVERAGE L 12 MOS
DISTRIBUTION NUMBER:			
Taps	2	24	2.0
Leaks	5	71	5.9
Main Break Leaks	1	59	4.9
Hydrants		9	1.1
DISTRIBUTION MANHOURS:			
Taps	70.0	772	64.3
Main Break Leaks	32	1641	136.8
Leaks	208.0	1,897	158.1
Equipment	12.0	1,002	83.5
Shop	322.0	3,495	291.3
Distribution Maint.	1174.3	17,356	1,446.3
Asphalt	0.0	241	20.1
Meters	0.0	-	-
Filter Plant	0.0	-	-
Hydrants	0.0	570	47.5
Construction Projects	0.0	331	27.6
Service Orders	38.0	515	42.9
Total Manhours	1818.3	28,023	2,335.2
Overtime Hours	42.0	1,225	102.1
METER CALLS:			
Ons	75	1,089	90.8
Offs	36	533	44.4
Miscellaneous	19	602	50.2
Nonpayment Disconnects	158	2,546	212.2
Reinstates	119	2,382	198.5
Total Calls	407	7,470	622.5
Overtime Hours	5.0	59.0	4.9
BILLING INFORMATION:			
Non-Leak Adjustments:	3	49	4.1
Leak Adjustments	47	450	37.5
\$\$\$ Adjusted	\$ 2,515.99	\$ 28,755.65	\$ 2,396.30
Bills Mailed	6,776.0	80,249.0	6,687.4
Thousand Gallons Billed	63,545.0	791,699.0	65,974.9
Thousand Gallons Pumped	94,590.0	1,111,141.0	92,595.1
% Accounted For	67.2%	71.5%	71.5%
Other Gallons Accounted For (1,000)	2,052.0	12,194.0	1,016.2
Adjusted % Accounted For	69.3%	72.6%	69.2%

Chester Metropolitan District

Hydrant Report

January 20, 2025

<u>0</u>	New Placement
<u>0</u>	Hydrants Replaced
<u>0</u>	Hydrants Repaired
<u>0</u>	Hydrants Removed
<u>0</u>	Hydrants Relocated
<u>\$0</u>	\$ Spent on Hydrant Work

<u>5534</u>	Total Hydrants Worked to Date
<u>\$ 1,241,397</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,241,397</u>	Total Cost



CMD Information Technology Department Report – January 2026

Azure Improvements Project

The Azure Improvements Project is moving forward and is well into its final stages. Working with XMS Solutions, we have retired much of our historic on-premises infrastructure and transitioned to a cloud-based environment with Azure. This change is already delivering significant benefits, including greater visibility, improved management of devices and communication systems, and a stronger foundation for scalability and security.

KnowBe4 Cybersecurity Training

Cybersecurity remains a priority during this transition. KnowBe4 security training continues to be reinforced across the organization to mitigate risks and maintain a strong security posture. We ask that all commissioners ensure their assigned training is completed promptly to support these efforts.

