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# EMPLOYEE HANDBOOK

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SUNBURST FARMS IRRIGATION DISTRICT



NOVEMBER 4, 2025

DATE RATIFIED

16040 W. 43RD AVENUE-GLENDALE, ARIZONA 85306

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# **INTRODUCTION**

## **MISSION STATEMENT**

**THE PURPOSE OF SUNBURST FARMS IRRIGATION DISTRICT (SBFID) IS TO DELIVER IRRIGATION WATER TO THE MEMBERS IT SERVES IN AN EQUITABLE MANNER WITHIN THE CAPABILITIES OF THE IRRIGATION DISTRICT.**

## **HISTORY**

The Sunburst Farms Irrigation District (SBFID) was formed by the original land developer, Thomas E Breen, in 1967, and later continued by Hallcraft Homes, as a company whose purpose was to provide irrigation to the homeowners in the Sunburst Farms development.

SBFID was formed as a Special Taxing District (Municipal Corporation) on April 16, 1979 and now operates under the authority of Arizona Revised Statutes, Title 48 Chapter 19.

## **OPERATION**

Each owner of a Sunburst Farm property has an interest in the District that supplies irrigation water. To date, there are approximately 650 farms consisting of one or multiple-acre parcels covering 828 acres.

SBFID includes a District Office, two well sites, two pumps, two motors and a water distribution system consisting of approximately 18 miles of underground pipeline network of concrete and PIP pipe, standpipes, vents, and alfalfa valves at each lot.

In addition, the District retains a legal advisor. The District employs a District Manager, an Administrative Assistant, and Irrigation and Repair Technicians as necessary to operate the District.

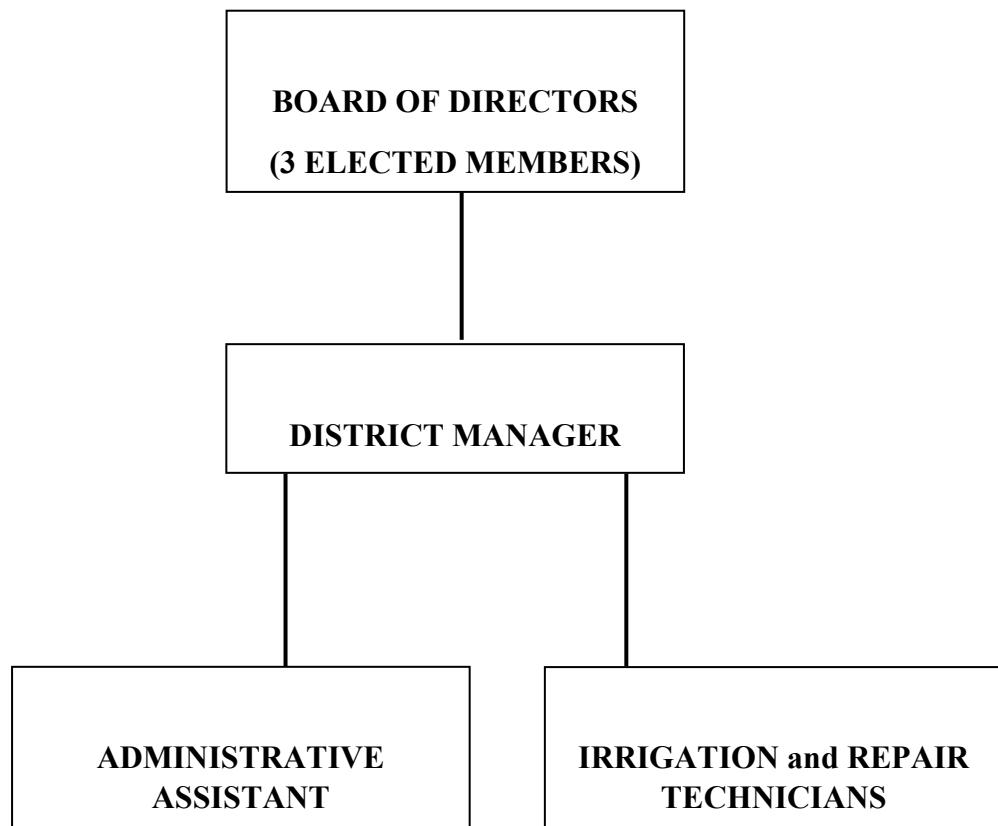
The elected three (3) member Board of Directors has the fiduciary responsibility for overseeing the management and operation of the Irrigation District. The Board meets monthly (the first Tuesday of each month) for the purpose of setting policies and monitoring the Districts' operations.

**Employment with the irrigation district is “at will,” meaning that employment is at the sole discretion of the irrigation District and is terminable at any time, with or without cause. Further, this handbook is informational only and does not create any contractual rights or obligations.**

**The irrigation district reserves the right to alter or eliminate benefits, policies and procedures at any time, without prior notice.**

**SUNBURST FARMS IRRIGATION DISTRICT**

**ORGANIZATION CHART**



## **DISTRICT MANAGER - JOB DESCRIPTION**

**Workdays:** Monday through Friday or as needed.

On call 24 hours while pumps are operating. When District Manager is covering or training, work hours will be flexible.

