ANOKA CONSERVATION DISTRICT

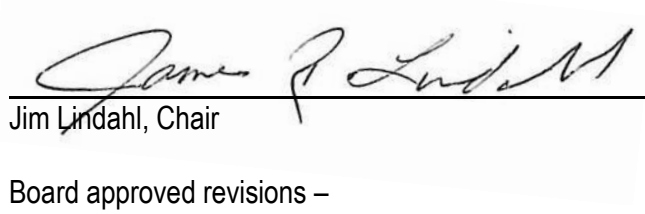
2026 HANDBOOK

"Conservation is a positive exercise of skill and insight, not merely a negative exercise of abstinence and caution."
Aldo Leopold

"We treat this world of ours as though we had a spare in the trunk."

fortune cookie

Adopted by the Board of Supervisors of the Anoka Conservation District at the regularly scheduled Board meeting on December 15, 2025



Jim Lindahl, Chair

Board approved revisions –

- May 18, 2026 –
    - Classification Plan: Transition to a functional progression model that consolidates several tracks into common classes of similar functional demand.
    - Compensation Plan: Transition from longevity-based pay to functional competencies; incorporate proficiency-based merit adjustments and professional premiums for advanced licensure, establish a process to transition from provisional to codified wages by the end of the probationary period.
    - Staffing and Position Adjustments: Reorganize based on competitive vs. non-competitive actions; open promotional appointments to seasonal staff; codify the Workload Task Table as the contemporary position description.
    - Probationary Period: Define probation as an extension of the recruitment process; clarify how validation ratings impact regular status through Appointment Adjustments.
    - Performance Evaluation: Unify the Performance Evaluation and Validation sections; introduce the 0.5-step Reconciliation Dialogue and specialized June (competency) and December (strategy) cycles.
    - Definitions: Update definitions section to align with the metric-based functional progression system.

TABLE OF CONTENTS

SECTION I: INTRODUCTION 1

Purpose and Amendment 1
Management Rights 1
District Vision 1
District Mission 1
Guiding Principles 1
Soil and Water Conservation Policy 1
Soil and Water Conservation District Authority 2

SECTION II: SUPERVISORS 5

Board Member Responsibilities 5
Elected Official Responsibilities 8
Meetings and Committees 8
Supervisor Compensation 11
Conflict of Interest 11
Appointment Process 11
Removal of a Supervisor 12
Code of Conduct 12
Acronyms 17

SECTION III: OPERATIONS 19

Posting Location 19
District Financial Operations 19
District and Natural Resources Conservation Service Agreement 22
Data and Record Management 22
Government Data Practices 22
Electronic Communications and Computer Use 29
Social Media 33
Handbook and Resolution Maintenance 37
Remote Working 37
Travel and General Expense Reimbursement 42
Vehicle Operation 44
Field Safety 45
Other District Property 46
District Properties 46

SECTION IV: PERSONNEL 49

Purpose 49
Administration 49
Savings Clause 49
Indemnity 49
Employee Responsibilities 49
Definitions 49
Employee Relations 55

Recruitment and Position Adjustments 58
Probationary Period 60
Employee Separation 61
Hours of Work 63
Classification Plan 65
Compensation Plan 72
District Employee Reporting System 78
Performance Evaluation and Validation 78
Employee Benefits 81
Employee Development 90
Discipline 91
Conflict of Interest 95
Grievance Procedures 96
District Board of Appeals 97

SECTION V: NATURAL RESOURCES 99

Natural Resource Policies 99
Cost Share Grant Policies and Forms 103
Authorization Form 113

SECTION VI: APPENDIX 114

Cost Share Application Forms 114
Records Retention Schedule 120
Family and Medical Leave Act (FMLA) 126
District Operations Forms 130

SECTION I: INTRODUCTION

PURPOSE AND AMENDMENT

The purpose of this handbook is to clarify policies and procedures related to supervisor responsibilities and conduct, District operations, and personnel administration. This handbook also serves as the Anoka Conservation District's (District) By-Laws.

The Anoka Conservation District Board of Supervisors (Board) reserves the right to suspend or amend these policies, which shall be adopted upon majority vote of the Board. The policies in this handbook supersede and/or revoke all previous District policies of similar intent. These policies are intended to be consistent with applicable provision of Minnesota Statutes. In all cases of omission or error, State statute will govern.

The handbook shall be reviewed with all new employees and provided to new supervisors and is available in the District office and on the District website.

MANAGEMENT RIGHTS

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

DISTRICT VISION

Strong partnerships – Innovative solutions – Healthy environments

DISTRICT MISSION

The District's mission is to holistically conserve and enhance Anoka County's natural resources for the benefit of current and future generations through partnerships and innovation.

GUIDING PRINCIPLES

- Focus on long-term resource sustainability
- Make informed and ethical decisions
- Promote cost-effective and efficient resource management
- Collaborate with both public and private sectors
- Utilize technology to achieve efficiency and enhance work products
- Keep natural resource issues visible in Anoka County
- Retain highly qualified, knowledgeable staff
- Seize opportunities and adapt to changing needs
- Develop diverse programs, partners and funding sources
- Manage natural resources at efficient and effective geographic scales
- Engage the citizenry through outreach to encourage natural resource stewardship
- Consider the economic, social and environmental costs and benefits of our actions

"It seems perfection is reached not when there is nothing left to add, but when there is nothing left to take away."
Antoine de Saint Exupéry

SOIL AND WATER CONSERVATION POLICY

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

> *Maintaining and enhancing the quality of soil and water for the environmental and economic benefits they produce, preventing degradation, and restoring degraded soil and water resources of this state contribute greatly to the health, safety, economic well-being, and general welfare of this state and its*

citizens. Land occupiers have the responsibility to implement practices that conserve the soil and water resources of the state. Soil and water conservation measures implemented on private lands in this state provide benefits to the general public by reducing erosion, sedimentation, siltation, water pollution, and damage caused by floods. The soil and water conservation policy of the state is to encourage land occupiers to conserve soil, water, and the natural resources they support through the implementation of practices that:
(1) control or prevent erosion, sedimentation, siltation, and related pollution in order to preserve natural resources;
(2) ensure continued soil productivity;
(3) protect water quality;
(4) prevent impairment of dams and reservoirs;
(5) reduce damage caused by floods;
(6) preserve wildlife;
(7) protect the tax base; and
(8) protect public lands and waters.

SOIL AND WATER CONSERVATION DISTRICT AUTHORITY

To carry out its mission, Anoka Conservation District has several powers granted in law. The following paraphrases those authorities.

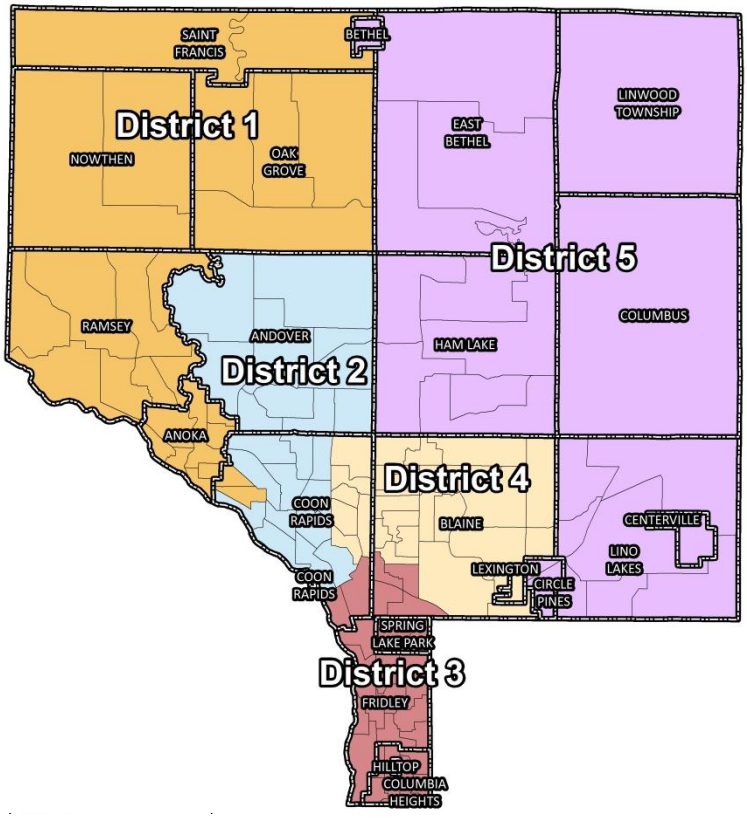
SWCDs may;

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

“It is not the critic who counts, not the man who points out how the strong man stumbles or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood, who strives valiantly, who errs and comes up short again and again because there is no effort without error and shortcomings, who knows the great devotion, who spends himself in a worthy cause, who at the best knows in the end the high achievement of triumph and who at worst, if he fails while daring greatly, knows his place shall never be with those timid and cold souls who know neither victory nor defeat.”
Teddy Roosevelt

SECTION II: SUPERVISORS

The District has a board of five elected supervisors with a variety of expertise. The Board of Supervisors determines the priorities and goals for the District and charges the staff with developing the programs and services necessary to address those priorities.



Supervisors are elected to four-year staggered terms. District 1, 4, and 5 terms extend through December 2028, while District 2 and 3 extend through December 2026.

BOARD MEMBER RESPONSIBILITIES

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

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

ALL BOARD MEMBERS

- Participate fully in Board meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Prepare in advance of Board meetings and be familiar with issues on the agenda.
- Represent the District at ceremonial functions at the request of the Chair.
- Be respectful of other people's time, remain focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in government.
- Provide contact information with the Office Administrator in case an emergency or urgent situation arises while the Board Member is out of town.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities to increase effectiveness.

District law requires that the supervisors designate a chair and further states that the supervisors may delegate powers and duties that they deem proper to: (1) the chair; (2) any number of supervisors; (3) any number of agents or employees. Board officers include Chair, Vice Chair, Treasurer and Secretary. Officers serve until replaced by the election of a successor. No Board member may hold more than one office at a

time. In the event an officer cannot complete his or her term of office, the Board shall immediately elect from among its members an individual who will complete the unexpired portion of the term.

DUTIES OF THE OF CHAIR

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

"Keep them well fed and never let them know that all you've got is a chair and a whip."

Lion Tamer School

DUTIES OF VICE CHAIR

- Be familiar with duties of the Chair.
- Preside as Chair in the absence of the Chair.
- Serve as alternate liaison to County Board.

DUTIES OF TREASURER

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

DUTIES OF SECRETARY

- Coordinate with Supervisors and the District Manager to prepare Board meeting agendas and packets.
- Post meeting notices.
- Prepare minutes for regular and special Board meetings.
- The Board may appoint an employee to fill this office.

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

- policy development,
- annual and long-range plans and budgets, and
- working with the District staff.

POLICY DEVELOPMENT

The SWCD Board of Supervisors is a policy board, meaning that its primary focus is not running day-to-day activities of the District, but setting overall policy and long-term objectives. The staff then uses these

policies and objectives to ensure that the District is proceeding in the general direction laid out by the Board. As such, Board policy is a key element in the smooth operation of the District. The Board should develop policies on items ranging from expenditure of cost-share funds to the election of officers. The Board is responsible for oversight and policy development for real properties and easements held by the District. It is imperative that policies are developed preemptively, before a situation arises requiring a policy; so that guidelines are available when needed.

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

Planning and Budgets

Because Board members focus on long-range objectives and goals, one of the most important parts of your job is developing your District's annual and comprehensive plans. These plans are required under Minnesota Statutes Chapter 103C.331.

The comprehensive plan (long-range plan) must cover a minimum of five years; annual plans cover one year. To be eligible for grant funding from the Board of Water and Soil Resources (BWSR), all districts must have an approved comprehensive and annual plan on file. Both plans must include budgets. Annual plans must be submitted to the BWSR by March 15. The annual plan should fulfill the comprehensive plan by identifying items that can be accomplished over the course of the year.

Supervisors must be involved in all aspects of plan development and implementation, particularly in determining the long-term objectives of the District. Although, theoretically, the Board members write the plan and the staff carry it out, realistically, staff involvement is often critical in the plan development and supervisors often have a strong role in carrying out the plan.

"Never let a problem become an excuse."

Robert Schuller

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

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

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

Annual plans, comprehensive plans, and budgets should be reviewed on a regular basis to determine if goals are being achieved. The stated goals can be compared with actual performance and dollars available. Supervisors can use this information to decide what changes, if any, may be necessary to keep the District on track.

Work with District Staff

Governance of the District relies on the cooperative efforts of elected officials who set policy and District staff who implement and administer those policies. Therefore, every effort should be made to be

cooperative and show mutual respect for the contributions made by each individual for the good of the community. The following guidelines should be followed.

- Treat all staff as professionals.
- Requests for individual staff assistance should be directed through the District Manager.
- Do not distract District staff from performance of their job.
- Never publicly criticize an individual employee.
- Do not get involved in administrative functions.
- Do not attend meetings with staff unless requested by staff.
- Do not solicit political support from staff.