Statement of Revenue and Expense

Account Summary

Chester Metropolitan District

For Fiscal: 2025 - 2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
Function: 0100 - Operating Revenue					
Department: 0100 - Operating Revenue					
100-0100-411000	10,080,961.00	10,080,961.00	823,443.72	4,542,408.06	5,538,552.94
100-0100-411003	90,750.00	90,750.00	17,985.00	63,195.00	27,555.00
100-0100-411004	16,722.00	16,722.00	4,135.00	19,775.00	-3,053.00
100-0100-412000	86,961.00	86,961.00	6,651.00	41,388.00	45,573.00
100-0100-412001	131,682.00	131,682.00	10,170.00	57,240.00	74,442.00
100-0100-412003	3,240.00	3,240.00	270.00	1,290.00	1,950.00
100-0100-413000	380,424.00	380,424.00	31,702.00	176,619.00	203,805.00
100-0100-413001	120,000.00	120,000.00	14,166.04	82,680.36	37,319.64
100-0100-413003	8,403.00	8,403.00	335.00	709,206.67	-700,803.67
100-0100-413004	5,361.00	5,361.00	51.84	3,081.92	2,279.08
100-0100-414000	8,644.00	8,644.00	0.00	4,715.00	3,929.00
100-0100-414001	2,436.00	2,436.00	0.00	0.00	2,436.00
Department: 0100 - Operating Revenue Total:	10,935,584.00	10,935,584.00	908,909.60	5,701,599.01	5,233,984.99
Function: 0100 - Operating Revenue Total:	10,935,584.00	10,935,584.00	908,909.60	5,701,599.01	5,233,984.99
Function: 9000 - Non-Operating Revenue					
Department: 9000 - Non-Operating Revenue					
100-9000-612000	188,256.00	188,256.00	13,498.66	82,887.69	105,368.31
Department: 9000 - Non-Operating Revenue Total:	188,256.00	188,256.00	13,498.66	82,887.69	105,368.31
Function: 9000 - Non-Operating Revenue Total:	188,256.00	188,256.00	13,498.66	82,887.69	105,368.31
Revenue Total:	11,123,840.00	11,123,840.00	922,408.26	5,784,486.70	
Expense					
Function: 1000 - Operating Expenses					
Department: 1000 - Administration					
100-1000-511000	1,005,271.00	1,005,271.00	75,242.78	439,854.31	565,416.69
100-1000-511001	5,000.00	5,000.00	0.00	0.00	5,000.00
100-1000-511002	5,965.00	5,965.00	627.26	4,559.43	1,405.57
100-1000-511008	56,894.00	56,894.00	4,494.42	19,517.01	37,376.99
100-1000-512000	62,829.00	62,829.00	3,832.92	26,276.63	36,552.37
100-1000-512001	14,074.00	14,074.00	1,138.85	6,530.21	7,543.79
100-1000-512002	186,578.00	186,578.00	14,915.62	86,105.43	100,472.57
100-1000-512004	179,657.00	179,657.00	14,653.94	79,131.23	100,525.77
100-1000-521000	37,000.00	37,000.00	0.00	22,682.00	14,318.00
100-1000-521001	45,000.00	45,000.00	2,940.90	10,955.90	34,044.10
100-1000-521005	165,255.00	165,255.00	10,331.42	59,874.86	105,380.14
100-1000-522002	4,000.00	4,000.00	0.00	889.41	3,110.59
100-1000-524000	15,040.00	15,040.00	1,528.81	4,146.56	10,893.44
100-1000-524001	12,000.00	12,000.00	0.00	2,844.45	9,155.55
100-1000-524003	172,000.00	172,000.00	9,054.44	66,959.72	105,040.28
100-1000-524004	3,600.00	3,600.00	500.00	1,000.00	2,600.00
100-1000-526000	2,950.00	2,950.00	185.76	2,278.25	671.75
100-1000-531000	4,500.00	4,500.00	406.10	2,317.58	2,182.42
100-1000-531008	3,600.00	3,600.00	186.44	1,227.28	2,372.72
100-1000-550000	35,826.00	35,826.00	16,631.00	18,446.00	17,380.00
100-1000-550001	35,490.00	35,490.00	1,483.70	4,674.27	30,815.73
100-1000-550002	500.00	500.00	0.00	0.00	500.00
100-1000-560001	640.00	640.00	0.00	204.65	435.35
100-1000-560006	76,762.00	76,762.00	0.00	7,238.91	69,523.09
100-1000-560007	29,670.00	29,670.00	727.97	25,042.97	4,627.03