**Regular Office Hours:** Monday - Thursday 8AM to 4PM     Friday 8AM TO 12PM

**Rate of Pay:** Salary to be determined by Board of Directors and reviewed prior to budget preparation annually.

### **Responsibilities**

1. Direct the Administrative Assistant to ensure efficient District operations within the guidelines set by the Board of Directors
2. Plan, Lead, Organize and Control the irrigation, repair, maintenance and administrative functions.
3. Work irrigation shifts when necessary.
4. Establish and amends Irrigation scheduling and all related computer input
5. Develop and maintain employee evaluations, train and supervise Irrigation and Repair Technicians.
6. Schedule efficient and effective Irrigation Technician labors.
7. Oversee and control repair expenditures.
8. Establish and amend Repair Technician schedules.
9. Produce all required reports; i.e., Annual Water Report, Pump Reports, Monthly Manager Report, etc. (to be included in Regular District Board Meeting packets), and any other documents when requested by Board of Directors.
10. Establish scope of work and create project bids as directed by District Board.
11. Oversee and control Capital Projects including scopes of work, obtaining and ensuring accuracy of bids, obtaining Certificates of Insurance prior to start of work, Blue Stake when needed, ensuring scopes of work are followed during construction, etc.
12. Complete written documentation of accidents, injuries and property damage within 24 hours of the incident. Written documentation must be placed in responsible employee's personnel file. If an employee is not responsible, place in incident folder and retain.
13. Conserve and protect District property, equipment and facilities.
14. Maintain clear and effective communication with residents.

## **DISTRICT MANAGER – JOB DESCRIPTION (Continued)**

15. Observe and comply with relevant Arizona State Statutes (ARS), and policies including Blue Stake.
16. Provide annual budget projections for consideration by Board of Directors.
17. Assist District Secretary of Election as needed.
18. Respect “District business use only” regarding District owned equipment and vehicles.
19. Interface with vendors, contractors and subcontractors. Oversee all Outside Services jobs to ensure they are completed per District specifications.
20. Check email daily; respond appropriately.
21. Respond to customers in a timely manner:
  - a. Voicemail by next half business day
  - b. Email by next business day
  - c. Mail by two business days
22. Review all vehicle check lists weekly. Take any action needed.
23. Manage the maintenance and washing of fleet vehicles weekly.
24. Prepare letters to homeowners regarding berm leaks and bridle path clean up. Provide copies to Administrative Assistant for homeowner files.
25. Collect time sheets and provide accurate information and coding for payroll.
26. Maintain appropriate paper and electronic files, following retention laws, so documents may be provided for Public Information Requests.
27. Ensure that ALL employees, including Board of Directors, use seat belts when in District Vehicles.
28. Document and cover with employees, all accidents, damage or other disciplinary issues including, absences, inappropriate behavior and performance issues. Apply progressive discipline in a timely manner. Place written documentation in employee’s personnel file.
29. District Manager is responsible for hiring and terminating for Board approved positions, including back ground checks, e-Verify, MVD records, etc.).
30. District Manager controls webmaster functions.
31. Obtain estimates and bids for insurance. Function as point of contact for coverage, claims, questions and other issues for liability, vehicles, casualty, Directors / Officers insurance and employee health insurance.

## **ADMINISTRATIVE ASSISTANT – JOB DESCRIPTION**

**Work days** – Monday through Thursday – 20-30 hours per week, 8:00AM - 4:00PM

**Responsibilities:**

1. Assist District Manager to assure efficient District operations within the guidelines set by the Board of Directors.
2. Process customer payments (A/R) and prepare bank deposits.
3. Prepare checks to pay vendors (A/P) and monthly depreciation check.
4. Administer the District Collection policy.
5. Prepare and send monthly billing, statements and inserts.
6. Provide a list of needed office supplies to the District Manager.
7. Provide good and timely customer service.
8. Assist the District Secretary of Election as needed.
9. Prepare and post agendas, notices and minutes as required by the Board of Directors within the time required by Open Meeting Law, to include Regular, Special and Committee meetings.
10. Assist in providing public records for Custodian of Records.
11. Submit required reports to County, State and Federal agencies as needed.
12. Provide other administrative functions as requested.
13. Observe and comply with relevant State Statutes, and policies.
14. Attend classes relevant to State Statutes, and policies.
15. Use Company truck provided for business purposes only.
16. Webmaster responsibilities.
17. Handle mail, email and voice messages daily; respond appropriately.
  - a. Messages left on recorder – Next half business day.
  - b. Email Requests: Next business day.
  - c. Mail: Two business day.
18. Work with CPA and or accountant regarding financials and annual reviews.
19. Knowledge of QuickBooks, spreadsheets, word processing, email and websites.

## **IRRIGATION TECHNICIAN – JOB DESCRIPTION**

Irrigation Technicians are responsible for water distribution to Sunburst Farms Irrigation District residents according to the line sequence, date and time as noted on schedules. There are three (3) shifts for Irrigation Technicians including: First (Day 6AM-2PM), Second (Afternoon 2PM–10PM) and Third (Night 10PM–6AM). The Third shift includes differential pay from 10PM to 6AM.

### **Responsibilities:**

1. The work schedule is full time (30-40 hours per week when working the assigned shift with Overtime as needed.. Night shift is usually 32 hours when irrigating.
2. Perform a mandatory “walk-around” vehicle inspection at the beginning and end of each shift. Submit a report of any problem to District Manager ([Appendix C is the Vehicle Inspection Report for items to be checked](#)).
3. Note any line problems, leaks, breaks, damages or other information on the irrigation schedule.
4. Open and close valves, gates and standpipes according to the irrigation schedule
5. Set mineral oil drip (1 drip per second) during pump start up and make certain the barrels have oil.
6. Swap empty mineral oil barrels for full barrels as needed.
7. At pump startup and shutdown, record flow meter, electric meter, hour meter, date, time and mileage on the Cycle Report Cover Sheet. Check oil levels in oil barrels.
8. Drive the bridle paths and streets on active lines to check for open valves and leaks. Note any issues on the irrigation schedule.
9. Brief the incoming Irrigation Technician of any problems, complaints, etc. at the end of your shift.
10. Clean and return all hand tools immediately after completion of a job,
11. Keep irrigation vehicle clear of trash and clean for use.
12. Close bridle path gates when the paths are wet and muddy. Keep designated bridle paths closed.
13. Irrigation Technicians are required to work on Fridays, and non-irrigation times, with maintenance and non-irrigation repairs. (See and review Repair Technician job description).
14. Set up valves and standpipes for the next irrigation on the appropriate bridle paths.
15. Drive District vehicle to various locations and perform misc. duties, (i.e. dump, supplies, gas, and others as needed).
16. Attend mandatory staff meetings.
17. Perform any other job duties as directed by District Manager.
18. Prior to each shift, Irrigation Technicians will verify that all necessary supplies (i.e. charged cell phone, ladder, poles, headlamps valves and phone charger, etc.) are in vehicle.