ELECTED OFFICIAL RESPONSIBILITIES

As an elected official, you are responsible for operating the District as a political subdivision of state government. Specifically, your duties are:

- Maintaining a working relationship with other political bodies and state agencies, including BWSR, USDA (FSA & NRCS), county commissioners, county extension, and other agencies.
- Entering into memoranda of understanding or working agreements with as many agencies as necessary to coordinate the conservation and development of resources in the District.
- Pursuing funds and/or insurance for District operation from county commissioners, the State of Minnesota, and other entities as opportunities arise.
- Cooperating with other districts and watersheds in resource activities.
- Conducting an annual meeting.
- Monitoring your actions to comply with program rules and regulations.

MEETINGS AND COMMITTEES

ANNUAL MEETING

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

- District Handbook which includes: designation of official depositories, official posting locations, and official meeting location
- Monthly Board meeting schedule
- Selection of officers
- Assignment of committees
- Fee schedule update

SPECIAL MEETINGS

A special meeting may be held at any time. Special meetings may be requested by any supervisor and approved by the Chair. A request to call a special meeting shall be made in writing or electronic mail (e-mail) to the Chair via the District Manager or Office Administrator at least three calendar days prior to the date of the meeting. This request must include a statement of the purpose for which the meeting will be called. Immediately upon approval by the Chair, the Office Administrator shall notify all members of the Board and display a public notice of the meeting.

An emergency special meeting may be called by any supervisor on twenty-four hours' notice because of circumstances that require immediate consideration. Whenever practicable, a request for such a meeting should be made in writing to the District Manager and Office Administrator, who will notify all other Board members by the most expeditious and effective means available.

Official Meeting Location

Regular Board meetings and committee meetings are held at the District office located at 1318 McKay Drive NE Suite 300, Ham Lake, MN 55304 unless otherwise noted. A yearly meeting schedule is posted on the District's official website, www.AnokaSWCD.org and on the outdoor bulletin board by the entrance of the District office.

Open Meeting Law

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

Voting

All votes by supervisors shall be made in person or via electronic attendance. No supervisor may appoint a proxy for any question coming before any meeting for a vote.

Quorum

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

Robert's Rules

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

Recording Meetings

Regular Board meetings and committee meetings may be recorded for preparing the official meeting minutes. The recording should be erased or deleted following approval of the minutes. The recording will not be part of the official record unless a motion is made by the Board or committee during the meeting to retain the recording as part of the official record. Upon a motion to retain a recording as part of the official record, the maintenance of the recording falls under the purview of records retention policy.

The minutes of any meeting shall be made available to all Board members prior to the next meeting. For approving minutes, only those Board members present at the meeting to which the minutes pertain shall be counted in determining the presence of a quorum and action on the motion.

Committees

The Board may appoint committees and subcommittees for assisting the Board in the performance of its duties. District Supervisors serve on committees to analyze detailed information on issues requiring intensive review prior to full Board action. Some committees are internal and others function on a metro or statewide level. Committees may be standing or ad hoc. Supervisors choose to participate in committee meetings to offer personal expertise in the area of discussion or to gain more knowledge of the subject matter. Committees provide recommendations to the full Board of Supervisors.

Internal Committees

Internal committees are not authorized to take action on behalf of the full Board. Their function is to consider complex topics in detail and provide a recommendation for action to the full Board. Internal committees are comprised of two Supervisors and at least one staff representative with exceptions as noted below. Generally, the District Manager will participate in committee meetings by presenting information but not voting. By consensus, committee members may invite additional staff or outside parties to participate as appropriate. Supervisors that are not members of a committee may observe a committee meeting without participating. Committee meetings are not subject to Open Meeting Law. The District has three standing internal committees.

Finance Committee

The Finance Committee reviews the District's finances, prepares annual budgets, and ensures adequate financial controls. The Finance Committee ensures that the District operates within its financial means and reviews all equipment purchases and personnel changes to ensure that they fall within the District approved budget. The Finance Committee meets approximately 3 times a year.

Operations Committee

The Operations Committee reviews issues related to ACD's programs and services and management of ACD's office complex and properties. The Operations Committee is also responsible to review and formulate policy recommendations on issues not related to finance or personnel. The Operations Committee typically meets 2-3 times a year.

Personnel Committee

The Personnel Committee is responsible to review and make recommendations to the Board on all personnel management issues of the District including but not limited to employee recruitment, compensation, benefits, evaluations, discipline and dismissal. In the case of staff performance and probationary evaluations, compensation, discipline and dismissal discussions by the Personnel Committee, the District Manager will serve as the staff representative. The Personnel Committee typically meets 3-5 times a year.

External Committee

Supervisors take part in several external committees. Supervisors are expected to represent the interests of the District during external meetings and events and report to the District on the activities of the organization. During the preparation of this handbook, District Supervisors were involved in the following standing external committees:

- Metro Conservation Districts
- Metropolitan Association of Conservation Districts
- Rice Creek Watershed District Citizens Advisory Committee
- Coon Creek Watershed District Citizens Advisory Committee
- Liaison to Lower Rum River WMO
- Liaison to Mississippi WMO
- Liaison to the Sunrise River WMO
- Liaison to the Upper Rum River WMO
- MASWCD Committees (Awards, Legislative, Resolution/Policy)
- 1W1P Rum River Policy Committee
- 1W1P St. Croix Policy Committee
- Anoka County Board Liaison

Training and Events

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

Workload Assistance

Supervisors may assist staff on work tasks as a way to obtain valuable knowledge and insight, and to assist with workload when requested by staff.

SUPERVISOR COMPENSATION

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

Supervisors will receive per diem for attending meetings/activities related to District business as follows.

- Total daily compensation for a supervisor is limited by state statute to $125.
- To be compensated, Board approval is required for activities other than attendance of Board meetings, Board workshops, and other assigned duties.
- Compensation for approved trainings, events and workload assistance requires Board approval.
- Stopping at the office to sign checks or for other non-meeting purposes does not warrant compensation, although mileage reimbursement is allowed

CONFLICT OF INTEREST

The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum when acting as Board members, whether as a group or individually.

GIFTS AND GRATUITIES

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

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

PRIVATE INTERESTS

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

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

Accordingly, Board members will:

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

APPOINTMENT PROCESS

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

The following process should be followed to appoint new supervisors.

1. Application ranking criteria, interview questions, position announcement, application requirements, and recruitment schedule shall be approved by the Board of Supervisors prior to posting the position.
2. A position announcement will be posted in three different locations for the longer of ten working days or until three qualified candidates have applied, in such a manner that provides open competition of qualified candidates. All applications for appointment to supervisor of the District shall be submitted to the District Office.
3. Following the close of the application period, the Chair will rank all applicants according to the pre-selected application ranking criteria. No more than the top five qualified applicants will be offered an initial interview.
4. Applicants that do not meet the minimum criteria and/or are not offered an initial interview will be notified in writing as soon as practical.
5. The Personnel Committee will conduct interviews utilizing pre-approved interview questions and scoring criteria.
6. The Personnel Committee will recommend the most suited applicant to the Board for appointment. The Board will make final decisions.
7. The Board shall select an applicant to offer the position to and prepare and send an 'Offer Letter' to the individual selected. The notification shall include the starting date and brief description of the duties, and the term of office to be filled. The Board may select alternative applicants to be offered the position if the preferred applicant declines the position.
8. Applicants interviewed but not selected for the position will be notified in writing immediately after the position has been accepted.
9. The District shall provide the newly appointed supervisor with a copy of the current District Handbook.

APPOINTMENT OF RELATIVES

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

REMOVAL OF A SUPERVISOR

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

MALFEASANCE

"Malfeasance" means the willful commission of an unlawful or wrongful act in the performance of a public official's duties which is outside the scope of the authority of the public official and which infringes on the rights of any person or entity.

NONFEASANCE

"Nonfeasance" means the willful failure to perform a specific act that is a required part of the duties of the public official.

MISFEASANCE

"Misfeasance" means the negligent performance of the duties of a public official or the negligent failure to perform a specific act that is a required part of the duties of the public official.

CODE OF CONDUCT

This Code of Conduct is designed to describe the manner in which District Supervisors should treat one another, District staff, constituents, and others they meet while representing the District.

It all comes down to respect:

- Respect for one another as individuals,
- Respect for the validity of different opinions,
- Respect for the democratic process, and
- Respect for the community that we serve.

"You cannot have a proud and chivalrous spirit if your conduct is mean and paltry; for whatever a man's actions are, such must be his spirit."
Demosthenes

SUPERVISOR CONDUCT WITH ONE ANOTHER

Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as members may "agree to disagree" on contentious issues.

In Public Meetings

- Practice civility and decorum in discussions and debate,
- Honor the role of the Chair in maintaining order,
- Avoid personal comments that could offend other Board Members or the public, and
- Demonstrate effective problem-solving approaches with consideration of opposing views.

In Private Encounters

- Continue respectful behavior in private,
- Treat all notes, voicemail messages, texts and e-mail as potentially 'public' communication, and
- Even private conversations can have a public presence.

SUPERVISOR CONDUCT WITH THE PUBLIC

In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual supervisors toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- Be welcoming to speakers and treat them with care and gentleness.
- Be fair and equitable in allocating public hearing time to individual speakers.
- Give the appearance of active listening.
- Ask for clarification, but avoid debate and argument with the public.
- No personal attacks of any kind, under any circumstance.
- Follow parliamentary procedure in conducting public meetings.

In Unofficial Settings

- Make no promises on behalf of the Board.
- Make no personal comments about other Board Members.
- Be clear about representing the official District position or personal interests.
- When representing the District, the Supervisor must support the official District position. regardless of his or her personal viewpoint.
- Correspondence should be clear about representation.
- District letterhead may be used only to represent the District's official position.

SUPERVISOR CONDUCT WITH THE MEDIA

- Board Members may be contacted by the media for background and quotes.
- The best advice for dealing with the media is to never go "off the record."
- The Chair is the official spokesperson for the official District position.

- Choose words carefully and cautiously.

PRINCIPLES OF PROPER CONDUCT

Proper Conduct IS…

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

"Always do right. This will gratify some people and astonish the rest."

Mark Twain

Proper conduct IS NOT…

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

CHECKLIST FOR MONITORING CONDUCT

- Will my decision/statement/action violate the trust, rights, or goodwill of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair, just, ethical?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen to and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

HOW GOVERNING BODY MEMBERS CAN GOVERN BETTER

The following items are taken from the Colorado Municipal League, Handbook for Municipal Elected Officials, and is reprinted from the League of Kansas Municipalities' brochure, "Suggestions for Successful Public Service."

Governing is clearly more of an art than a science. There are no universally accepted answers on how to govern; different approaches are to be expected and are probably desired. These tips are intended to guide elected officials and while most relate to individuals, others apply to the governing body as a whole. These suggestions are not in order of priority and not universally accepted. All of them, however, are worth consideration by anyone who would serve the public through an elective local office.

- Research your District, its history, its operation, its financing. Do your homework. Know your policies and procedures. Dust off your comprehensive plan.
- Devote sufficient time to your office and to studying the present and future problems of your community.
- Don't burn yourself out on the little things but recognize that they are often important to the public.

"We rarely find that people have good sense unless they agree with us."

Francois, Duc de La Rochefaucauld

- Don't act as a committee of one; governing is a team effort – practically and legally.
- Don't let honest differences of opinion within the governing body develop into personality conflicts.
- Remember that you represent all the people of your community, not just neighbors and friends.
- Take budget preparation seriously, because it determines what your District does for the coming year and will have repercussions thereafter.
- Make decisions based on public policy and be consistent. Treat similar situations similarly, and avoid favoritism.
- Focus your attention on ways to prevent problems, rather than trying to solve them as they occur.
- Resist the strong demands of special interests who want it done now. Remember, you may be hearing from the wrong people. Find the long-term public interest of the whole community.
- Don't rush to judgment. Few final actions have to be taken at the first meeting at which they are considered. Avoid "crisis management."
- Don't be afraid of change. Don't blindly follow routines of your predecessors. Charge yourself and employees with innovation. Listen to what they have to say.
- Don't give quick, easy answers when you are not fully informed. No one can be fully aware of all issues at all times, admit uncertainty, and don't act prematurely.
- Don't make promises you can't deliver! Most decisions and actions require approval of the governing body, and this takes a majority vote.
- Don't spring surprises on your fellow governing body members or your staff, especially at formal meetings. If a matter is worth bringing up for discussion, it's worth being on the agenda.
- Participate in official meetings with the dignity and decorum befitting those who hold a position of public trust. Professional appearance and courteous behavior at meetings help create an environment for making sound public decisions.
- Conduct your official public meetings with some formality and follow rules of procedure. Have an agenda and follow it.
- Ask questions but do your homework by studying agenda material before meetings.
- Once a majority decision of the governing body has been made, respect that official position and defend it if needed, even if you personally disagree.
- Respect the letter and intent of the Open Meetings Law, but also keep private and confidential matters to yourself. Don't gossip.