Statement of Revenue and Expense

For Fiscal: 2025 - 2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-1000-560010	Miscellaneous	1,500.00	1,500.00	376.96	434.03	1,065.97
	Department: 1000 - Administration Total:	2,161,601.00	2,161,601.00	159,259.29	893,191.09	1,268,409.91
	Department: 1001 - Human Resources					
100-1001-511000	Regular Salaries and Wages	105,633.00	105,633.00	14,207.51	50,512.42	55,120.58
100-1001-511008	Sick Pay	3,770.00	3,770.00	0.00	1,919.75	1,850.25
100-1001-512000	FICA	6,602.00	6,602.00	868.99	3,194.13	3,407.87
100-1001-512001	Medicare	1,479.00	1,479.00	203.23	747.05	731.95
100-1001-512002	SC Retirement	19,605.00	19,605.00	2,636.91	9,731.42	9,873.58
100-1001-512004	Group Health Insurance	21,232.00	21,232.00	3,078.76	10,703.78	10,528.22
100-1001-512006	Workmens Comp Ins.	70,000.00	70,000.00	4,696.39	26,175.16	43,824.84
100-1001-521001	Legal Services	3,400.00	3,400.00	0.00	0.00	3,400.00
100-1001-524001	Advertising and Promotion	1,000.00	1,000.00	0.00	0.00	1,000.00
100-1001-524006	Employee Screening & Testing	3,200.00	3,200.00	0.00	1,630.88	1,569.12
100-1001-531000	Office Supplies	600.00	600.00	75.25	75.25	524.75
100-1001-550000	Professional Memberships and License Fees	320.00	320.00	100.00	444.00	-124.00
100-1001-550001	Educational Seminars and Classes	3,650.00	3,650.00	125.00	125.00	3,525.00
	Department: 1001 - Human Resources Total:	240,491.00	240,491.00	25,992.04	105,258.84	135,232.16
	Department: 1002 - Information Services					
100-1002-511000	Regular Salaries and Wages	187,645.00	187,645.00	15,950.81	81,995.02	105,649.98
100-1002-511002	Overtime	447.00	447.00	0.00	0.00	447.00
100-1002-511008	Sick Pay	5,809.00	5,809.00	206.76	2,485.71	3,323.29
100-1002-512000	FICA	11,728.00	11,728.00	971.19	5,072.67	6,655.33
100-1002-512001	Medicare	2,627.00	2,627.00	227.13	1,186.34	1,440.66
100-1002-512002	SC Retirement	34,827.00	34,827.00	2,998.84	15,679.59	19,147.41
100-1002-512004	Group Health Insurance	34,080.00	34,080.00	2,776.24	14,991.69	19,088.31
100-1002-521002	IT Contracts and Services	443,540.00	443,540.00	51,937.70	276,838.70	166,701.30
100-1002-524000	Telephone and Communications	3,072.00	3,072.00	573.98	1,383.63	1,688.37
100-1002-526000	Uniform Rental	1,326.00	1,326.00	55.20	289.80	1,036.20
100-1002-532000	Small Tools and Equipment	1,200.00	1,200.00	17.27	407.42	792.58
100-1002-532003	Computer Hardware and Software	24,150.00	24,150.00	1,519.61	4,132.51	20,017.49
100-1002-550000	Professional Memberships and License Fees	270.00	270.00	45.00	45.00	225.00
100-1002-550001	Educational Seminars and Classes	7,420.00	7,420.00	63.72	1,962.32	5,457.68
100-1002-550002	Mileage Reimbursements	500.00	500.00	0.00	0.00	500.00
100-1002-560010	Miscellaneous	500.00	500.00	0.00	0.00	500.00
	Department: 1002 - Information Services Total:	759,141.00	759,141.00	77,343.45	406,470.40	352,670.60
	Department: 1010 - Board of Commissioners					
100-1010-511009	Board of Commissioners Pay	12,750.00	12,750.00	375.00	3,690.00	9,060.00
100-1010-512000	FICA	324.00	324.00	23.25	228.78	95.22
100-1010-512001	Medicare	76.00	76.00	5.45	53.62	22.38
100-1010-512002	SC Retirement	335.00	335.00	27.84	258.92	76.08
100-1010-524000	Telephone and Communications	6,600.00	6,600.00	837.10	2,092.75	4,507.25
100-1010-531000	Office Supplies	1,630.00	1,630.00	0.00	0.00	1,630.00
100-1010-550001	Educational Seminars and Classes	12,675.00	12,675.00	0.00	697.80	11,977.20
100-1010-550002	Mileage Reimbursements	1,600.00	1,600.00	154.70	583.80	1,016.20
100-1010-560004	Board Meeting Expense	5,500.00	5,500.00	2,120.24	2,120.24	3,379.76
	Department: 1010 - Board of Commissioners Total:	41,490.00	41,490.00	3,543.58	9,725.91	31,764.09
	Department: 1998 - District-Wide Employee Support, Promotion & Retent					
100-1998-550004	In-House Training and Development	44,850.00	44,850.00	0.00	5,817.00	39,033.00
100-1998-551000	Employee Appreciation	25,025.00	25,025.00	8,226.97	11,138.85	13,886.15
100-1998-551001	Tuition Assistance	9,316.00	9,316.00	0.00	2,319.20	6,996.80
100-1998-551002	Crisis Fund	2,000.00	2,000.00	0.00	0.00	2,000.00
	Department: 1998 - District-Wide Employee Support, Promotion & Reten..	81,191.00	81,191.00	8,226.97	19,275.05	61,915.95
	Department: 1999 - Operational Non-Departmental					
100-1999-512005	Retiree Health Insurance	124,000.00	124,000.00	8,075.06	48,450.36	75,549.64
100-1999-512008	Flex Spending Admin Fee Expense	230.00	230.00	34.24	186.64	43.36
100-1999-512009	PEBA Admin Fee Expense	1,800.00	1,800.00	139.50	755.40	1,044.60
100-1999-521005	Other Contractual Services	31,680.00	31,680.00	4,272.59	20,200.48	11,479.52
100-1999-523000	Electricity	42,000.00	42,000.00	2,574.98	15,262.08	26,737.92