## **REPAIR TECHNICIAN – JOB DESCRIPTION**

Repair Technicians are responsible for the maintenance and repair of the irrigation system and equipment. Repair Technicians are expected to work according to the work schedule established by the District Manager

### **Responsibilities:**

1. The work schedule is full time. Normal work hours are 40 hours, Monday through Friday with overtime as needed.
2. Perform a mandatory “walk-around” vehicle inspection at the beginning and end of each shift. Submit a report of any problem to District Manager (**Appendix C is the Vehicle Inspection Report for items to be checked.**)
3. Maintain and repair irrigation lines, standpipes, gates and valves will include, but not limited to: Digging, working with concrete and PVC, pipe installation, painting, equipment operation (dump truck, tractor, bobcat as approved by District Manager).
4. Drive District vehicle to various locations and perform misc. duties, (i.e. dump, supplies, gas and other as needed).
5. Clean and maintain vehicles and equipment; including repairing, greasing, oiling and cleaning. (This may be performed by Outside Services).
6. Clean and return all tools immediately after job completion. Keep tools stored safely while on the jobsite to prevent damage and theft.
7. Keep worksite clear of trash and debris at the end of each day.
8. Perform any other job duties as directed by District Manager.
9. Attend mandatory staff meetings.

## **RESPONSIBILITIES AND DUTIES**

### **OF ALL PERSONNEL**

- All new employees are hired on a probationary status for a period of up to ninety days. During the probationary period, upon the recommendation of the District Manager, (or Board in the case of a District Manager's position) the employee can be recommended for permanent employment or released from the position.
- All Irrigation Technicians are hired to perform work including irrigation, maintenance/repair, digging, painting, weed eating, driving tractor and other District vehicles, and any other work as directed by District Manager.
- Standard operating work hours for maintenance/repair are 7:00 a.m. to 3:30 p.m. Monday through Friday, when not irrigating or as instructed by the District Manager. Standard summer hours are 5:00 a.m. to 1:30 p.m. Operation hours may vary based on demands of the District, workload and will be established by the District Manager.
- All personnel are responsible for clocking in/out on their own time card. All exceptions, including those who forget to clock in, must be verified and initialed by the District Manager. Employees will not punch in earlier than when their shift or work begins.
- All hourly personnel are required to report immediately to the District Manager any and all accidents regardless if personal, to property, or vehicles. (**Appendix D**  
**Accident Report to be filled out by District Manager**). The Accident shall be noted in personnel file. All documentation of accidents, injury or damage to property shall be documented by the District Manager within 24 hours of the incident. At the District Manager's discretion, the employee may be required to have a drug test.
- Bridle path speeds shall not exceed 9 mph. All employees are expected to adhere to this rule.
- Only employees, District Manager and Board Members of the Irrigation District are allowed in the District vehicles. Exception: The District Manager may transport prospective contractors to review jobsites.
- Employees may not provide transportation in the District vehicles to other employees for non-business purposes.
- Seat belts must be used AT ALL TIMES by all employees, District Manager and Board Members.
- All employees shall adhere to posted speed limits.
- When not irrigating, employees must clock in and out for lunch.
- Employees are encouraged to attend Board Meetings.
- Employees are expected to maintain a clear driving record/motor vehicle report.

## **RESPONSIBILITIES AND DUTIES** **OF ALL PERSONNEL (Continued)**

- To be considered for employment, applicants must submit two forms of ID as required to complete the federal I-9 Form and e-Verify.
- All employees including non-drivers will be submitted for a Motor Vehicle Report (MVR).
- Refer to “Do’s & Don’ts” Section. These are responsibilities and duties of each employee.
- If charged with a DUI, employee must report incident to District Manager or a Board Member within 24 hours.
- No employee or representative of the District may drive a District vehicle or equipment with a suspended driver’s license or no driver’s license.
- All employees MUST review the Employee Handbook and sign the Acknowledgment Form. (This must be completed on the first day of employment).

## **POLICIES & PROCEDURES**

### **ATTENDANCE**

- **Attendance is a condition of employment**
- Employees shall contact the District Manager's cell if unable to come to work due to illness, injury, personal emergency, death in the family, or other serious condition. This phone call shall occur prior to the expected arrival at work.
- District Manager shall contact a Board Member if unable to come to work due to illness, injury, personal emergency, death in the family, or other serious condition. This phone call shall occur prior to the expected arrival at work.
- Employees shall not leave the job without verbal notification to the District Manager. Leaving the job without permission may result in termination
- Employees are expected to work the hours designated by the Job Description.
- On rainy days, employees are to report to work unless the District Manager advises them not to attend. Employees will be paid for the time they work on a rainy day.

### **THE FAIR WAGES AND HEALTHY FAMILIES ACT – ENTITLEMENT AND AMOUNT**

- Employees are entitled to accrue paid sick time up to 24 hours of paid sick time per calendar year.
- Unused sick days will be carried over to the next calendar year.
- Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members. **(See Arizona Revised Statutes (ARS) 23-373 for more information.)**
- When an employee calls in sick, any available sick hours will be used.

### **DISCIPLINARY POLICY**   **(See Appendix A – Counseling Form)**

Policies and Procedures developed are intended to provide the orderly and efficient administration of the Irrigation District.

The Irrigation District believes in the use of progressive discipline to help the employee improve their performance on the job. This section provides guidance to Management, but does not alter the 'at will' nature of employment.