- Retain competent, key employees, pay them well, trust their professional judgment, and recognize their authority and responsibilities.
- Don't bypass the system! Stick to policy making and avoid personal involvement in the day-to-day operations of the District office.
- Don't let others bypass the system. Insist that people work with your staff. If direct contact with Board members is necessary, it should be with the governing body as a whole, or a committee, and not on a one-on-one basis.
- Don't assign blame to staff when they are only following your policies or decisions.
- Look for ways to achieve success, not permission to act. The right question may be "How can we do this?" instead of "May we do this?" Be positive!
- Learn to evaluate recommendations and alterative courses of action. Request that your staff provide options. Encourage imaginative solutions.
- Avoid taking short-term gains that result in long-term losses.
- In determining the public interest, balance personal rights and property interests, the possible harm to a few versus the good of the many. Recognize that in some situations, not everyone can be a winner.
- Don't act as if the District operates in a vacuum. Districts must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county, municipal and school officials.
- Know your neighbors. Get to know the officials of neighboring and similar size districts. Visit those with a reputation of being well run.
- Learn to listen - really listen - to your fellow governing body members and the public. Hear what they are trying to say, not just the words spoken.
- Keep your constituents informed and encourage citizen participation.
- Be friendly and deal effectively with the news media. Make sure what you say is what you mean.
- Remember that what you say, privately and publicly, may be news. Avoid over-publicizing minor problems.
- Expect, and respect, citizen complaints.
- Be careful about rumors. Check them out. Help squelch them when you know they are false.
- Never allow a conflict of interest to arise between your public duties and your private interests. Be sensitive to actions you take that might even give the appearance of impropriety.
- Seek help. Use manuals, guides, and other technical assistance and information available. Attend workshops and conferences put on for the benefit of you and your District.
- Pace yourself. Limit the number of meetings you attend.
- Establish some personal goals and objectives. What do you want to help accomplish this year? Next year?
- Help develop some short-term and long-term goals and objectives for your District, and check your progress at least every six months,
- Similarly, help your District develop a vision of the future. Plan from the future to the present - no vision, no plan.
- Focus on the future and try to leave your District better than when you took office.
- At least once a year, schedule a discussion about how you are governing. Review the processes and procedures. Sit back and ask, "How are we doing? How can we do things better?"
- Be enthusiastic about your public service and the privilege you have, and let the public know it, while maintaining your sense of humor. Don't take yourself or the business of government so seriously that you don't enjoy it. It should be fun as well as rewarding.

ACRONYMS

AGENCIES

State

BWSR: Board of Water and Soil Resources
CWC: Clean Water Council
DNR: Department of Natural Resources
DOER: Department of Employee Relations
LCCMR: Legislative Citizens Commission on Minnesota Resources
LSOHC: Lessard-Sams Outdoor Heritage Council
MDA: Minnesota Department of Agriculture
MDH: Minnesota Department of Health
MES: Minnesota Extension Service
MGS: Minnesota Geological Service
MPCA: Minnesota Pollution Control Agency
OWM: Office of Waste Management
SPA: State Planning Agency

Federal

ACE: Army Corps of Engineers
FSA: Farm Service Agency
EPA: Environmental Protection Agency
NRCS: Natural Resources Conservation Service
RC&D: Resource Conservation and Development
RECD: Rural Economic and Community Development
USDA: United States Department of Agriculture
USF&WS: United States Fish and Wildlife Service
USGS: United States Geological Survey

Local and Regional

JPB: Joint Powers Board
LGU: Local Government Unit
MCD: Metro Conservation Districts
RDC: Regional Development Commission
SWCD: Soil and Water Conservation District
WD: Watershed District
WMO: Watershed Management Organization

ASSOCIATIONS

State

AMC: Association of Minnesota Counties
AMWRAP: Association of Minnesota Water Resources Administrators and Planners
MACDE: Minnesota Association of Conservation District Employees
MACPZA: Minnesota Association of County Planning and Zoning Administrators
MARC&D: Minnesota Association of Resource Conservation and Development
MASWCD: Minnesota Association of Soil and Water Conservation Districts

MWD: Minnesota Association of Watershed Districts
MLA: Minnesota Lakes Association
MLMF: Minnesota Association of Lake Management Federation

National

NACD: National Association of Conservation Districts
NWF: National Wildlife Federation
SWCS: Soil and Water Conservation Society

PROGRAMS

State

CLMP: Citizens Lake Monitoring Program
CLWP: Comprehensive Local Water Planning
CREP: Conservation Reserve Enhancement Program
CWF: Clean Water Fund
CWP: Clean Water Partnership
FDR: Flood Damage Reduction
LAP: Lake Assessment Program
MAWQCP: Minnesota Agricultural Water Quality Certification Program
MFIP: Minnesota Forestry Improvement Program
MS4: Municipal Separate Storm Sewer System
NPDES: National Pollutant Discharge Elimination System
NPEAP: Nonpoint Engineering Assistance Program
OHF: Outdoor Heritage Fund
PFM: Private Forestry Management
PWP: Permanent Wetlands Preserve
RIM: Reinvest in Minnesota
SCS: State Cost-Share Program
SSTS: Subsurface Sewage Treatment System
SWPPP: Stormwater Pollution Prevention Plan
TMDL: Total Maximum Daily Load (federal mandate to state)
WCA: Wetland Conservation Act
WRAPP: Watershed Restoration and Protection Plan
WRAPS: Watershed Restoration and Protection Strategy

Federal

CRP: Conservation Reserve Program
ECP: Emergency Conservation Reserve
EQIP: Environmental Quality Improvement Program
FEMA: Federal Emergency Management Act
WRP: Wetland Reserve Program

SECTION III: OPERATIONS

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

POSTING LOCATION

In addition to the bulletin board outside of the District office, the District website www.AnokaSWCD.org is designated as the official posting location for advertising, job postings, public notices and any information that might pertain to the District.

DISTRICT FINANCIAL OPERATIONS

FISCAL YEAR

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

SEGREGATION OF FINANCIAL DUTIES

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

Task		Office Administrator	District Manager	Treasurer		Board
Prepare checks to pay bills		X				
Record payments and receipts in Quickbooks		X				
Deposit revenues		X				
Review monthly financial statements prior to distribution to Board		X	X			
Review and approve monthly bills				X		X
Review and approve monthly financial statements				X		X
Reconcile bank statements to monthly financial statements		X		X		
Sign checks			X	X		
Prepare year-end financial statements			X			
Assist CPA with audit of financial statements		X	X			
Review and approve year-end financial statements						X
Maintain/update budget projections and present them to the Board			X			
Review and approve budgets						X
Maintain/update the program register			X			

POLICY LIMITING THE DISTRICT MANAGER'S EXPENSE AUTHORIZATION

The District Manager may authorize routine expenditures, all expenditures specifically noted in the approved budget, and expenditures up to $1,000 that fall outside of these two categories without Board approval.

Petty Cash

The District shall have a petty cash box in the office with a monthly balance of not more than $200.00. Management of the petty cash fund will be the responsibility of the Office Administrator and monthly reconciliation of the ledger and receipts will fall upon the District Manager. District employees will be expected to provide a receipt for expenses prior to receiving reimbursement.

Asset Policy

All acquisitions by the District with a value of at least $2,500.00 and a useful life of at least five years shall be included in the District's inventory of capital assets. Item description, purchase price (or fair market value if purchase price is not available), acquisition date (if available) and serial number if applicable shall be included in the inventory and reported at year-end as capital assets.

Depreciation Schedule

Asset	Years to Depreciation	Adjustments
Land	Does not depreciate	
Buildings	50	
Vehicles (new)	10	Reduce for used vehicles by age of vehicle up to 5 years
Small gas engines (new)	7	Reduce for used equipment by up to 2 years
Furniture	7	
Durable Equipment	7	
Small Electronic Equipment	5	
Computers/Peripherals	5	

Bill Approval Policy

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

Designation of Official Depositories

Wells Fargo and Village Bank are the official depositories for the District.

Investment Brokers and Institutions

Investments may be made through official depositories as well as Multi-bank Securities and the designated securities broker for the Minnesota Municipal Money Market Fund, currently PMA Securities.

Investments

Statutory Limitations

Statutory limits are set on investments made using public funds are set in Minn. Stat. 118A, or subsequent legislation.

Objectives

The primary investment objectives, listed in order of priority, are as follows:

1. Protect principal
2. Maintain adequate liquidity
3. Maximize return on investment

Authorization

The District Manager may purchase or redeem funds through designated investment brokers or institutions in accordance with ACD's policy on investments. The Treasurer should be made aware of transactions.

Reporting

Investment activity will be presented on the monthly balance sheet reviewed by the Board. Reporting

on investments at year-end will be in accordance with GASB 31.

Transactions
Purchases and redemptions of securities shall be through electronic funds transfers (EFT) between institutions such as ACH (Automated Clearing House).

Diversification
Because all statutorily allowable investment options for ACD are very low risk, ACD does not prescribe diversification thresholds, which would be designed to limit portfolio risk due to a concentration of assets within one sector or institution. Generally, however, ACD prefers FDIC insured or collateralized investments.

Signatories for Financial Transactions
Payment of invoices, bills or any other forms of indebtedness incurred by the District shall bear two authorized signatures. The Treasurer and District Manager shall be the primary signatories for District financial transactions. The Chair shall be the primary alternate, and the Office Administrator shall be the secondary alternate.

Timely Purchase Facilitation
Check signatories may facilitate budgeted and other approved payments via check when the payee neither accepts credit/debit cards, nor can wait until the next Board meeting for payment.

Credit Card Policy
The District shall use a corporate credit card when necessary to make a purchase instead of using a debit card.

Debt Collection Policy
The District, in effort to collect accounts receivable shall generally follow the following procedures.

Debt Amount	Monthly Written Notice[1]	Monthly Phone Contact[1]	Duration on Books	Mechanics Lien	Conciliation Court[2]
0 – 100	3rd , 6th, 12th	3rd , 6th, 12th	1 year	No	No
>100-300	3rd , 6th, 12th,18th, 24th	3rd,6th,12th,18th, 24th	2 years	No	No
>300-2500	3rd , 6th, 12th,18th, 24th, 30th, 36th	3rd , 6th, 12th,18th, 24th, 30th, 36th	3 years	Yes	No
>2500	3rd , 6th, 12th,18th, 24th, 30th, 36th	3rd , 6th, 12th,18th, 24th, 30th, 36th	10 years	Yes	Yes

A service charge of 1% per month compounded monthly shall be charged to all debt exceeding 30 days unless otherwise noted in an agreement specific to the charge.

The District Manager may pursue minor deviations from this policy to facilitate the collection or cancellation of accounts receivable for administrative and fiscal efficiency.

If following this procedure fails to produce positive results, the District Manager shall present the debt to the Board of Supervisors for cancellation.

Policy on Fund Balances & Wage Adjustment Consideration
To ensure financial stability, the Board has adopted several policies regarding fund balances and the calculation of funds available for wage adjustments.

1. Compensated Absences Fund should be sufficient to cover all liability for accrued FTO and comp time as calculated at year-end.

[1] Approximate notice schedule; may vary according to administrative need.
[2] There are restrictions on the location of the defendant's residence, which may prohibit this option.

2. McKay Property Fund should be based upon an annually reviewed and approved maintenance schedule.
3. Undesignated Fund should be at least 25% of annual personnel and overhead expenses.
4. Upon achievement of above thresholds, up to 50% of projected annual net revenue may be considered for wage adjustments.
5. When determining available funds for wage adjustments the Finance Committee and Board should also consider future discretionary expenses and undesignated funds in excess of the percent identified in policy #3 above.
6. The Board may deviate from thresholds and guidelines.

Order of Use of Restricted and Unrestricted Resources

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

District and Natural Resources Conservation Service Agreement

The Board adopts the Field Office Technical Guide of the Natural Resources Conservation Service to carry out work performed in this District. Employees of the District may be placed under the technical supervision of the Natural Resources Conservation Service with prior District Manager approval.

Maintaining this working relationship is vital to the effectiveness of the District. All District employees are expected to work at strengthening this relationship at all times.

Data and Record Management

Data Storage and Backup

The District will utilize offsite backup for digital data using an online service. To ensure data are backed up and accessible by District staff, employees must save all work products to the District's server or network accessible storage (NAS), not on individual computer hard drives, or online file sharing platforms.

Each employee is provided an individual user directory. This is available for employees to store personal files such as photos, personal correspondence, music, videos, etc. While it is subject to the District's policy on Electronic Communications and Computer Use, it will not be backed up and will be deleted in its entirety upon separation of the employee. As such, no District related work products may be saved to this location.

Record Storage

Minnesota Statues 138.17 outlines the procedures that must be followed to dispose of records that no longer have value to an agency. The District will use the Anoka County Records service for our records retention services.

Government Data Practices

Right to Access Public Data

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

DATA CLASSIFICATIONS

Government data about an individual have one of three classifications, which determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential.

Public Data
The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data.

Private data
We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order.

Confidential Data
Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order.