Statement of Revenue and Expense

For Fiscal: 2025 - 2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
100-1999-523001	Natural Gas	5,700.00	5,700.00	348.36	809.84	4,890.16
100-1999-523002	Water and Sewer	8,100.00	8,100.00	563.40	2,929.09	5,170.91
100-1999-524000	Telephone and Communications	49,200.00	49,200.00	3,573.04	21,177.26	28,022.74
100-1999-524002	General Property & Liability Insurance	75,000.00	75,000.00	6,076.00	30,390.00	44,610.00
100-1999-531001	Janitorial and General Supplies	8,000.00	8,000.00	267.00	1,960.69	6,039.31
100-1999-532002	Office Furniture and Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00
100-1999-560000	Bad Debt Expense	0.00	0.00	31.10	903.71	-903.71
100-1999-710004	Capital Asset Replacement	562,000.00	562,000.00	0.00	0.00	562,000.00
100-1999-720000	Transfers Out	0.00	0.00	46,833.37	281,000.22	-281,000.22
Department: 1999 - Operational Non-Departmental Total:		910,210.00	910,210.00	72,788.64	424,025.77	486,184.23
Department: 2000 - Engineering						
100-2000-511000	Regular Salaries and Wages	245,418.00	245,418.00	23,793.01	109,100.61	136,317.39
100-2000-511002	Overtime	67.00	67.00	0.00	0.00	67.00
100-2000-511008	Sick Pay	5,007.00	5,007.00	270.65	3,651.12	1,355.88
100-2000-512000	FICA	15,339.00	15,339.00	1,541.76	6,875.73	8,463.27
100-2000-512001	Medicare	3,436.00	3,436.00	360.57	1,608.03	1,827.97
100-2000-512002	SC Retirement	45,550.00	45,550.00	4,466.22	20,926.74	24,623.26
100-2000-512004	Group Health Insurance	42,463.00	42,463.00	3,465.92	18,715.96	23,747.04
100-2000-521005	Other Contractual Services	14,630.00	14,630.00	4,882.00	14,038.36	591.64
100-2000-522002	Vehicle Repairs and Maintenance	4,360.00	4,360.00	88.63	258.11	4,101.89
100-2000-524000	Telephone and Communications	2,050.00	2,050.00	257.90	644.65	1,405.35
100-2000-526000	Uniform Rental	1,640.00	1,640.00	86.32	638.98	1,001.02
100-2000-531000	Office Supplies	2,100.00	2,100.00	39.27	884.75	1,215.25
100-2000-531003	Safety Gear and Supplies	1,800.00	1,800.00	0.00	32.37	1,767.63
100-2000-531008	Fuel	4,320.00	4,320.00	251.55	1,547.24	2,772.76
100-2000-532000	Small Tools and Equipment	1,500.00	1,500.00	0.00	131.39	1,368.61
100-2000-550000	Professional Memberships and License Fees	2,350.00	2,350.00	0.00	1,000.00	1,350.00
100-2000-550001	Educational Seminars and Classes	17,650.00	17,650.00	589.00	2,547.59	15,102.41
100-2000-560010	Miscellaneous	1,000.00	1,000.00	128.94	489.88	510.12
100-2000-560090	Water Efficiency Rebate Program	1,000.00	1,000.00	125.00	583.00	417.00