## **POLICIES & PROCEDURES (Continued)**

### **DISCIPLINARY POLICY (Continued)**

- Discipline may occur when there is a safety issue, an on-job accident, damage to vehicles, damage to homeowner's property, mistakes made during irrigation such as leaving valves open while irrigating another property, falling asleep on the job, forgetting to close a homeowner's valves, drinking alcoholic beverages or using illegal substances while on the job, or other situations in which the employee needs to improve their performance.
- On the first incident of a disciplinary situation, the employee should be counseled and documentation will be placed in their file.
- On the second incident of a disciplinary situation within a 12-month period, (and it does not have to be the same type of incident) the employee will be counseled and documentation will be placed in their file.
- On the third incident within a 12-month period, the employee may be terminated.

**All absences will be documented by the District Manager, including efforts to counsel the employee on the importance of attendance.**

- On the fourth absence within a 12-month calendar year, the employee will be counseled and documentation will be placed in their file. They will be advised that a fourth occurrence may result in termination. (*See Appendix A– Counseling Form*).
- On the fifth absence within a 12-month calendar year, the employee may be terminated.
- Unreported absences will **NOT** be tolerated and can be cause for disciplinary action up to and including dismissal.
- Absences above and beyond three days during any one calendar year without written doctor's confirmation can be cause for dismissal.
- Appropriate discipline is at the discretion of the District Manager and may begin with an verbal reprimand, informal discussion or suspension without pay until the issue has been resolved or may result in termination. A record of Disciplinary measures will be retained in employee's personnel file.

### **AFFIRMATIVE ACTION**

- SBFID is an Equal opportunity workplace and complies with all applicable laws.

## **POLICIES & PROCEDURES (Continued)**

### **DRUG FREE WORKPLACE (See Appendix B Substance Abuse Policy)**

- Employees of Sunburst Farms Irrigation District are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, safe and secure work environment.
- All employees are subject to a drug test at any time. The employee must comply with drug tests when requested or face disciplinary action, up to and including termination.
- The unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance on the premises or while conducting official business is absolutely prohibited.
- Employee must report DUI or Drug related citations immediately or on next work day to Sunburst Farms Irrigation District Manager.
- Violation of the substance abuse policy will result in disciplinary action, up to and including termination, and may have legal consequences.

### **EMPLOYEE/HOMEOWNERS RELATIONS**

- Employees are not to linger on work premises when they are not on duty.
- Employees are expected to treat each homeowner respectfully at all times
- Employee interactions should reflect mutual respect and support.
- Do not discuss fellow employees, Board Members or other homeowners except as necessary to perform work or report issues to District Manager.
- Employee are not authorized to negotiate any issues outside the current water delivery.
- If issues arise, employees are to refer homeowners to the District Manager and report any such incidents to the District Manager immediately.
- Do not argue or enter into any conflicts with homeowners.
- Do not borrow equipment or supplies from homeowners without prior approval from District Manager.

## **POLICIES & PROCEDURES (Continued)**

### **GRIEVANCE POLICY**

- Should an employee have a grievance against the Board, its members, fellow employees, or homeowners, it should be brought to the attention of the District Manager for evaluation and resolution.
- If the grievance is with the District Manager, or is not adequately addressed after being reported to the District Manager, the employee should contact a board member who will take the issue to the board for resolution.
- Retaliation by anyone for filing a grievance will not be tolerated.

### **HOLIDAY SCHEDULE**

- Full-time employees shall be paid eight (8) hours for each of the listed holidays at their rate of pay.

**New Year's Day**  
**Memorial Day**  
**July 4<sup>th</sup>**  
**Labor Day**  
**Thanksgiving**  
**Christmas Day**

- Permanent part-time employees who work every day shall be paid holiday pay on their ***normal*** regular working hours.
- Permanent full-time employees must work the scheduled day prior or the scheduled day after a holiday to be paid holiday pay.
- Seasonal part-time employees do not qualify for holiday pay.
- The day after Thanksgiving will be a no work day for all employees, and hourly paid employees will not be paid.
- The SBFID district office is closed from Christmas to New Year's Day, and except for paid holidays, the remaining closed days will be unpaid.

### **WAGE SCHEDULE – TERM AND HOURS OF EMPLOYMENT**

- ***A Workweek*** runs Sunday through Saturday. The paycheck for the prior pay period ***will distributed no later than Friday, 12:00 noon.***
- New Employees start at a ***wage set by the Board through the first 90 days of probation.***

## **POLICIES & PROCEDURES (Continued)**

### **WAGE SCHEDULE (Continued)**

- During the first ninety (90) days of probation, the District Manager will evaluate new employees. If sufficient progress has been made, the employee will become a permanent employee and will be eligible for merit based raises.
- All salary and wage decisions are approved by the Board of Directors.
- Work schedules will be determined and communicated to the employees by the District Manager. Employees are expected to clock in when their shift or work begins.

### **VACATION & BENEFITS** *(Employee benefits are subject to change)*

- A full-time employee (***one who is scheduled thirty (30) hours, or more, per week and has been with the Irrigation District at least one year***) is entitled to vacation pay. It is awarded on the employee's anniversary date.
- One (1) year of full-time employment entitles an employee to one (1) week paid vacation, defined as the average hours worked per week in the prior year.
- Two (2) years up to nine (9) years of full-time consecutive employment entitles an employee to two (2) weeks paid vacation, defined as the average hours worked per week in the prior year.
- Ten (10) years and over of full-time consecutive employment entitles an employee to three (3) weeks paid vacation, defined as the average hours worked per week in the prior year.
- Vacation does not accumulate and must be taken within the year that it is earned. (Unused vacation will expire on the employee's anniversary date).
- It's preferred that employees working on irrigation and related duties ***take their vacation during the winter months or when the pumps are not running.***
- No employee may take vacation in consecutive weeks unless approved by the District Manager (***or the Board of Directors in the case of a District Manager position.***)
- Employees hired on a temporary, seasonal or "as needed" basis are not entitled to paid vacation.
- District Manager must approve any and all paid vacation for hourly employees.
- District Manager must have vacation approved by Board of Directors.
- At the completion of the initial ninety (90) day period, fulltime permanent employees will be entitled to reimbursement of health insurance premiums the employee has purchased independently. (The amount of the reimbursement is set by the Board of Directors).
- If an employee leaves or is terminated and is then rehired, after one year they are eligible for one week vacation. After completing their second year they may bridge their service and be eligible for vacation based on the bridged service date.