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Security information	Data that, if released to the public, would substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, illegal disclosure, trespass, or physical injury.	Private	MS 13.37	• Distict Manager • Board designees as needed
Civil investigative data	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected.	Confidential Public	MS 13.39	• Distict Manager • Board designees as needed
Social Security numbers	Social Security numbers assigned to individuals	Private	MS 13.355	• Distict Manager • Board designees as needed
Personnel data	Data about employees, applicants, and volunteers	Public Private Confidential	MS 13.43 179A.03, subd. 4	• District Manager • Office Administrator
Correspondence	Letters and electronic correspondence	Public Private Confidential	Various	• Distict Manager • Board designees as needed
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity.	Private	MS 13.43, subd. 17	• Distict Manager • Board designees as needed
Personal contact and online account information	Telephone number, email address and usernames and passwords collected, maintained, or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual	Private	MS 13.356	• Distict Manager • Board designees as needed
Legislative Data	Preliminary drafts of legislative and budget proposals	Nonpublic	MS 13.605	• Distict Manager • Board designees as needed
Attorney Data	Data related to attorney work product or data protected attorney-client privilege	Private	MS 13.393	• Distict Manager • Board designees as needed
Response to data requests	Data collected by data practices compliance official in responding to requests for data	Public Private	Various	• Responsible Authority • Data Practices Compliance Official
Internal audit data	• Data created, collected, and maintained for the purpose of performing audits and/or relating to an audit or investigation; • Working papers gathered or generated until the final report is published or audit becomes inactive	Public Private Confidential	MS 13.392 MS 13.43 MS 13.37	• District Manager • Office Administrator • Board of Supervisors
Data Challenge Appeal data	Data maintained as a result of processing appeals of determinations about the accuracy and/or completeness of public and private data on individuals	Public Private	MS 13.03, subd. 4	• District Manager • Office Administrator • Board of Supervisors
Security features of building plans	Security features of building plans, building specifications, and building drawings of state-owned facilities and non-state-owned facilities leased by the state	Nonpublic	MS 13.64, subd. 2(a)	• District Manager
Government services transactions data	Electronic transaction information (name of cardholder and last 4 digits of a credit card, charge card, or debit card)	Public Private	MS 16A.626	• District Manager • Office Administrator
Employee expense reports	Expense reimbursement requests	Public Private	MS 13.43	• District Manager • Office Administrator • Board Treasurer
Travel expense/per diem reports for board members	Travel expense reimbursement requests	Public Private	MS 13.601 MS 13.43	• District Manager • Office Administrator • Board Treasurer
Workers compensation billings	Records of billings from DOER for employees who receive workers compensation benefits	Private	MS 13.43	• District Manager • Office Administrator
Unemployment compensation billings	Records of billings from DEED for employee unemployment compensation	Private	MS 13.43	• District Manager • Office Administrator
Government services transactions data	Credit card, charge card, debit card and other electronic transactions	Private	MS 16A.626	• District Manager • Office Administrator
Motor vehicle data	Information on license plate numbers, owners, and registration status of vehicles	Private	MS 168.346	• District Manager • Office Administrator
Data on individuals	Data that would identity an individual reporting allegations of grants waste and fraud or a violation of statewide grants governance policies	Private	MS 181.932 subd. 2 MS 16B.97, subd. 5	• District Manager
Employee personnel records	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions	Public Private	MS 13.43	• District Manager • Office Administrator
Applicant records	Completed assessments and results, related documentation, and application forms	Public Private	MS 13.43	• District Manager • Office Administrator • Personnel Committee Members
Responses to Requests for Proposals (RFPs) and requests for bids	Responses submitted are private until the responses are opened. All other data on individuals are private until completion of the evaluation process. If all responses are rejected prior to completion of the evaluation process, all data, other than that made public at the opening , are private until re-solicitation or abandonment of the project.	Public Private	MS 13.591 MS 13.599	• District Manager • Assigned Project Manager
Real property appraisal data (a)	Estimated or appraised values of individual parcels of real property that are made by personnel of the state or a political subdivision or by independent appraisers for the purpose of selling or acquiring land through purchase or condemnation	Confidential Public	MS 13.44, Subd. 3 (a), 3(c)	• District Manager • Assigned Project Manager
Real property appraisal data (b)	Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from the state or a political subdivision	Public Private	MS 13.44, Subd. 3 (b). 3(c)	• District Manager • Assigned Project Manager
Bid Advertisements, Bid tabulations/results, Bid Recommendations to award,	All original bids and proposals and all documents pertaining to the award of a contract must be retained and made a part of a permanent file or record and remain open to public inspection.	Public	16C.26	• District Manager • Assigned Project Manager
Health Records Data	Medical data of employees and individuals disclosed for the purposes of administering claims	Private	MS 144.293 MS 176.135 Subd. 7	• District Manager • Office Administrator
Data on individuals with disabilities	Data that identify an individual with a disability or a family member of an individual with a disability	Private	MS 13.64, subd. 2	• District Manager • Office Administrator

Data Practices Contacts

Responsible Authority
Name: Chris Lord, District Manager
Address: 1318 McKay Drive NE Suite 300 Ham Lake, MN 55304
Phone number: 763-434-2030 x130
Email address: Chris.Lord@AnokaSWCD.org

Data Practices Designee
Name: Kathy Berkness, Office Administrator
Address: 1318 McKay Drive NE Suite 300 Ham Lake, MN 55304
Phone number: 763-434-2030 x100
Email address: Kathy.Berkness@AnokaSWCD.org

Data Practices Compliance Official
Name: Chris Lord, District Manager
Address: 1318 McKay Drive NE Suite 300 Ham Lake, MN 55304
Phone number: 763-434-2030 x130
Email address: Chris.Lord@AnokaSWCD.org

Copy Costs

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

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. The District will prepare summary data if requests are made in writing and pre-payment for the cost of creating the data is received. Upon receiving written requests – the data request form on page 130 of the appendix may be used– the District will respond within ten business days with the data or details of when the data will be ready and how much will be charged.

Data Practices Request Types

There are two categories of data practices requests; a request for public data, and a request for subject data. Following are separate policies for each.

Data Practices Policy for the Public

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that the District must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep.

You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data
You can ask to look at (inspect) data at our offices or ask for copies of public data that we keep. Data requests must be in writing and must be mailed or emailed to ACD's Data Practices Compliance Official ("DPCO") or another appropriate designee listed in the Data Practices Contacts. If you have any questions about making a data request, contact our DPCO.

We recommend using the sample Data Request Form – Requesting Public Data in the appendix. If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example, if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request
Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will tell you as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - Arrange a date, time, and place for you to inspect the data at our offices; or
    - Tell you the amount you owe for copy costs and then provide you with copies of the data as soon as reasonably possible after you pay them. You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
    - Response time may be impacted by the size and/or complexity of your request and by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 5 business days after we tell you the data are ready, we will suspend any further response until you inspect the data or collect and pay for data that have been produced.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create

electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

Requests for Summary Data
Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will create summary data if you request it in writing and pre-pay for the cost of creating the data.

You may use the data request form on page 8 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

DATA PRACTICES POLICY FOR THE DATA SUBJECT

What is a "Data Subject"?
When government has information recorded in any form (paper, hard-drive, voicemail, video, email, etc.) that information is called "government data" under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the "data subject" of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When the District Has Data About You
The District has data on many people, such as cost share recipients, employees, job applicants, and vendors. We can collect and keep data about you only when we have a legal purpose to have the data. The District must also keep all government data in a way that makes it easy for you to access data about you.

Your Rights Under the Government Data Practices Act
As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

In addition, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parents or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data; we will notify you as required by law.

When Your Data Are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can ask to look at (inspect) data at our offices or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian. The District requires that subject data requests be made in writing by mail, email, or in person.

We recommend using the sample **Data Request Form – Data Subjects** in the Appendix. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days by doing one of the following:
    - Arrange a date, time, and place to inspect data in our offices, for free, or
    - Provide you with the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies upon request if we keep the data in electronic format

- Following our response, if you do not arrange within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Standards for Verifying Identity
The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
  - a driver's license
  - a state-issued ID
  - a tribal ID
  - a military ID
  - a passport
  - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
  - all of the above forms of ID
  - school/student ID
- The parent or guardian of a minor must provide a valid photo ID and either
  - a certified copy of the minor's birth certificate or
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

ELECTRONIC COMMUNICATIONS AND COMPUTER USE
Proper use of the District's information technology (IT) is the sole responsibility of the individual user. Misuse of the District's IT systems may lead to revocation of the user's access to technology and possible discipline, including reprimand, suspension, termination, and/or criminal prosecution.

SCOPE
This Policy applies to all users of the District's IT systems, including but not limited to employees, agents, administrators, Board members, and volunteers. This Policy applies to the

use of, and access to, the District's IT systems from any location and by any means. This Policy applies to all users of the District network or Internet access, regardless of the ownership of the device used to connect to the District network. This Policy extends to all employee-owned mobile electronic devices that access the District's IT systems, including but not limited to, cellular phones, tablets, PDAs, and laptops.

The District's IT systems (also referred to as the "District system" or "District network") includes all mechanical and electronic systems owned or leased by the District that create, store, modify, and transmit information, including, but not limited to, stationary and portable computers, networks, Internet access, cell phones, and voice messaging systems. The District's IT systems also includes all information, data, and files, created, stored, modified, or transmitted by District IT systems.

SYSTEMS/PROPERTY RIGHTS

The information, communication, processing, and storage resources provided by the District are the sole property of the District. Files, data, and other communication created, originating from, or stored on the District's hardware, software, computer disks, or other electronic systems are also the property of the District. Equipment and software leased from others by the District are considered the District's property for the purposes of this Policy. The District's ownership and control over its systems applies regardless of how and where a user accesses the District's systems.

All work products created using the District system are the property of the District. Any materials developed, composed, sent, or received using District equipment, resources, or the District network will remain the property of the District.

PRIVACY

The use of the District system is not private. Internet access and messages sent are subject to logging, monitoring, interception, and forwarding, which is beyond the control of the user. Although logs and e-mail messages may appear to the user to have been deleted, the message or the data that it contained may nevertheless continue to exist in the network in which the resources are connected. Stored logs, e-mail messages and other computerized data are discoverable documents, which may be exchanged in litigation. The content of logs or e-mail messages may subject the user to civil liability, discipline, and/or criminal sanctions.

The District can and will inspect information and files stored, processed, or communicated by or through its information systems without further notice to its users. Users of the District's IT systems shall have no expectation of privacy related to such use.

Users are advised that all data stored or transmitted over the District's network, including the data's use, retention, and disclosure, may be subject to Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act ("MGDPA"). Employees will be subject to discipline, up to and including termination of their employment, for violations of the MGDPA.

Users are placed on notice that the forwarding of private or confidential data to home e-mail addresses or automatic forwarding of District e-mail is not permitted. All users shall exercise care to ensure such data are only sent to appropriate persons. "Reply All" should be used cautiously. All e-mails should be "single subject" to ensure that private data on more than one person is not contained in the same e-mail.

CONTENT AND EXPECTATION OF CAREFUL USE

Users shall be responsible for the content of all text, audio, and video created, viewed, transmitted, downloaded, or otherwise accessed using the District system. Messages shall contain the user's identity and should be written with professional tone and content.

The District provides telephone, fax, Internet access, and e-mail to facilitate the conduct of District business. Once given access, users are expected to use these systems in a responsible manner at all times. All usage must withstand public scrutiny without embarrassment to the District.

District employees should use reasonable consideration and respect for District clients, vendors, and employees when placing or accepting phone calls, emails, text messages, or any other electronic communications. These actions should be avoided while in meetings or when dealing with clients, except in situations where there is an emergency.

UNACCEPTABLE USE

All District IT systems must be used primarily for District business. Minimal personal use by employees during non-duty hours is authorized. Such use must comply with all other requirements of District policies and must not interfere with workplace productivity.

Users shall not use the District's IT systems, including, but not limited to, computers, equipment, internal or external e-mail, or Internet access for any of the following purposes:

- To access, upload, download, transmit, receive or distribute pornographic, obscene, abusive, or sexually explicit materials, or materials containing unclothed persons unless in an official capacity while investigating crimes.
- To transmit or receive obscene, abusive, or sexually explicit language or profanity unless in an official capacity while investigating crimes.
- To violate any local, state or federal law or engage in any type of illegal activity.
- To vandalize, damage or disable the property of another person or organization, including but not limited to property owned by the District.
- To access the materials, information or files of another person or organization without permission.
- To violate any applicable state, federal and international copyright, trademark or intellectual property laws and regulations or otherwise use another person or organization's property without prior approval or proper attribution consistent with copyright laws, including unauthorized downloading or exchanging of pirated or otherwise unlawful software or copying software to or from any District computer.
- To engage in any form of gambling.
- To engage in any type of harassment or discrimination, including but not limited to sexual harassment and harassment or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability or any other type of harassment or discrimination prohibited by law and District policy.
- To engage in any type of commercial enterprise unrelated to the specific purposes and needs of the District.
- To engage in any form of solicitation without the express prior written consent of the District Manager or the District Board.
- To promote any political or private causes, or other activities that are not related to the business purpose of the District.
- To enter into financial or contractual obligations without the express prior written consent of the District Board. Any financial or contractual obligation entered into by a

user without the express prior written consent of the District Board shall be the sole responsibility of the user.
- To advocate any type of unlawful violence, vandalism, or illegal activity.
- To engage in job search activities for positions outside of the District except for employees who have received notice of impending layoff.
- To defame another, or in any manner that harms the reputation of the District.
- To engage in personal activities during compensated work periods, except designated breaks.
- To download any computer programs or applications onto the District system without permission from the District Manager.

ACCESS RULES

Users shall not use any means or protocols of accessing District IT systems other than the means of access or protocols that are supplied and made available to the user by the District or that are authorized in writing by the District Manager.

Users shall only use software, including but not limited to e-mail applications and web browsers that are supplied and/or approved by the District.

Employee users shall not install hardware or software on the District's systems without the express prior written permission of the District Manager.

Users shall use only the usernames provided by the District.

Users may not forward e-mail chain letters or personal, non-business e-mails.

All use of the computers, equipment and Internet access of the District shall comply with all other District policies.

Employee access shall be subject to such additional rules, limitations, and conditions as may be set by the Board.