Department: 2000 - Engineering Total:		411,680.00	411,680.00	40,346.74	183,674.51	228,005.49
Department: 3000 - Distribution (Maintenance)						
100-3000-511000	Regular Salaries and Wages	1,003,803.00	1,003,803.00	72,635.66	441,498.04	562,304.96
100-3000-511002	Overtime	62,373.00	62,373.00	1,753.35	21,234.06	41,138.94
100-3000-511003	On Call	0.00	0.00	85.64	85.64	-85.64
100-3000-511008	Sick Pay	38,830.00	38,830.00	4,514.55	20,801.20	18,028.80
100-3000-512000	FICA	62,738.00	62,738.00	4,818.16	29,589.11	33,148.89
100-3000-512001	Medicare	14,053.00	14,053.00	1,126.81	6,920.07	7,132.93
100-3000-512002	SC Retirement	186,306.00	186,306.00	14,660.42	89,809.49	96,496.51
100-3000-512004	Group Health Insurance	214,111.00	214,111.00	16,391.77	89,927.60	124,183.40
100-3000-521005	Other Contractual Services	45,582.00	45,582.00	1,518.15	22,295.69	23,286.31
100-3000-522000	Building and Grounds Repairs and Mainten...	116,000.00	116,000.00	198.32	27,504.69	88,495.31
100-3000-522001	Equipment and Machinery Repairs and Mai...	35,000.00	35,000.00	903.18	17,300.25	17,699.75
100-3000-522002	Vehicle Repairs and Maintenance	33,600.00	33,600.00	750.90	8,166.88	25,433.12
100-3000-524000	Telephone and Communications	14,368.00	14,368.00	2,267.46	6,234.48	8,133.52
100-3000-525000	Hauling and tipping fees	4,000.00	4,000.00	0.00	135.00	3,865.00
100-3000-526000	Uniform Rental	20,444.00	20,444.00	950.95	7,980.04	12,463.96
100-3000-526001	Equipment Rental	26,900.00	26,900.00	0.00	0.00	26,900.00
100-3000-531002	Shop Supplies and Materials	28,000.00	28,000.00	-191.91	7,157.34	20,842.66
100-3000-531003	Safety Gear and Supplies	8,800.00	8,800.00	301.51	988.77	7,811.23
100-3000-531004	Patching and Paving Materials	56,820.00	56,820.00	0.00	11,186.18	45,633.82
100-3000-531008	Fuel	52,800.00	52,800.00	3,262.80	19,115.39	33,684.61
100-3000-531009	Non-Inventory Parts and Supplies	0.00	30,000.00	86.40	4,191.01	25,808.99
100-3000-531010	Inventory Parts and Supplies	200,000.00	170,000.00	30,659.63	64,352.32	105,647.68
100-3000-531011	Inventory Shrink/Overage	0.00	0.00	0.00	3,621.18	-3,621.18
100-3000-532000	Small Tools and Equipment	18,800.00	18,800.00	117.70	10,370.92	8,429.08
100-3000-541002	Licenses and Permits	150.00	150.00	100.00	100.00	50.00
100-3000-550000	Professional Memberships and License Fees	9,510.00	9,510.00	180.00	320.00	9,190.00
100-3000-550001	Educational Seminars and Classes	18,300.00	18,300.00	318.15	3,910.42	14,389.58