## **POLICIES & PROCEDURES (Continued)**

### **VACATION & BENEFITS (Continued)**

- If an employee is terminated or voluntarily resigns they are entitled to be paid for all hours worked, including all accrued unused vacation and unused sick days excluding any expired vacation and sick days.
- Bereavement benefits are available to an employee in the event of a death of an immediate family member (spouse, children, parents, grandparents or grandchildren). Employee is entitled to three (3) paid days for in-state services or five (5) paid days if out-of-state services.

### **HARRASSMENT**

SBFID prohibits any harassment by, among or against any covered person.

*(See Appendix E for the complete Harassment Policy).*

## **DO'S & DON'T'S FOR ALL EMPLOYEES**

### **COMMON SENSE RULES**

**DO** keep the office locked while away from the office.

**DO** keep the 43<sup>rd</sup> Avenue outside gate locked at night when not irrigating.

**DO** keep 39<sup>th</sup> Avenue outside gate locked when no one is present.

**DO** clean out vehicle of all trash at the end of shift.

**DO** stay on the work site unless directed by District Manager.

**DO** play radio on low volume.

**DO** pick up after yourself. Keep the office, bathroom, breakroom, garage, outside work area and all work sites clean.

**DO** remove all personal items from vehicle at end of shift.

**DO** turn off all lights and electrical appliances when last to leave.

**DO NOT** use *District vehicle for personal use.*

**DO NOT** tie up work phone with personal phone calls.

**DO NOT** *smoke in District vehicles, buildings or on District property per ARS § 36-601.01.*

**DO NOT** ignore incoming calls. Respond to messages as soon as possible when returning to the truck.

**DO NOT** wash or service personal vehicles on company time or property.

**DO NOT** block or obstruct driveway.

**DO NOT** leave vehicles in idle for more than twenty (20) minutes.

## **SAFETY**

1. Report immediately to District Manager any and all accidents, whether personal, or to property, or to vehicles. (*See Appendix D for the Accident Report to be filled out by District Manager*).
2. All vehicle accidents on public streets must be reported to the Police. Obtain the Police report. District Manager must be notified immediately and be present, if possible, when Police are investigating and obtaining information
3. To avoid injury to employee or damage to standpipe, DO NOT tie or chain anything around standpipe handles.
4. Do not cross fences unless absolutely necessary, and then proceed with extreme caution. Homeowners have dogs and other animals that may be aggressive.
5. Be extremely careful. The berm areas, bridle paths and yards can be very slippery when irrigating. (Remember Safety comes first).
6. Use caution when making standpipe changes – they are slippery when wet.
7. Use caution to slowly open and close valves. This will safely release air pressure that may be in the line.
8. Beware that some homeowners may have “hot wires” (electric) on fences.
9. Do not climb on or touch Arizona Public Service (APS) power utility boxes located in some of the homeowners’ yards
10. Use caution when climbing standpipes while using or carrying a ladder or pole. Always locate and avoid any electrical/high voltage wires in the work site.
11. Report overweight vehicles driving down the bridle paths to the District Manager. (Record the description and license number, or if possible, take a picture of the vehicle including license plate, business name and/or driver).
12. Report any person or vehicle seen dumping in the bridle paths to District Manager. (Record the description and license number, or if possible, take a picture of the vehicle including license plate, business name and/or driver).
13. Watch carefully at night for obstacles placed, fallen or dumped into the bridle paths.
14. Do not exceed 9 miles per hour in bridle paths.
15. DO NOT go into the standpipe without proper equipment, and ALWAYS have another employee with you.
15. Seat belts must be worn AT ALL TIMES.
16. Report any suspicious activity to the appropriate authority (District Manager, Police and or Homeowner).

# **SUNBURST FARMS IRRIGATION DISTRICT**

## **CODE OF CONDUCT**

### **CONFLICT OF INTEREST**

You should avoid being involved in actions or situations that would keep you from carrying out your duties or that would create suspicions about your honesty or fairness. You should adhere to the following rules:

You must not accept gifts, service, or favors that would lead toward favoritism or appearance of favoritism.

Managers and Board Members who make decisions or recommendations for the District must publicly disclose any possible personal gain to themselves or a member of their family that would result from any District action in which they participate. If there is a conflict of interest or appearance of a conflict of interest in their participation in the decision, they must publicly disclose and should withdraw. (See Arizona Revised Statutes (ARS) 38-501 through 38-511 that contain the conflict of interest laws that apply to public officers and employees).

In the workplace, domestic violence can affect employee performance and productivity as well as cause security concerns. If you are involved in a situation in your personal life that could create a danger to you or your co-workers while at work, you should notify your supervisor immediately. For example, if you obtained an order of protection against your spouse or domestic partner, you should notify your supervisor of the order of protection.

### **SECURITY**

The District is committed to maintaining a workplace that is free from violence or threats of violence. Verbal and physical threats among or against employees are serious matters and will be dealt with by appropriate discipline and/or police action.

Within its responsibility to protect employees, homeowners and both public and private property, District officials may open and search lockers, desks, containers and vehicles on District property if there is reasonable suspicion that alcohol, weapons, stolen items, or illegal drugs may be in the searched areas. District Manager, Board Members and employees acknowledge that they have no expectation of privacy in District work areas or using District equipment. District officials may also, on occasion search computer files or email if there is suspicion that an employee may be using the computer for personal use, for their own business or outside employment, or in violation of the District's internet policies.