SECURITY

It is District's goal to provide a secure environment for all District data, hardware, and software programs while maintaining easy employee access to work products and communications. Every user must maintain the security of the District IT systems.

Users shall not divulge passwords or security protocols to anyone without the written authorization of the District Manager.

Users shall not permit others to use their passwords or to access the District's IT systems.

E-mail communications and text messages and other applications via cellular telephones are vulnerable to interception. Private or confidential information shall not be transmitted via e-mail without the permission of the District Manager. Private or confidential information shall not be transmitted using text messages, Snapchat or other applications via cellular phones.

Users who inadvertently receive or access unsolicited e-mails or other materials that are prohibited by law shall report the matter to the District Manager within one business day.

ACD will assign passwords for the District's IT system. Users are not to change passwords without express permission from the District Manager.

Employees must keep a record of passwords for District business related applications in a secure location known to the District Manager to ensure access to all data upon separation.

ENFORCEMENT

Violations of this Policy may result in discipline, up to and including immediate termination. Additionally, violations of this Policy may subject the violator to criminal prosecution under federal and/or state criminal and civil liability. District reserves the right to limit or remove any user's access to the District's IT systems at any time for any reason.

DISCLAIMER/USER LIABILITY

While the District has adopted, and shall enforce this Policy to the extent practicable, it does not have the resources or technical capability to ensure complete compliance by its users, who shall be solely and individually responsible for following the terms of this Policy.

The District shall not assume, and hereby expressly disclaims liability for the misuse of its IT systems, including but not limited to Internet access, which violates this Policy or any law.

District expressly disclaims any liability resulting from any of the following:

- Financial obligations resulting from the use of the District accounts to access the Internet or any other financial obligation entered into on behalf of the District by an unauthorized individual.
- Damage to property used to access the District computers, networks, equipment or online resources.
- Information received by users through the District computers, equipment, online resources, or networks, including information received from other networks and systems maintained by other organizations, including but not limited to the State of Minnesota.
- Damages, injuries, or improper communications resulting from contact between individuals, including agents, through the Internet, e-mail, or use of District equipment, computers, or systems.

SOCIAL MEDIA

PURPOSE AND DEFINITION

"Social Media" are web-based tools, websites, applications, and media that connect users and allow them to engage in dialogue, share information, collaborate, and interact. Social media websites are oriented primarily to create a rich and engaging user experience. In social media, users add value to the content and data online; their interactions with the information, both collectively and individually, can significantly alter the experiences of subsequent users. For the purposes of this policy, "social media" covers tools and technologies that allow a social media user to share communications, postings or information, or participate in social networking, including but not limited to: blogs, social networks (e.g. Facebook), video and photo sharing websites (e.g. Flickr), online forums, and discussion boards, and automated data feeds.

The purpose of this policy is to detail District social media use and limitations. This policy applies to official use of social media by District users on behalf of the District for District purposes, including citizen engagement, and where indicated, to non-official/personal use of social media by District users. These two types of social media use are defined as:

1. Official Use: Social media engagement on behalf of the District and as authorized by the District on sites where the District has an official web presence and terms of service agreement.
2. Non-Official/Personal Use: Personal day-to-day use of social media sites by District users, not related to official duties.

This policy provides guidance for District employees, supervisors, and interns to permit those performing work on behalf of the District to take full advantage of social media while at the same time protecting the District and its employees by mitigating risk. Pursuant to current District disciplinary procedures and policies, misuse of government equipment/resources, non-compliance with or failure to follow District

policy, procedures, and guidance while using social media, or any other actions that violate applicable law or policy may result in disciplinary action for employees and other actions appropriate to their situation for other individuals performing work on behalf of the District.

Applicability

This policy applies to all District employees, non-paid interns, seasonal employees, hosted AmeriCorps positions, supervisors, and employees of contractors (hereinafter referred to as "District users"). All District users are expected to comply with relevant law and policies when utilizing internal and external social media platforms.

Legal Obligations and Restrictions for Social Media Use

All District users are required to comply with the legal obligations and restrictions that apply to online communications at all times, regardless of whether they are at work, outside the office, or using government equipment. While not exhaustive, the following restrictions apply to all District users, and violations may be cause for disciplinary action by the District:

- **Criminal or Dishonest Conduct:** District users shall not engage in criminal or dishonest conduct.
- **Conflict of Interest:** District users shall not participate in particular matters affecting their own financial interest or the financial interest of other specified persons or organizations.
- **Misuse of Position:** District users shall not use their public office for private gain, for the endorsement of any product, service, or enterprise, or for the private gain of friends, relatives, or other acquaintances. District users shall not use, or permit the use of, their Government position or title or any authority associated with their public office in a manner that is intended to coerce or induce another person to provide any benefit, to themselves or to persons with whom the District users are affiliated in a nongovernmental capacity.
- **Use of Government Time and Property:** When District users are on duty, the Standards of Ethical Conduct require that they use official time in an honest effort to perform official duties.
- **Use of Non-Public Information:** District users shall not allow the improper use of non-public, private, or confidential information as defined in the Government Data Practices section of this Handbook. Improper use includes, but is not limited to, furthering one's private interest or that of another, whether by engaging in financial transactions using such information, through advice or recommendation, or by knowingly unauthorized disclosure. Further, District users shall not carelessly or intentionally disclose non-public, private, or confidential information, unless disclosure is authorized by law.
- **Political Activity:** District users must avoid engaging in political activity, including activity on social media that is prohibited by the Hatch Act. In short, don't bring personal politics to the office or onto social media.
- **Lobbying:** Many of the District's funding sources prohibit the use of appropriated funds for indirect or grassroots lobbying in support of or in opposition to pending legislation. District users who use social media in their official capacity must not post content on behalf of the District that includes requests to contact federal or state legislators to favor or oppose any legislation, law, or appropriation unless it can be clearly demonstrated that no restricted funds were used in the process.
- **Discrimination and Harassment:** All District users have a responsibility to maintain an appropriate level of professional conduct in the workplace, and to treat fellow District users with respect and fairness. The District's anti-discrimination and anti-sexual harassment policies apply to the use of social media.
- **Children:** District Web sites or social media accounts must not collect any personal information from children (under the age of 13).

When authorized by the District Manager, District users are permitted to access and contribute content on social media sites in their official capacity and should administer the account in a manner consistent with this policy. All approved social media accounts must engage in exchanges with the public in a manner consistent with this policy, District guidance, applicable law, and other related guidance.

District users will know that they are authorized to communicate in their official capacity when the District Manager assigns this activity as part of the user's official duties. The District Manager should clearly explain the assignment and what social media tool or tools the user is authorized to use and the purpose of the social media tool(s). Official use is different from a District user's "personal" use. The important point is that when a user is communicating in an official capacity he or she is communicating on behalf of the District, just as if he or she was standing at a podium at a conference, communicating the District's views to everyone.

Official District Sources of Information

All content posted to third-party sites should also be available through the District's official website or by other means. This provision should limit inadvertent disclosure of non-public information. All official District third-party social media sites should also provide a link back to the District's official website. In addition, if the District uses a third-party service to solicit feedback, the District should provide an alternative government email address where users can also send feedback.

Account Management and Content Considerations for Official Accounts

Implied Endorsements

District users assigned to administering an official District social media account must consider the value in having the District account "like" or "follow" another social media account and what that may convey to the social media users who follow the official District account. The determination of whether the posting of a hyperlink constitutes an endorsement hinges largely on the unique facts of a situation. In some cases, following another organization may convey endorsement of the entire entity, while retweeting or reposting content from another entity may imply endorsement only of the content that is being reposted.

Political Affiliations

Use of an official social media account, similar to its official website, should be limited to official business matters and remain politically neutral. Thus, the District's social media account should not "friend," "like," "follow," "tweet," or "retweet" about a partisan group or candidate in a partisan race or link to the social media accounts of such entities. However, the social media account may continue to "friend," "like," or "follow" the official government entity social media accounts.

Respecting Third-Parties' Intellectual Property Rights

District users assigned to administer an official District social media account must respect third-party intellectual property rights. District users must comply with the Copyright Law of the United States of America and related laws contained in Title 17 of the United States Code when posting images, text, video, and audio files protected by copyright on official District blogs or third-party social media accounts.

Required Disclaimer for all Official Third-Party District Social Media Accounts

The following disclaimer language must be posted or linked to on all third-party social media tools/sites used by the District:

In order better to serve the public, the District maintains accounts on third-party websites, such as social media sites, as tools for communicating with the public. Submitting personal information (address, telephone number, email address, etc.) is discouraged and is not

required to interact with the District's accounts on third-party websites, or to access information on any District social media site.

To protect your privacy and the privacy of others, please do not include your full name, phone numbers, email addresses, social security numbers, case numbers, or any other sensitive or personally identifiable information (PII) in your comments or responses.

In addition, your activity on third-party websites is governed by the security and privacy policies of the third-party sites. Please note: certain information associated with your account may be made available to us based on the privacy policies of the third-party website and your privacy settings within that website. Each third-party website may have unique features or practices. You may wish to review the privacy policies of the sites before using them in order to understand how the information you make available on those sites will be used. You should also adjust privacy settings on your account on any third-party website to match your preferences.

The District uses non-government third-party tools and websites, including social media channels, to provide the public with information in more places and more ways than were traditionally available. Many of these platforms offer the ability for individuals to offer their comments. We encourage members of the public to offer these comments as they relate to the topics being discussed. The views expressed in the comments reflect only those of the comment's author, and do not necessarily reflect the official views of the District.

We reserve the discretion to hide, delete, or not allow comments that contain:

- *Vulgar or abusive language;*
- *Personal or obscene attacks of any kind;*
- *Offensive terms targeting individuals or groups;*
- *Threats or defamatory statements;*
- *Suggestions or encouragement of illegal activity;*
- *Multiple successive off-topic posts by a single user or repetitive posts copied and pasted by multiple users, or spam;*
- *Unsolicited proposals or other business ideas or inquiries;*
- *Promotion or endorsement of commercial services, products, or entities; or*
- *Personally identifiable information that has been inappropriately posted*

Visitor-generated comments (including username and any identifying information provided) on District social media channels become publicly available, both at the time of posting and later, pursuant to FOIA/Privacy Act requests, as applicable. Under the Children's Online Privacy Protection Act of 1998, persons under the age of 13 years old are not allowed to submit questions or comments.

Visit www.anokaswcd.org for information on how to send official correspondence to the District. District "likes" or "follows" of a third party's social media account should not be construed as a District endorsement of that third party.

NON-OFFICIAL/PERSONAL USE OF SOCIAL MEDIA

Non-official/Personal use of social media is the day-to-day use of social media sites by District users that is not related to official District duties. Users must be careful in their personal participation in social media sites; they must not engage as if presenting the official position of the District. According to guidance issued by the Office of Government Ethics (OGE), a District user is not required, ordinarily, to post a disclaimer disavowing government sanction or endorsement on the District user's personal social media account. Where confusion or doubt is likely to arise regarding the personal nature of social media activities,

however, a District user is encouraged to include a disclaimer clarifying that the social media communications reflect only the District user's personal views and do not necessarily represent the views of the District user's organization. A clear and conspicuous disclaimer will usually be sufficient to dispel any confusion that arises. District users must also be aware that misconduct committed on a social media site may result in appropriate discipline consistent with federal and state law and District policy.

HANDBOOK AND RESOLUTION MAINTENANCE

The District handbook will be kept in a three-ring binder organized into three categories; Personnel, Supervisors and Operations. Information pertaining to the District will be kept in the Operations section, information pertaining specifically to the Board will be in a separate Supervisor section and employee related information in the Personnel section.

Resolutions are discreet actions that do not relate to the operational procedures, supervisors function or employee management protocols of the District and so will not be incorporated into handbooks. Resolutions will be maintained in a separate binder and organized by year.

Other principles for the District Handbook and resolutions include:

- No two resolutions on the same page
- Date of adoption is to be noted on each resolution.
- The most current version is maintained separately from outdated versions
- Old resolutions will be maintained for reference
- All resolutions will sunset at the annual meeting following their adoption.
- The District Handbook and resolutions will be reviewed at the annual meeting.
- The District Handbook does not sunset.

REMOTE WORKING

PURPOSE AND DEFINITION

The District recognizes the importance of providing options to the traditional work environment that utilize technology to increase employee productivity, improve employee satisfaction, reduce employee absenteeism, conserve energy, and provide a public benefit. Enabling use of Remote Working as an alternative is a means to achieving these goals. This "Remote Working Policy" enables the District to offer to administer this alternative with consistency.

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

"Intermittent Remote Working" is defined for the purpose of this policy as remote working on an as-needed basis for sporadic and/or short, predetermined blocks of time, generally to facilitate attending to assigned workloads while accommodating schedule irregularities or a work-home life balance provided it be approved by the District Manager.

"Regular Remote Working" is defined for the purpose of this policy as consistently using an alternative remote location. Whether to meet exceptional operational circumstances or to enjoy net benefits of the arrangement, regular remote working requires a formal written agreement approved by the Board.

Remote working is not a formal employee benefit. Rather, it is an alternative method of meeting the needs of the District and may be rescinded by the approving authority.

The terms 'employee' and 'remote worker' are synonymous in this section.