Statement of Revenue and Expense

For Fiscal: 2025 - 2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-3000-560010	Miscellaneous	3,000.00	3,000.00	0.00	742.31	2,257.69
Department: 3000 - Distribution (Maintenance) Total:		2,274,288.00	2,274,288.00	157,409.60	915,538.08	1,358,749.92
Department: 4000 - Meter						
100-4000-511000	Regular Salaries and Wages	233,590.00	233,590.00	16,694.26	104,199.33	129,390.67
100-4000-511002	Overtime	10,931.00	10,931.00	449.34	4,584.04	6,346.96
100-4000-511008	Sick Pay	7,302.00	7,302.00	1,657.43	4,580.19	2,721.81
100-4000-512000	FICA	14,599.00	14,599.00	1,155.87	6,975.72	7,623.28
100-4000-512001	Medicare	3,270.00	3,270.00	270.34	1,631.45	1,638.55
100-4000-512002	SC Retirement	43,354.00	43,354.00	3,489.49	20,844.03	22,509.97
100-4000-512004	Group Health Insurance	31,535.00	31,535.00	2,553.96	13,791.37	17,743.63
100-4000-521004	Maintenance Contracts	58,020.00	58,020.00	0.00	0.00	58,020.00
100-4000-522001	Equipment and Machinery Repairs and Mai...	5,708.00	5,708.00	16.33	16.33	5,691.67
100-4000-522002	Vehicle Repairs and Maintenance	10,080.00	10,080.00	1,086.95	13,944.46	-3,864.46
100-4000-524000	Telephone and Communications	8,228.00	8,228.00	924.03	2,367.30	5,860.70
100-4000-526000	Uniform Rental	4,486.00	4,486.00	291.32	1,436.32	3,049.68
100-4000-531002	Shop Supplies and Materials	4,000.00	4,000.00	0.00	971.32	3,028.68
100-4000-531005	Meters Supplies and Appurtenences	90,750.00	90,750.00	0.00	115.14	90,634.86
100-4000-531008	Fuel	16,830.00	16,830.00	1,063.99	6,256.48	10,573.52
100-4000-531010	Inventory Parts & Supplies	188,593.00	188,593.00	867.39	80,244.72	108,348.28
100-4000-532000	Small Tools and Equipment	3,000.00	3,000.00	0.00	0.00	3,000.00
100-4000-550000	Professional Memberships and License Fees	750.00	750.00	0.00	0.00	750.00
100-4000-550001	Educational Seminars and Classes	7,300.00	7,300.00	1,130.00	5,395.72	1,904.28
100-4000-560010	Miscellaneous	750.00	750.00	196.00	196.00	554.00
Department: 4000 - Meter Total:		743,076.00	743,076.00	31,846.70	267,549.92	475,526.08
Department: 5000 - Filter Plant						
100-5000-511000	Regular Salaries and Wages	1,031,598.00	1,031,598.00	64,453.03	395,638.90	635,959.10
100-5000-511002	Overtime	60,442.00	60,442.00	5,830.49	26,415.31	34,026.69
100-5000-511008	Sick Pay	41,958.00	41,958.00	1,981.76	13,874.36	28,083.64
100-5000-512000	FICA	64,475.00	64,475.00	4,416.14	26,665.49	37,809.51
100-5000-512001	Medicare	14,442.00	14,442.00	1,032.81	6,236.20	8,205.80
100-5000-512002	SC Retirement	191,465.00	191,465.00	13,412.47	80,908.33	110,556.67
100-5000-512004	Group Health Insurance	157,718.00	157,718.00	11,095.98	61,779.65	95,938.35
100-5000-521004	Maintenance Contracts	62,168.00	62,168.00	164.00	32,856.46	29,311.54
100-5000-521005	Other Contractual Services	1,800.00	1,800.00	148.79	868.88	931.12
100-5000-522000	Building and Grounds Repairs and Mainten...	19,590.00	19,590.00	715.00	4,565.88	15,024.12
100-5000-522001	Equipment and Machinery Repairs and Mai...	2,500.00	2,500.00	0.00	0.00	2,500.00
100-5000-522002	Vehicle Repairs and Maintenance	4,840.00	4,840.00	20.99	661.91	4,178.09
100-5000-522004	Water Filtration System Repairs and Maint...	161,500.00	161,500.00	20,445.69	40,044.90	121,455.10
100-5000-523000	Electricity	246,960.00	246,960.00	13,393.11	76,461.84	170,498.16
100-5000-523001	Natural Gas	12,000.00	12,000.00	1,203.24	1,513.79	10,486.21
100-5000-524000	Telephone and Communications	20,962.00	20,962.00	2,609.02	8,006.29	12,955.71
100-5000-524004	Postage and Delivery Fees	1,660.00	1,660.00	48.16	244.79	1,415.21
100-5000-525000	Hauling and tipping fees	39,850.00	39,850.00	1,890.00	13,000.00	26,850.00
100-5000-526000	Uniform Rental	12,094.00	12,094.00	676.34	4,815.78	7,278.22
100-5000-526002	Other Rentals	1,670.00	1,670.00	100.00	600.00	1,070.00
100-5000-531000	Office Supplies	1,500.00	1,500.00	29.42	418.07	1,081.93
100-5000-531001	Janitorial and General Supplies	2,400.00	2,400.00	220.85	689.70	1,710.30
100-5000-531003	Safety Gear and Supplies	5,000.00	5,000.00	740.89	1,108.71	3,891.29
100-5000-531006	Laboratory Supplies and Materials	64,900.00	64,900.00	3,452.10	30,296.06	34,603.94
100-5000-531007	Chemicals	524,700.00	524,700.00	24,782.24	203,203.10	321,496.90
100-5000-531008	Fuel	11,000.00	11,000.00	1,334.37	2,802.54	8,197.46
100-5000-532003	Computer Hardware and Software	500.00	500.00	199.00	199.00	301.00
100-5000-541000	Testing	19,500.00	19,500.00	300.00	8,768.80	10,731.20
100-5000-541002	Licenses, Permits & Fees	23,155.00	23,155.00	0.00	22,039.70	1,115.30
100-5000-550000	Professional Memberships and License Fees	1,875.00	1,875.00	315.00	545.00	1,330.00
100-5000-550001	Educational Seminars and Classes	20,780.00	20,780.00	2,003.22	8,130.48	12,649.52
100-5000-560010	Miscellaneous	5,000.00	5,000.00	379.52	2,342.87	2,657.13