Customer proprietary or private financial information shall not be disclosed.

## **Code of Conduct (Page 2)**

### **POLITICAL ACTIVITY**

Employees may not use any official District authority or influence for the purpose of interfering with or affecting the results of an election on District time or premises.

District employees and managers are permitted to respond to homeowners' inquiries and must do so in a neutral manner that does not urge support or opposition to the candidate or measure. The information provided by the District must therefore be "full and impartial" and cannot "amount to improper campaign activity". (See **ARS 16-192**)

### **SMOKING**

**Smoking is NOT ALLOWED in District vehicles, buildings or on District property per ARS § 36-601.01.**

### **MATERNITY LEAVE**

Expectant mothers can continue working as long as their attending physician indicates that they can safely perform their duties.

**District Code of Conduct must be reviewed with Performance Evaluations and the Employee Acknowledgement Form signed annually.**

## APPENDIX A

### EMPLOYEE COUNSELING FORM

Employee Name: \_\_\_\_\_

Reason for Counseling: \_\_\_\_\_

Previous Counseling:	Date	Reason	Action
<u>Verbal</u>			
<u>Verbal</u>			
<u>Written</u>			
<u>Written</u>			

Describe the Incident Leading to this Counseling:

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Goals/Corrective Action Needed by Employee:

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Employee Statement:

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Additional violations may result in further discipline, up to and including termination.

I have read this Counseling Form and understand it.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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District Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX B**

### **SUBSTANCE ABUSE POLICY**

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## **POLICY STATEMENT ON SUBSTANCE ABUSE**

**SUNBURST FARMS IRRIGATION DISTRICT** has a responsibility to provide a safe and productive workplace for all its employees, and a responsibility to the general public and our associates, to ensure that their safety and well-being is protected. A substance abuse policy has been established to provide the District with a means to meet these responsibilities.

**NOTE:** In this policy, the term, “substance abuse” is used to mean the use or abuse of or dependency on illegal drugs, alcohol, or drugs that can be prescribed legally but are used in a manner inconsistent with the prescription.

The Substance Abuse Policy will be explained to each employee and a copy of the actual program made available to all employees. The substance abuse testing program will take effect immediately for individuals seeking permanent or temporary placement with this District as an employee.

The Substance Abuse Policy includes consideration for the following types of testing: preplacement, post-accident, aberrant behavior, or reasonable cause and random testing.

This policy is written to comply with the Arizona Revised Statutes concerning substance abuse testing in the workplace.

This program will be conducted in a strictly confidential manner. Your cooperation and support will make the District a better place to work.

## **SUBSTANCE ABUSE POLICY**

While SUNBURST FARMS IRRIGATION DISTRICT “SBFID” has always strived to provide the safest possible work environment for employees, the growing problem of substance abuse (drugs and alcohol) within society in general, and the work environment in particular, necessitates the adoption of a written Substance Abuse Policy. A high percentage of all work related accidents can be attributed to substance abuse. Therefore, effective immediately, our long-standing policy prohibiting the use or influence of drugs or alcohol, or the presence of their metabolites in an employee, on the jobsite, on District property or while conducting District business will be reinforced and directed by this policy statement.

**All employees shall read, understand and abide by the contents of this policy.**

- **Do not bring drugs or alcohol to the workplace.** The possession or sale of drugs and/or alcohol within the District’s properties, vehicles, offices, and surrounding areas (e.g. yards, parking lots, etc.) will be grounds for immediate termination. Prescription drugs are excluded from coverage by this paragraph only if a current authorized prescription from a physician is in effect and available to the District.
- Page 1**
- **Do not use drugs or alcohol if they (or their metabolites) will still be in your system while you are at work.** The use of alcohol or drugs at any time, such that it could adversely affect the safe performance of your job, will be grounds for disciplinary action. If you are taking a prescription or over-the-counter drug, you are personally responsible for confirming with your physician that you may safely perform any job duties while taking such items. If you are taking a legal substance that could impair your safe work, you must advise your immediate supervisor, who may assign you to non-hazardous duties or send you home. The District expects every employee to report to work without alcohol or performance effective drugs in their system, and to remain that way while at work.

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Employees are warned that some drugs, especially marijuana, remains in the system for extended periods. Use of such drugs, even away from the workplace may lead to a violation of this policy. Applicants and employees should also be aware that certain over-the-counter consumable products (i.e. hemp products), may cause a substance abuse screen to have a positive substance abuse screen.

## **FOR CAUSE TESTING**

Testing for drugs, alcohol and their metabolites will be required when:

- An employee's behavior is out of character or matches an accepted profile of being under the influence of alcohol or drugs.
- An employee receives an injury requiring medical attention.
- An employee has been involved in a vehicular accident on company time or in a District vehicle.

All testing FOR CAUSE will occur immediately after the incident requiring it.

Employees in this situation are considered potentially impaired and will be treated accordingly. Employees obviously affected by any substance will not be allowed to operate a motor vehicle. Safe transportation will be arranged. Employees refusing this arrangement will be reported to the local law enforcement authorities.

## **OTHER TESTING**

The District reserves the right to test employees for reasons other than those listed above, such as annually as a Districtwide process, medical reasons, decline in overall safety performance, high accident rate in specific crews or when performing certain tasks, or other reasonable considerations.

## **DEPARTMENT OF TRANSPORATION/SAMHSA**

SAMHSA testing of employees for substances may be utilized as necessary and required by the Department of Transportation. This testing will be done via urinalysis, and processed by a SAMHSA approved laboratory using the required guidelines. The Medical Review Officer for SAMHSA is Drug Free, Inc.

The Department of Transformation regulations will be followed concerning positive screen results. The employee may also be subject to further disciplinary action, including termination, by the District.