SCOPE

This policy creates no employee rights in relation to remote working. The District considers remote work to be a viable voluntary work alternative in cases where individual, job, and team characteristics are well suited to such an arrangement and there are demonstrable benefits to the District. Remote work allows an employee to work at home, on the road, or at a satellite location for all or part of their workweek. It is not an entitlement; it is not a District-wide benefit; and it in no way changes the terms and conditions of employment with the District. Individuals requesting formal remote work arrangements must have been employed with the District for a minimum of 12 months of continuous, regular employment unless an exception is approved by the appointing authority. The employee must have received a satisfactory review on their last performance evaluation. The employee must not have any disciplinary action taken against them during the past year. Seniority will not be a basis for selecting employees to participate in this program. Intermittent remote working may be approved by the District Manager. A formal agreement for intermittent remote working is not needed. A formal agreement is required for regular remote working. This is a short-term discretionary option available to the District Board. The District Board must approve regular remote working arrangements. In exceptional situations, including cases of public emergency and/or in compliance with public health guidance for contagious diseases, remote working may be mandated by the District Board.

BENEFITS AND CHALLENGES

The District's remote work policy is intended to allow flexibility for employees to better meet the needs of customers and advance the District's goals and objectives. There are many benefits and challenges associated with remote work that must be considered to determine if, and under what conditions, it is warranted.

Potential Benefits for the District

- Reduced overhead
- Space savings, and the associated costs
- Increased productivity
- Improve employee recruitment and retention
- Improve employee morale
- Improve customer service

Potential Benefits for the Employee

- Reduced travel time and costs
- Flexible work hours
- Improved job satisfaction

Potential Benefits for the Public

- Reduced traffic congestion, air pollution, and fuel consumption
- Greater accessibility to services
- Improved customer service

Potential Challenges of Remote Work

- Management responsibility for strategically aligning remote working with the continuity of operations, and altering the terms to ensure the remote work program supports the needs of the office
- Supervisory responsibility for managing the remote worker offsite, measuring performance and results, absence of interaction or socialization, overcoming organizational barriers, accountability, potential for abuse, recording time and attendance
- Remote worker uneasiness with perhaps less interaction with or feedback from supervisor and co-workers, building relationships with colleagues, becoming familiar with the workplace culture,

impact on potential promotional opportunities, be self-directed, reliable and accountable, and maintain or improve productivity
- In-office co-workers' confusion or even resentment regarding remote working colleagues
- Technology supplied, maintained, repaired, replaced and improved by the employer and the remote worker
- Information security concerns, access to (un)secured networks, access to protected information in non-secured locations
- Occupational health concerns, such as remote worker safety, OSHA requirements, Workers' Compensation responsibilities, and general liability

AGREEMENT

A formal written agreement is not required for intermittent remote working. Intermittent remote working arrangements may be terminated at any time at the sole discretion of the District Manager.

Employees who are approved for regular remote working shall sign and abide by a Remote Working Agreement. The Agreement may require modifications to fit individual remote working circumstances. A copy of the Agreement shall be retained in the employee's personnel file. Termination of the agreement may be done at any time and is at the sole discretion of the Board and may not be grieved by the employee. The employee may discontinue the arrangement, giving at least one (1) weeks' written notice. The parties may negotiate a longer notice to provide for a smooth transition.

GENERAL PROVISIONS

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

Communication

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

Conditions and Hours of Employment

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

Competing/Conflicting Obligations

Dependent Care

Remote work is not a substitute for childcare or other dependent care. Remote workers shall make or maintain childcare arrangements to permit concentration on work assignments. Remote workers will not be available during company core hours to provide dependent care.

Employment

The remote worker will not have any other part-time or full-time employment outside of the District during core business hours.

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

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

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

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

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

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

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

Home Work Site
The remote worker will not hold business visits or meetings with professional colleagues, customers, or the public at home worksite. Meetings should be at the District office, client’s home, or a designated alternative site.

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

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

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

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

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

Office Supplies
The District shall provide any necessary office supplies.

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

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

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

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

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

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

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

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

TRAVEL AND GENERAL EXPENSE REIMBURSEMENT

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

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

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

AUTHORIZED EXPENSES

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

a. when a private vehicle is used for official District business
b. for miles traveled in excess of those which the employee would normally have had to travel from residence to the District Office or work site and return (supervisors may be reimbursed for all miles driven)
c. total mileage shall be allowed for travel on a non-work day.

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

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

Lodging

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

Meals

Meals will be reimbursed up to a maximum of $40.00 per day (typically not to exceed $8.00/breakfast, $12.00/lunch and $20.00/dinner), including tax and tip. Meal expenses in excess of the maximum will require special employee or supervisor justification and itemized receipts. Employee meal reimbursements in excess of these guidelines must be approved by the District Manager.

Local Meals

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

Meals as Part of Registration

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

Travel Expenses of Spouse or Other Members of the Family

If an employee or supervisor's spouse or family accompanies him or her on a District business trip, the expenses attributable to the spouse or family members' travel, meals, lodging, etc. are in no circumstances reimbursable. If a spouse or family member accompanies an employee or supervisor on a business trip, the reimbursable business expense for transportation and lodging is the single rate cost of accommodations for the employee or supervisor.

Cell Phones

Regular full-time employees who agree to use their personal cell phones for District business will be reimbursed quarterly at either $5/month for standard cell phones or $15/month for smart phones enabled with internet browsing and District calendar and email access. Regular part-time employees will receive pro-rata reimbursement based on their percentage of full-time employment.

Apparel and Gear

Each regular employee is allocated $150/year toward ACD logo'd apparel and/or personal gear to be used for work. The allocation shall be made upon completion of the probationary period and on January 1 of subsequent years. The employee will own the gear/apparel and take it upon separation. Funds not used can be rolled over to the next year and accumulate up to $350. If there is a balance upon employee separation, it reverts to ACD's undesignated fund.

Reimbursed items must be used on the job, but do not need to be used exclusively on the job (e.g. boots, rain gear).

Reimbursed items must be appropriate to the employee's position with ACD and not for items that ACD otherwise provides as sharable (e.g. plant ID books, software, soil probes, tools).

VEHICLE OPERATION

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

DISTRICT AND PERSONAL VEHICLE OPERATION:

A. Employees and supervisors whose work requires operation of a motor vehicle must present and maintain a valid Minnesota driver's license and a driving record acceptable to the District insurer. Individuals who operate a motor vehicle during the course of District Business will be asked to submit a copy of their driving record to the District from time to time. Any changes in driving records must be reported to the District Manager immediately. Failure to do so by an employee may result in disciplinary action, up to and including termination.
B. The District provides insurance on District vehicles, however, employees and supervisors will be considered completely responsible for any fines, moving or parking violations incurred. When using personal vehicles for District business, employees and supervisors must maintain private auto insurance policies that meet the minimum requirements by Minnesota Law (employees and supervisors are responsible for paying their insurance deductible on personal vehicles in the event of a claim).
C. The operator and passengers are responsible for following all of the laws of the State of Minnesota regulating the operation of a motor vehicle including seatbelt and traffic laws.
D. Vehicle operators are prohibited from using cell phones or other devices for communications (calls, email, text) while operating a District owned vehicle or a private vehicle for District business. If a vehicle operator finds it necessary to use a cell phone or other device while operating a District owned vehicle or a private vehicle utilized for District business, the vehicle operator must pull over and park the vehicle in a safe location prior to doing so. Vehicle operators must adhere to all federal, state, and local laws and guidelines regarding the use of such devices at all times.
E. In the event of an accident, the vehicle operator should obtain full names, addresses, driver's license numbers, insurance information (carrier, policy number, expiration date and agent's name and number), of all persons involved and all witnesses. The vehicle operator should not admit liability or discuss the accident with anyone except police or District representatives. The operator must report the incident to the District Manager or Board Chair as soon as possible.

DISTRICT VEHICLE OPERATION

F. Persons not authorized or employed by the District cannot operate or ride in a District vehicle. Employees and supervisors with driving records compliant with this policy are authorized to drive District vehicles. Authorized employees and supervisors may authorize individuals to ride in District vehicles only.
G. Any employee or supervisor whose driving history reveals any one of the following three conditions will not be allowed to operate a District vehicle.
    - A conviction for driving while impaired under the influence of alcohol or illegal drugs (DUI) or a conviction for reckless/careless driving with in a three-year period from the date of the conviction to the date of employment.
    - A revocation or suspension declaration within a two-year period from the date of the suspension/revocation to the date of employment.
    - Convictions for three moving violations, passing a school bus, or speeding within a school zone within a three-year period from the date of the initial conviction to the date of employment.
H. The District vehicle must be returned to the District office or other location approved by the District Manager at the end of the day unless used as transportation for official business that requires an overnight stay.
I. The Board may take action to approve a vehicle's base of operation be at a location other than the District office.

J. The District will conform to the policies of Anoka County as they relate to the personal benefits of District vehicle use when the vehicle is not stationed at the District office. This includes incidental personal use, and calculation and recording of the benefit received by the employee.
K. All employees using District vehicles are responsible to report maintenance needs to the Manager to ensure the manufacturer's recommended maintenance schedules are followed.
L. The operator of the vehicle is responsible for checking lights, turn signals, brakes, tires, mirrors, safety equipment, windshield wipers, fluid levels and filling it with gas whenever the gas level falls below ¼ tank.
M. District employees must try to keep District vehicles clean. All trash, pop cans, mud, etc. is to be removed from the vehicle once a trip is completed. Employees must wash and vacuum District vehicles as often as necessary. Reimbursement will be provided for reasonable expenses of keeping the vehicle clean. Receipts should be retained for reimbursement.
N. The operator will preferably use District provided gas cards to pay for gas, oil and car washes. Otherwise, all receipts should be maintained for reimbursement.
O. The use of any tobacco products is prohibited within District vehicles. Use of alcohol and/or drugs (excluding over the counter or prescription drugs) is strictly prohibited before or during operation of a District vehicle.
P. District vehicles may not be used for the conduct of personal business.
Q. Use of the vehicle will occur according to the following priorities:
    1. Need for 4-wheel drive/ to tow a trailer/ for cargo space or rack.
    2. Driving long distances
    3. At District Manager's discretion.

FIELD SAFETY

FIELD CONDITIONS

Staff are responsible for safely working in inclement and extreme weather situations. This includes taking precautions to avoid injury. For example, having a water source, dressing appropriately for the weather conditions, and using the required PPE. Field conditions can be variable and extreme. They can include extreme hot weather, which can lead to heat exhaustion and/or heat stroke. Field conditions can also include extreme cold weather, which can lead to frostbite and/or hypothermia. In extreme weather conditions, added breaks are encouraged to avoid these injuries. Inclement weather, like thunderstorms may also be encountered in the field. The vehicle should be used as shelter during unsafe weather events. Ticks and Mosquitos are potential disease vectors that will be encountered in the field. Precautions should be taken to reduce the risk of disease transmission. This includes using bug spray, permethrin on clothing, and tick gaiters.

BUDDY SYSTEM

Per ACD policy, two employees are required when using the boat. Two employees are also recommended when using brushsaws and chainsaws, but are not required.

PERSONAL PROTECTIVE EQUIPMENT

The District is committed to the safety of all employees while they work; this is done by providing all necessary Personal Protective Equipment (PPE) to complete work. District staff complete a wide range of fieldwork and it is important to understand the risks associated with those tasks. By understanding the risks, PPE can be used to lower the potential for accidents and injuries. It is the employee's responsibility to use proper PPE for the activity they are performing. This can be determined by using the PPE matrix, located on both PPE cabinets. (Image of PPE Matrix)

FIRST-AID KITS

The District provides first-aid kits in all District vehicles and both PPE cabinets that can be used in the event of an injury or accident in the field or at the office.

HOUSEKEEPING

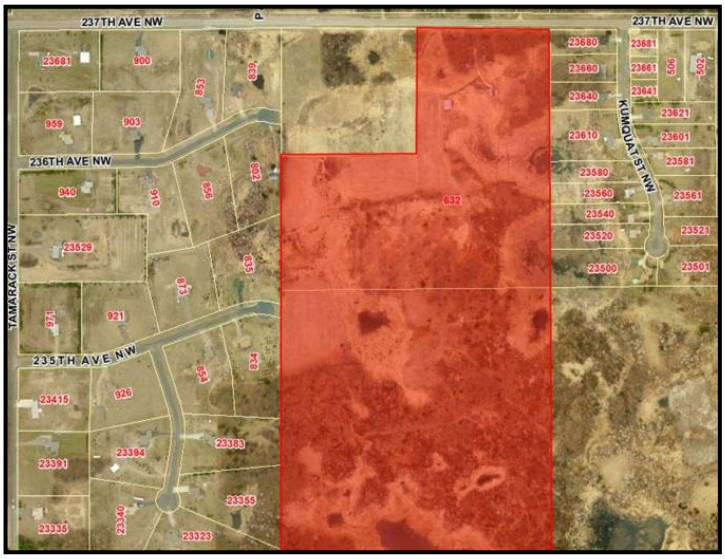
Good housekeeping is the responsibility of every employee. To maintain proper field safety, good housekeeping must be maintained. This includes regularly checking first-aid kits for adequate and up to date supplies and maintaining a supply of all PPE. Any missing or low supplies should be reported and ordered.