Statement of Revenue and Expense

For Fiscal: 2025 - 2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-5000-951002 Plant Equipment	55,000.00	55,000.00	0.00	0.00	55,000.00
Department: 5000 - Filter Plant Total:	2,885,002.00	2,885,002.00	177,393.63	1,075,702.79	1,809,299.21
Function: 1000 - Operating Expenses Total:	10,508,170.00	10,508,170.00	754,150.64	4,300,412.36	6,207,757.64
Function: 9500 - Non-Operating Expense					
Department: 9500 - Non-Operating Expense					
100-9500-710001 Debt Service Interest Expense	538,140.00	538,140.00	9,589.58	57,537.48	480,602.52
100-9500-710002 Capital Lease Interest Expense	77,530.00	77,530.00	661.15	4,355.02	73,174.98
Department: 9500 - Non-Operating Expense Total:	615,670.00	615,670.00	10,250.73	61,892.50	553,777.50
Function: 9500 - Non-Operating Expense Total:	615,670.00	615,670.00	10,250.73	61,892.50	553,777.50
Expense Total:	11,123,840.00	11,123,840.00	764,401.37	4,362,304.86	
Total Surplus (Deficit):	0.00	0.00	158,006.89	1,422,181.84	

Statement of Revenue and Expense

For Fiscal: 2025 - 2026 Period Ending: 12/31/2025

Group Summary

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
Function: 0100 - Operating Revenue					
0100 - Operating Revenue	10,935,584.00	10,935,584.00	908,909.60	5,701,599.01	5,233,984.99
Function: 0100 - Operating Revenue Total:	10,935,584.00	10,935,584.00	908,909.60	5,701,599.01	5,233,984.99
Function: 9000 - Non-Operating Revenue					
9000 - Non-Operating Revenue	188,256.00	188,256.00	13,498.66	82,887.69	105,368.31
Function: 9000 - Non-Operating Revenue Total:	188,256.00	188,256.00	13,498.66	82,887.69	105,368.31
Revenue Total:	11,123,840.00	11,123,840.00	922,408.26	5,784,486.70	5,339,353.30
Expense					
Function: 1000 - Operating Expenses					
1000 - Administration	2,161,601.00	2,161,601.00	159,259.29	893,191.09	1,268,409.91
1001 - Human Resources	240,491.00	240,491.00	25,992.04	105,258.84	135,232.16
1002 - Information Services	759,141.00	759,141.00	77,343.45	406,470.40	352,670.60
1010 - Board of Commissioners	41,490.00	41,490.00	3,543.58	9,725.91	31,764.09
1998 - District-Wide Employee Support, Promotion & Retent	81,191.00	81,191.00	8,226.97	19,275.05	61,915.95
1999 - Operational Non-Departmental	910,210.00	910,210.00	72,788.64	424,025.77	486,184.23
2000 - Engineering	411,680.00	411,680.00	40,346.74	183,674.51	228,005.49
3000 - Distribution (Maintenance)	2,274,288.00	2,274,288.00	157,409.60	915,538.08	1,358,749.92
4000 - Meter	743,076.00	743,076.00	31,846.70	267,549.92	475,526.08
5000 - Filter Plant	2,885,002.00	2,885,002.00	177,393.63	1,075,702.79	1,809,299.21
Function: 1000 - Operating Expenses Total:	10,508,170.00	10,508,170.00	754,150.64	4,300,412.36	6,207,757.64
Function: 9500 - Non-Operating Expense					
9500 - Non-Operating Expense	615,670.00	615,670.00	10,250.73	61,892.50	553,777.50
Function: 9500 - Non-Operating Expense Total:	615,670.00	615,670.00	10,250.73	61,892.50	553,777.50
Expense Total:	11,123,840.00	11,123,840.00	764,401.37	4,362,304.86	6,761,535.14
Total Surplus (Deficit):	0.00	0.00	158,006.89	1,422,181.84	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - Operations Fund	0.00	0.00	158,006.89	1,422,181.84	-1,422,181.84
Total Surplus (Deficit):	0.00	0.00	158,006.89	1,422,181.84	