## **LABORATORY TESTING PROCEDURES**

Procedures for sample collection, storage and transportation of specimens are specifically followed to prevent the possibility of contamination, adulteration or misidentification. Because of the consequences of positive test results on employees, SAMHSA will employ an accurate two-state testing procedure. Urine will be analyzed by a qualified and certified, federally approved, state approved and SAMSHA approved laboratory. All laboratory procedures are performed in accordance with scientifically accepted analytical method and procedures.

Samples will be collect and tested as follows:

1. Collections will be performed under reasonable and sanitary conditions. Labeling of specimens and internal chain of custody procedures are practiced.
2. Samples will be subjected to an EMID (Enzyme Multiplied Immunoassay Technique), screening process, where all substances are screened for at the same time. A negative finding is a “pass” and no further testing is required.
3. Positive test results on the first screening are confirmed by the more extensive and highly technical process of Gas Chromatography/Mass Spectrometry. This process confirms the specific substances and determines the quantities of the chemical in the sample. A negative finding is a “pass”.

## **RETESTING**

Applicants or employees who test positive for drugs or alcohol, and who believe the test results are incorrect, may request a retest of the original specimen as his/her own cost. The retest will be performed by an equally qualified laboratory. If the retest is negative, a third testing of the original specimen will be done by a third laboratory to confirm or deny the previous test results. A toxicologist will be available to review all data for a final determination. Portions of the original specimen are available for two years at the laboratory where the sample was originally analyzed.

## **VOLUNTARY ASSISTANCE**

Any employee who has a problem with drug or alcohol abuse is encouraged to come forward prior to being tested. Since substance abuse is a major element in the cause of accidents, the District cannot allow employees to work with the presence of or potential influence of illegal substances, certain prescription medications, or alcohol. The merits of each case will dictate any actions taken. Employees who come forward shall be given the opportunity to participate in a substance abuse rehabilitation program. If they are covered by District insurance. Any employees who test positive will be subject to disciplinary actions and/or terminated.

## **OTHER**

### **Driving Under The Influence**

Any employee arrested for and convicted of a DUI while operating a District vehicle, will be subject to disciplinary action. This paragraph applies to on-duty employees, and to off-duty employees operating a District vehicle.

Any employee convicted of a DUI offense involving a non-company vehicle must report the conviction to the District immediately. Such employees will not be allowed to operate District vehicles. Any employee arrested for a DUI offense while on Company time or in a District vehicle must immediately report the arrest to their supervisor.

## **Training**

All District employees and supervisors will receive appropriate training concerning the Substance Abuse Policy. All new employees will be issued a copy of this policy.

## **Employee Rights**

Upon request of an employee, he/she has the right to obtain a copy of the written test results.

Upon request of an employee, he/she has the rights to explain in a confidential setting, a positive test result.

## **Search**

The Districts' management and its agents have the right to search its offices, jobsites, and surrounding areas for drugs and alcohol. Employees' vehicle, lunch box and other possessions brought onto District property or areas are subject to search.

## **Confidentiality**

All employee information relative to this program is confidential and will be maintained according to SAMHSA.

## **Questions**

If you have questions concerning this policy, please discuss them with the District Manager. An outside consultant is also available to discuss the policy with you.

## **Policy Revisions**

The District reserves the right to modify this policy as needed to meet the requirements of: our employees, the District and Statutory Rules or Laws. All employees will be informed of such changes in a timely manner.

## **EMPLOYEE ASSISTANCE**

### **RETURN TO DUTY**

All employees who feel they would benefit from assistance with substance abuse problems are encouraged to call SAMHSA 800-662-4357 (HELP) or <https://www.samhsa.gov>. Any information regarding your participation in these programs is confidential except as required by this policy. The District is willing to work with employees who want to help themselves.

## **DISCIPLINARY ACTIONS**

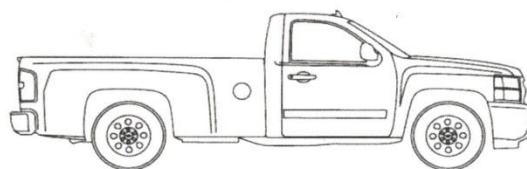
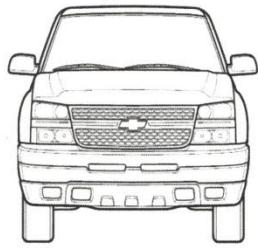
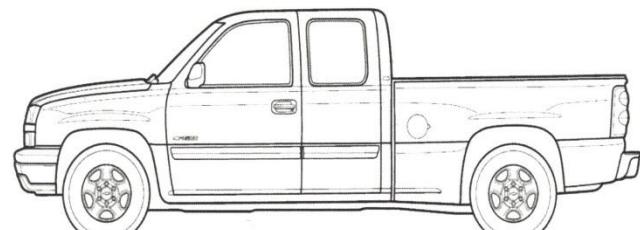
Employees who violate this policy or test positive for illegal substances, alcohol, or prescription medication not used in accordance with a physician's orders, will be terminated.

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## APPENDIX C

### Sunburst Farms Irrigation District

#### Vehicle Checklist



#### Check if Damaged

- Passenger Door
- Passenger Side Mirror
- Passenger Side Body
- Driver Door
- Driver Side Mirror
- Driver Side Body
- Seats/Interior
- Windshield
- Windows
- Tires/Rims Front
- Front Bumper
- Grill
- Headlights
- Rear Bumper
- Tail-lights
- Tailgate

Note on diagram S-scratch D-dent B-broken O-other

Explain

Damage: \_\_\_\_\_

Date: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Time: \_\_\_\_\_

Mileage: \_\_\_\_\_

Check-in Signature: \_\_\_\_\_

Check-out Signature: \_\_\_\_\_

# APPENDIX D

# Accident/Incident Report

### Date/Time of Accident/Incident

### Name/Company causing damages

### Address of Accident/Incident

Police Report #: \_\_\_\_\_

First Aid Rendered: yes no If yes, explain: \_\_\_\_\_

Drug Test Needed: yes no If yes, where and when test administered: \_\_\_\_\_

Insurance Notification: yes no If yes, Claim #:

BlueStake #: \_\_\_\_\_

### Type of Damage:

Person(s), Describe:

**Company Vehicle/3<sup>rd</sup> Party Vehicle, Describe:**

Block Wall/Fence. Describe:

Property. Describe:

What Happened? Include dates, times, names, locations, etc (add drawing on the back of

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**District Manager – Sign and Date**

*Note: some of the needed info may be supplied after the initial report*

## APPENDIX E

## HARASSMENT POLICY

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### **I. PURPOSE**

To establish the District's position prohibiting harassment, to set forth guidelines for handling violations of this policy, and to specify the related complaint handling procedure.