OTHER DISTRICT PROPERTY

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

DISTRICT PROPERTIES

BEACH PROPERTY



A 70-acre parcel in the City of St. Francis was donated to the District by Herbert Beach as part of his last will and testament. The parcel has a home and several out buildings in a severe state of disrepair along with scattered debris throughout the farmstead area of the property. All of these present safety concerns. A conservation easement has been established on the property with the Minnesota Land Trust that restricts the use of the property. The Board adopted the following policies pertaining to the property.

- Although the property is public property, it will not be posted as such.
- No hunting is allowed on the property. The property shall be posted 'No Hunting' per MN State Statutes.
- Hazard trees such has those leaning or decayed and likely to fall near trails, utilities and structures shall be felled by District staff trained in the proper operation of chainsaws including all safety procedures.
- No harvest of timber shall be allowed on the property.
- The trails may be kept clear by those who use the property but no payment or other compensation can be made for this.

MCKAY PROPERTY

The District purchased 1318 and 1328 McKay Drive, Ham Lake MN, which encompasses approximately 7.75 acres including five commercial units, one residential unit, a workshop and a detached garage. The Board adopted the following policies pertaining to the property.

Entire Property

- Although the portions of the property not leased to private individuals are public property, they will not be posted as such.
- City code prohibits hunting within 500 feet of roads. The entire property falls within 500 feet of Central Avenue. With consideration of this and other liability concerns, no hunting is allowed on the property.

District Occupied Space

- District portions of the property are to remain tobacco, drug and alcohol free.

- Firearms are allowed unless expressly prohibited. The District does not have a policy prohibiting the lawful possession of firearms.

Leased Spaces

- All leases with new tenants must be approved by the Board.
- Lease renewals and extensions may be executed by the Chair provided they are consistent with ACD's policies and operational objectives over the lease duration.
- Leases will automatically be adjusted for inflation annually in January, based on the prior year's inflation as determined utilizing the average percent change in the Consumer Price Index published by the U.S. Department of Labor Bureau of Labor Statistics for the Twin Cities area (if available).
- Each suite has the exclusive right to use exterior spaces designated to their suite.
- Tenants may manage the use of tobacco, alcohol and firearms per their own policies within their designated interior and exterior spaces subject to applicable local, state and federal laws.

SECTION IV: PERSONNEL

PURPOSE

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

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

ADMINISTRATION

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

SAVINGS CLAUSE

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

INDEMNITY

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

EMPLOYEE RESPONSIBILITIES

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

DEFINITIONS

Unless otherwise indicated, the following words and terms shall have the meanings indicated below:

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

Appointing Authority: Anoka Conservation District Board of Supervisors.

Appointment Adjustment: a non-competitive modification to the terms of a conditional offer (such as tier or wage) made at the conclusion of the Performance Validation Period to align the final appointment with demonstrated proficiency.

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

Benefit-eligible: a regular or limited-term position that is regularly scheduled to work 30 hours or more per week, or has been designated as "benefit-eligible" by the Board may receive fringe benefits in-whole or in-part as defined by this policy or separate Board action.

Benefit – Compulsory: state or federally mandated employer paid remuneration in addition to wages or salary. E.g. PERA, Medicare, Social Security, unemployment coverage, Workers Compensation, Paid Family and Medical Leave and job protections, Family Medical Leave Act protections, Earned Safe and Sick Time.

Benefit – Fringe: discretionary employer paid remuneration. E.g. taxable fringe benefit, paid holidays, Flexible Time Off paid leave, Supplemental Family and Medical Leave, access to flexible benefits (pretax childcare and medical expense deductions), access to pretax deferred compensation programs.

Board: the Anoka Conservation District Board of elected supervisors.

Board of Appeals: the Board, sitting as the Board of Appeals, established for the implementation of these Rules and Regulations.

Bonding Leave: Time spent by a parent to care for and bond with a child newly welcomed into a family through birth, adoption, or foster placement.

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

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

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

Classification Plan: a system of classes with a description of the class and pay range assignment for each class.

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

Competency: A measure of the functional demand and role requirements of a position. In the Functional Progression System, competency is quantified using nine universal metrics to determine an employee's Point Value and corresponding Class/Tier.

Covered Active Duty: for members of the Regular Armed Forces: duty during deployment of the member with the Armed Forces to a foreign country or international waters; for members of the Reserve components of the Armed Forces (members of the National Guard and Reserves): duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Covered Service Member: a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or a veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member.

Days: unless otherwise indicated, this means working days.

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

Disabled Retired Employees: an individual, whose most recent employment was with the District who through permanent disability is no longer able to work; and is receiving PERA, combination Social Security/PERA or other District retirement benefits pursuant to a vested retirement.

Earned Sick and Safe Time (ESST): hours earned by an employee that may be taken as leave with pay in accordance with Minn. Stat. §§ 181.9445 to 181.9448, due to ESST qualifying events and circumstances involving self, immediate or extended family.

Elected Official: those District officials selected by vote of the constituency (supervisor).

Employee: a person holding a paid position within the District.

Exempt Employee: employees specifically exempt from the overtime compensation provisions of applicable fair labor standards legislation. These employees are generally employed in management, administration, or professional positions.

Family - Extended: beyond immediate family, employee's familial relations, whether foster, in-law (via spouse, registered domestic partner, or other legal mechanism), in loco parentis, step, or biological as grandparents, parents, siblings, children, grandchildren, aunts, uncles, nieces, or nephews. In addition, extended family includes any individual biologically related or whose close association with the employee is the equivalent of a family relationship and up to one individual annually designated by the employee.

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

Family and Medical Leave Act (FMLA): federal law providing for up to 12 weeks of unpaid, job-protected leave per year to eligible employees for certain family and medical reasons.

Flexible Time Off (FTO): hours earned by an employee that may be taken as leave with pay for any reason.

Floating Holiday: a paid day off chosen by the employee that the District Manager has approved.

Full Time Schedule: 40 hours per week.

Full Time Equivalent (FTE): The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by a full-time schedule. FTE is often used to compare part-time and full-time positions and to calculate workload capacity across many employees of varying work schedules. e.g. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs.

Good Standing: a status indicating that an employee is meeting basic administrative expectations, including adherence to District policies, and has not been subject to formal disciplinary action. For the purposes of severance or re-employment, it refers to an employee who provides proper notice and separates without pending disciplinary issues.

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

Health Care Provider: any practitioners as defined by the laws of the State of Minnesota.

Internal Mobility Assignment (IMA): a temporary internal appointment (typically 12–24 months) that changes an employee's class for the purposes of cross-training, interim coverage, or organizational benefit.

Key Employee: related to District FMLA policy, key employees are salaried employees whose prolonged absence would cause grievous economic harm to the employer, relieving the employer of the obligation to restore the employee to their former position upon return from leave. Leave may not be denied, but restoration may be.

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

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

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

Overtime: all hours actually worked in excess of 40 by a non-exempt employee in a workweek consisting of seven (7) consecutive days (168 hours).

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

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

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

Position Adjustment: a broad category of personnel actions that are non-competitive in nature, including Standard Promotional Progression (Tier moves), Internal Transfers, and Probationary Appointment Adjustments.

Position Description: a formal document used to authorize a position and benchmark recruitment. It identifies the position title, classification, status, and minimum qualifications, as well as the desired aptitudes and the functional competency scores (Point Value) required for the role. While the Position Description establishes the foundational scope and expectations of a class, the specific duties are detailed in a Workload Task Table, which is updated during performance evaluations to reflect the employee's contemporary workload and responsibilities.

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

Probationary Period: an extension of the recruitment and examination process lasting at least six months. This period is used to validate the appointee's functional competency and performance proficiency before a final determination of regular status is made.

Proficiency: a measure of the quality, effectiveness, and reliability with which an individual executes their assigned tasks. Proficiency is evaluated across eight performance dimensions, with a minimum weighted rating of 3.0 required to successfully complete the Performance Validation Period and is a primary driver for merit-based wage adjustments.

Promotion: a change of an employee from a position of one class to a position of another class with more responsible duties and a higher salary range. Promotions are not subject to the appointment process.

Promotional Appointment: a competitive process to fill a specific vacancy where eligibility is limited to internal candidates, including seasonal employees who utilize their performance history as a component of the examination.

Public Employee Retirement Association (PERA): the association through which District employees accumulate and receive retirement benefits.

Qualifying Exigency: related to FMLA military leave are making alternative childcare arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence.

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

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

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

Resignation: a voluntary separation from District service by the employee.

Retiree: an individual who is in good standing at the time of separation of employment with the District, is eligible to receive a full or reduced PERA annuity, or is receiving a PERA disability benefits.

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

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

Seniority: a determination of relative order of employees in regard to length of service at the District. Employees with a higher number of continuous FTE years of service have seniority.

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

Serious Health Condition

1. Inpatient care
2. Absence plus treatment

   a. Absence: "a period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves…"

   b. Treatment: "…treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by a health care provider, or…" "…treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of a health care provider."
3. Any period of incapacity due to pregnancy, or prenatal care
4. Chronic conditions requiring treatment
5. Permanent/long-term conditions requiring supervision
6. Multiple treatments for non-chronic conditions

Severance Pay: payout of accrued benefits to regular employees leaving the District service in good standing.

Spouse: legally married spouse as defined by state law.

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

Status (Employment)

Regular: refers to employment as a regular employee of the District. These employees may work varying numbers of hours per week but they are regularly scheduled for a set number of hours per week. The work they perform is of an on-going nature.

Regular Full-Time: an employee in a classified position with a scheduled workweek of 40 hours, and was hired for a service duration in excess of six months and has successfully completed the probationary period. This term does not imply an employee has a vested right to continued employment.

Regular Part-Time: an employee in a classified position with a scheduled workweek of less than the 40 hours, was hired for a service duration in excess of six months, and has successfully completed the probationary period. This term does not imply an employee has a vested right to continued employment.

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

Temporary Full-Time: an employee with a scheduled workweek of 40 hours whose employment is limited by duration of a specific project or task. Temporary employees serve at the will and pleasure of the Board and may not be appointed for a period to exceed six months in any calendar year. Such appointment provides no regular status.

Temporary Part-Time: an employee with a scheduled workweek of less than 40 hours whose employment is limited by the duration of the specific project or task. Temporary employees serve at the will and pleasure of the Board and may not be appointed for a period to exceed six months in any calendar year. Such appointment provides no regular status.

Seasonal: refers to employment that is of a limited duration and that recurs during similar calendar periods.

Substitute: refers to employment that is solely to replace an absent member of the regular workforce and that terminates upon the absent employee's return.

Student: an individual who is enrolled full-time in a public, non-profit, or private educational institution or who has indicated an intention to continue as a full-time student following temporary employment. The District Manager will develop the work schedule of the student based on the needs of the District and the student's class schedule. The student may work on a part-time and/or full-time basis without a limitation on the length of employment. Such appointment does not provide regular status.

Intermittent/Casual: refers to employment that is less than 20 hours per week or 67 workdays per year without limitation on the length of employment and is of a non-continuous or irregular nature where the work schedule cannot be predicted in advance and where the employee may decline a work assignment. Intermittent/Casual positions do not have a defined position description. Intermittent/Casual employee workload and job title is assigned by the District Manager with notification to the Board and may be changed at any time. Job titles are not limited to those identified in the classification and compensation plan, but rather should accurately reflect the nature of the duties of the position at the time. To the degree practicable, compensation will be based upon positions in the classification and compensation plan with similar duties.

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

Supervisor: one of five elected officials responsible for the governance of the District.

Supplemental Family and Medical Leave (SFML): hours earned by an employee that may be taken as leave with pay, due to PFML qualifying events.

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

Task Table: a supplemental component of the evaluation process used to document an employee's current workload and responsibilities. It provides the narrative evidence for Competency and Proficiency scoring and serves as the authoritative record of an active employee's duties between formal updates to a Position Description.

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

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

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

Veteran's Preference: preference granted to veterans as required by Minnesota Statutes, Section 43A11 and 197.455 to 197.481.

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

EMPLOYEE RELATIONS

POLICY STATEMENT

These Rules and Regulations have been written with the realization that the strength and future growth of the District depends directly on the individual contribution made by every employee. These Rules and Regulations further recognize that high productivity and efficiency result from individual job satisfaction.

The policy of the District is to be fair and honest with its employees and to respect the individual rights of all employees. The District shall continue to strive to achieve mutual respect in working relationships and insist that the elected officials and management do all in their power to carry out such a policy. To continue working together successfully, each employee, elected official and manager must realize that harmonious relationships are not entirely a matter of rules but are the outgrowth of daily decisions and cooperative attitudes.

All conflicts that may cause problems should be brought before the Personnel Committee for resolution. The Personnel Committee will present to the Board a recommendation for final resolution. The Board's decision is final.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The District acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, it is the policy of the District to provide equal opportunity in employment and personnel management for all persons; to provide access to, admission to, full utilization and benefit of training and promotional opportunities without discrimination because of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, handicap or disability; and to otherwise promote full realization of human rights within the District to the extent permitted by law. To implement this policy, the District requires that every person making application for, currently employed by, or applying for future vacancies in the employ of the District be considered on the basis of individual ability and merit, without discrimination or favor.

DISTRICT SEXUAL HARASSMENT POLICY

Policy Statement

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

Applicability
This policy is applicable to all employees and supervisors of the District.

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

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

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

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

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

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

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

Internal

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

External

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

Grievance Rights

Any employee who has been disciplined for engaging in sexual harassment may grieve his/her discipline under the provisions set forth in these Rules and Regulations, Section IV: Grievance Procedures.