### **II. SCOPE**

This policy applies to all employees, volunteers, independent contractors, managers, prospective employees, and Board Members of the District (collectively, "Covered Person").

### **III. DEFINITION**

A. **Sexual Harassment** – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct:

1. Is made explicitly or implicitly a term or condition of employment, or
2. Is used as a basis for employment decisions, or
3. Has the purpose or effect of interfering with work performance or creating an otherwise offensive, hostile, and/or intimidating working environment.

B. **Harassment** – Unwelcome verbal, physical, or visual conduct of a racial, ethnic, or any other nature that impairs an employee's ability to perform the job, has the purpose or effect of interfering with work performance, or creates an otherwise offensive, hostile, and/or intimidating working environment.

### **IV. POLICY**

The District prohibits any harassment by, among, or against any Covered Person. All harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission regulations. Any Covered Person who engages in any of the acts or behavior defined above is in violation of this policy.

The District shall take disciplinary action when any Covered Person is determined to have violated this policy. Such action shall include a range of disciplinary measures, up to and including termination. Appropriate corrective action will be taken by the District to eradicate the unlawful harassment within the District's employment.

The District enforces all Federal and State regulations relating to fair and proper treatment of all employees.

## HARASSMENT POLICY (Page 2)

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Objectionable and disrespectful conduct and/or communications, actions, words, jokes, retaliation, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or other legally protected characteristic, and/or conduct which creates an intimidating, hostile, or offensive work environment or impairs working ability or emotional well-being at work, is not tolerated and violates this policy.

Covered Persons are expected to exercise good judgment and avoid the creation of situations that could cause any other employee or person to feel threatened or uncomfortable.

Conduct that may be intended as "innocent" may still constitute harassment if it falls within the terms of this policy. If any employee expresses concern that certain conduct or behavior in the workplace may have violated this policy, it is crucial to respect such concerns. While this policy is not intended to interfere with or discourage friendships among Covered Persons, all Covered Persons must be sensitive to acts or conduct in the workplace that may be considered offensive by others. In addition, foul and vulgar language is offensive to some people and is not acceptable in the workplace.

Any Covered Person who believes he or she, or any other person, has been subjected to objectionable conduct by another Covered Person, or anyone doing business with the District, shall bring the matter to the attention of the District, as set forth below.

### **V. PROCEDURE FOR REPORTING COMPLAINTS OF HARASSMENT**

Complaints of harassment of any type shall be brought to the attention of the District in any one of the following ways:

- A. The employee's immediate supervisor, or
- B. Any member of the District Board, or
- C. Contact R.C. Rulka Consulting at the following:

Rosemary C. Rulka      937-480-5790      [rrulka@aol.com](mailto:rrulka@aol.com)

The normal use of chain of command is not required in bringing forth a concern of harassment. If a Covered Person believes he or she, or any other person, has been subjected to harassment by their supervisor the Covered Person is not required to report the harassment to their supervisor and may report to someone higher on the chain of command or other appropriate third parties. Regardless of who receives the initial complaint, the President of the District Board shall be notified on the same day or as soon as is reasonably possible by the person receiving the initial complaint.

## HARASSMENT POLICY (page 3)

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Allegations of harassment will be investigated promptly, fairly, reasonably, and effectively by a third-party investigator training in receiving, processing, and investigating allegations of discrimination. Investigations and handling of a complaint of harassment shall be handled as a highly sensitive personnel matter. All communications regarding this subject shall be kept in confidence to the greatest extent possible, understanding that the investigative process may require some discussion.

In addition to the complaint procedure set forth above, any Covered Person also has the right to file a charge of discrimination with the Arizona Attorney General's Office, Civil Rights Division, and the Equal Employment Opportunity Commissions. The Covered Person shall file the charge of discrimination within 180 calendar days of when the harassment occurred. The contact information to file a charge of discrimination is as follows:

**Arizona Attorney General's Office**

**Civil Rights Division**

2005 North Central Avenue

Phoenix, Arizona 85004

602-542-4909

[civilrights@azag.gov](mailto:civilrights@azag.gov)

**Equal Employment Opportunity Commission**

3300 North Central Avenue, Suite 690

Phoenix, Arizona 85012

602-640-5000

[www.publicportal.eeoc.gov](http://www.publicportal.eeoc.gov)

Any Covered Person who, in good faith, brings forth a complaint of harassment shall be free from any form of retribution or reprisal on the part of the District and other employees. Likewise, any employee who participates in good faith in the investigative process, either by the District, any outside service, the Arizona Civil Rights Division, or the United States Equal Employment Opportunity Commission, shall be free from any form of retribution or reprisal on the part of the District or other employees.

## **APPENDIX F**

### **EMPLOYEE ACKNOWLEDGEMENT FORM**

I acknowledge receipt of the Employee Handbook of the Sunburst Farms Irrigation District. I recognize that it is not a contract of employment and is subject to unilateral change, and I also recognize that I am responsible for following the rules and policies outlined in it.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date Signed by Employee: \_\_\_\_\_

SBFID District Manager Signature: \_\_\_\_\_

Date Received by Manager: \_\_\_\_\_

To be filed in Employee's personnel file.