PROHIBITED POLITICAL ACTIVITY

All political activity is permitted except as provided below:

1. No person shall in any manner during hours of employment use their authority or official influence to compel any employee:
    a. to apply for or become a member of any organization;
    b. to make or promise to make a contribution to any candidacy or organization; or,
    c. to take part in any political activity.

Any employee who violates these provisions and is found guilty of a violation under Minnesota Statute 210A.081 shall be automatically terminated.

1. Any District employee who declares candidacy for a District elective office shall take a mandatory leave of absence. The leave shall be unpaid, unless the employee uses earned FTO or approved compensatory time. The leave of absence shall begin when the employee files for office, and shall end when the employee is no longer a candidate.
2. In addition to being bound by the rules of Section IV: Prohibited Political Activity, no officer or employee whose principal employment is in connection with an activity financed in whole or in part by a Federal agency, shall:
    a. use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
    b. run for partisan elective office without first securing personal leave without compensation under Section IV: Special Leave.

Specific questions on Political Activity should be addressed to the Chair of the District Board.

DRUG-FREE WORKPLACE POLICY

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

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. For purposes of this section, the term “controlled substance” is defined as a controlled substance which appears in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).
2. A violation of this drug-free policy constitutes “just cause” for disciplinary action, up to and including immediate suspension and/or termination.
3. As a condition of employment, employees will abide by the terms and conditions of this drug-free policy and will notify their supervisor of any criminal drug statute conviction for which a violation occurs in the workplace within five calendar days after such conviction.

4. Within 30 calendar days of receiving notice from an employee of a drug related workplace conviction, the District may require an employee to participate satisfactorily in a drug abuse assistance or other appropriate rehabilitation program.

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

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

RECRUITMENT AND POSITION ADJUSTMENTS

The District meets its workload needs by adjusting existing personnel positions and recruiting new employees. All staffing actions are categorized as either Non-Competitive or Competitive based on the nature of the change.

NON-COMPETITIVE MOVEMENTS

These actions are administrative in nature and do not require formal recruitment and ranking procedures.

1. Standard Promotional Progression (Tiers 1–4): The non-competitive advancement of an employee within their current role as they meet the higher proficiency thresholds. Advancement is merit based and granted only when an employee demonstrates the proficiency and competencies through the Functional Progression metrics and proficiencies required for the next tier. These are typically vetted during June evaluations.
2. Probationary Appointment Adjustments: Upon completion of the probationary period, a non-competitive adjustment to an employee's tier or class may be made based on a performance evaluation. This process mirrors the standard progression or voluntary demotion protocols to ensure the final appointment is commensurate with demonstrated proficiency.
3. Internal Transfers: The lateral movement of an employee to a different position that does not change their salary level or class.
4. Demotions: The movement of an employee to a lower class or tier. This may be voluntary (at the employee's request) or involuntary (due to performance, disciplinary action, or organizational restructuring).
5. Internal Mobility Assignments (IMAs): The Board may make temporary internal appointments that change an employee's class without following the examination process. These assignments are designed to provide cross-training, fill interim vacancies, and improve retention. IMAs shall be governed by the following:
    1. Prerequisites: Requires agreement of all involved employees, meeting minimum requirements, and a Personnel Committee recommendation to the Board.
    2. Probationary Period: The first six months serve as a cross-training period. Before the end of this term, the Personnel Committee evaluates performance to recommend either reverting employees to original positions or continuing the IMA at full compensation.
    3. Compensation: During probation, pay is an average of pre- and post-IMA wages. Combined compensation of employees participating in the IMA may not exceed the pre-IMA total.
    4. Operations and Logistics:
        1. Duration: Typically, 12–24 months; interim assignments of Key Employee positions may be shorter.
        2. Seniority & Layoffs: IMAs do not alter seniority. In the event of layoffs, class and seniority are considered as if the IMA never took effect.
        3. Separation & Payouts: If employment separates during an IMA, FTO severance is paid at the pre-IMA rate. Accumulated Comp is paid at the IMA rate. For non-exempt employees moving to exempt positions, accumulated Comp must be paid out before the IMA begins.

4. Implementation: IMAs must specify employees, positions, and start/end dates. All website and plan-of-work info must be updated. Initiation should ideally occur in January to align with FTO carry-over and evaluation cycles.

6. Codification: All non-competitive movements must be formally codified by Board action to update the employee's classification and compensation.

Competitive Appointments

A competitive process is required whenever a specific position vacancy is being filled. This applies to both Promotional Appointments (internal candidates) and Open-Competitive Appointments (external recruitment).

1. Promotional Appointment: A competitive hiring process where the candidate pool is limited to current regular, limited-term, probationary, and seasonal employees. The examination evaluates applicants' relative qualifications primarily through an assessment of their performance history and demonstrated competencies while employed at the District.
2. Open-Competitive Appointment: A competitive hiring process open to all interested individuals who meet the minimum legal and professional requirements. This process evaluates both internal and external candidates through objective standards—including interviews, skills tests, and original documentation—to identify the applicant most suited for the position.

Position Opening Authorization

Authorization is required before any recruitment begins. New positions require District Board approval; established positions within the approved annual budget may be authorized by the Personnel Committee. Authorization requires approval of:

1. Position Description: Details the title, classification, location, status, recruitment benchmarks, duration, hours, responsibilities, work conditions, desired aptitudes, competency levels, workload distribution, and performance expectations.
2. Position Announcement: Includes the title, location, classification, hiring pay range, recruitment benchmarks, benefits, duration, responsibilities, preferred qualifications, ACD information, application requirements, appointing authority, job offer conditions, and statements on reasonable accommodation and Equal Employment Opportunity (EEO).
3. Ranking & Examination Criteria: Identifies the relative priority of each element of the process, including interview questions, skills or aptitude test, work product examples, the hiring schedule, and conditions of a job offer.

Recruitment and Examination Procedure

1. Posting (Optional): Announcements may be posted at appropriate locations for a duration suited to the role.
2. Initial Ranking: The District Manager ranks applicants based on the approved criteria.
3. Interviews: The District Manager (and/or delegated senior staff) conducts initial interviews (up to ten applicants). The Personnel Committee conducts second interviews using pre-approved scoring criteria (up to three candidates).
4. Selection: The Personnel Committee recommends the most suited applicant to the Board for final appointment and may recommend alternates to be offered the position in the event that the primary candidate declines or fails to meet the conditions of the offer.
5. Re-employment: Former employees who left in good standing are eligible to apply. Those who left not in good standing are ineligible.

Verification and Conditional Offer

The District strives to complete all screenings prior to the Board meeting. On behalf of the Board and in accordance with Board action, the District Manager issues a final "Offer Letter" (detailing start date, hours, and salary) that is strictly contingent upon:

- Identity and Employment Eligibility: The candidate proving their legal right to work in the United States. This requires the completion of Form I-9 and the presentation of original, unexpired documents within three business days of the start date.
- Professional History: Acceptable verification of references, previous employment, and education/licensure.
- Driving Record: Satisfactory record check for the use of District vehicles.
- Physical Requirements: Self-certification of the ability to meet the physical requirements of the job (e.g., traversing difficult terrain) with or without reasonable accommodation.
- Medical/Psychological Exam: If required for job-related reasons, these occur only after the conditional offer is made.
- Performance Validation: Acceptance of the initial rate of compensation as provisional, subject to a Performance Validation Period. The final base wage will be codified at the conclusion of probation based on a functional competency assessment and a minimum proficiency rating of 3.0.
- Criminal Background Check: Required per the Kari Koskinen Manager Background Check Act.
    - Disqualifying Crimes: Convictions for violent crimes (murder, manslaughter, assault, kidnapping, sexual conduct, arson, harassment/stalking) are grounds for elimination.
    - 10-Year Rule: Convictions within the last ten years for 3rd degree murder, robbery, theft, burglary, or terrorist threats also disqualify individuals from access to tenant units.

NOTIFICATION AND HIRING RESTRICTIONS

- Notification: Applicants not meeting minimum criteria are notified as soon as practical. Interviewees not selected are notified immediately after the position has been accepted. The District Manager, or delegated senior staff member, is responsible for all written communications with candidates throughout the recruitment and appointment process.
- Hiring of Relatives: Relatives of current employees or Board members are ineligible for regular or limited-term positions. They may only be considered for non-regular positions.

PROBATIONARY PERIOD

PURPOSE

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

DURATION

Every person appointed to a regular or limited-term position shall be required to complete successfully a probationary period beginning with the date of the new appointment. An employee who has been transferred between positions may also serve a probationary period at the discretion of the Board. The probationary period shall begin immediately upon appointment and shall continue for six months. Time served in temporary positions may be considered as part of the probationary period.

EVALUATION OF PERFORMANCE

The District Manager shall prepare probationary performance evaluations after two months into the probationary period and at least two weeks prior to the completion of the probationary period whenever possible. Copies of all

probationary performance evaluations will be forwarded to the personnel committee. Employees on probation are not eligible for general or merit-based wage increases, though final wage codification upon successful validation may result in an adjustment to align with demonstrated functional point values.

Procedures for Recommending Regular Status

The Board shall determine if the probationary employee is eligible for regular status. If an employee meets Proficiency standards but fails to demonstrate the Functional Progression (point value) assigned at hire, the Board may, at its discretion, offer to extend regular status at a revised base wage that aligns with the employee's actual demonstrated point value.

In such cases, the employee must formally accept the revised wage and functional classification in writing to achieve regular status. If the employee declines the revised offer, or if the Board elects not to offer a wage alignment, the employee will be separated from District service at the conclusion of the probationary period.

Extension of Probation Period

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

Dismissal During the Probationary Period

The Board may dismiss a probationary employee anytime during the probationary period. The Board will consider the extent to which the probationary employee satisfactorily fills the intended function and the level of proficiency demonstrated. The employee so terminated shall be notified in writing of the reasons for the dismissal and shall not have the rights to appeal through the grievance procedure as defined in Section IV: Grievance Procedure. A probationary employee who is suspended with intent to dismiss shall have a right to a pre-termination hearing as defined in Section IV: Grievance Procedures.

Where applicable, dismissal actions affecting a probationary employee who qualifies as a veteran will be processed in accordance with Minnesota Statute Section 197.46.

Benefits During Probation Period

The District Manager may approve the request of a probationary employee to use FTO, ESST, PFML and SFML leave during the probationary period up to the number of hours the employee has earned. If the employee in good standing separates voluntarily before completing the probationary period, the employee will be eligible to receive severance pay.

Employee Separation

Separation from Employment

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

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

Resignation

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

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

An employee who is absent from work for a period of three working days or more without notifying the District Manager of the reasons for the absence and receiving permission to remain away from work shall be deemed to

have voluntarily resigned. The same may apply when an employee fails to return to work within three (3) working day of the expiration of authorized leave.

An employee who resigns in lieu of or in anticipation of disciplinary action is deemed to have resigned not in good standing.

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

PENALTIES
A separation not in good standing shall be noted in the employee's record. In such case, the employee may not be considered eligible for re-employment or re-instatement and the employee shall be denied severance benefits.

RETIREMENT
Mandatory retirement is not required.

SEVERANCE PAY
Employees who leave the District service by retirement, death, layoff, or resignation in good standing shall receive pay equal to the amount of accumulated FTO up to 240 hours (30 days) unused at the date of severance from employment.

Severance pay of a retiree will be paid to the employee's Health Care Savings Plan (HCSP) account with the Minnesota State Retirement System (MSRS) if that employee is receiving a District Retiree Severance Benefit to the HCSP account. Severance pay to all others will be added to their final paycheck.

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

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

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

Demotion or Transfer in Lieu of Layoff
Any employee who is to be laid off and previously served in a lower or equal job classification within the District may request a demotion or transfer by the exercise of seniority rights in such lower or equal job classification to which they are well suited. Any employee who requests and receives a demotion or transfer to avoid layoff shall be placed in the salary range of the new job classification in accordance with Compensation Plan. In no case shall the demoted or transferred person revert to a lower rate than any rate he/she previously held in the equal or lower new classification.

Seniority
Seniority for purposes of layoff or re-employment shall be determined by the length of regular service in the District based on an employee's most recent date of employment. Seniority of incumbent employees shall be calculated based on current continuous FTE years worked for the District in all classes of employment for non-seasonal or non-intermittent positions. A person appointed to a limited-term position who was not a regular District employee prior to such appointment, does not accrue seniority for purposes of layoff or re-

employment. A limited-term employee who was previously in a regular position does receive credit for time spent in a limited-term position for seniority purposes.

Change in Hours Worked in Lieu of Layoff
To meet FTE layoff thresholds, an employee with seniority may be offered the option to work fewer or more hours, depending on the circumstances. If an employee declines such an offer, they waive their right of seniority for the purpose of layoff.

E.g. – ACD has three full-time Technicians and must lay off 1.5 FTEs of Technician class employees. The least senior Technician is slated to be laid off, and the second higher in seniority is offered half-time employment in lieu of layoff. The offer of half-time employment is declined. The second higher Technician in seniority is laid off and the least senior technician is offered half-time employment in lieu of layoff.

Personal Leave in Lieu of Layoff
Any employee who is to be laid off may request Personal Leave without Compensation for a period not to exceed 31 days pursuant to Section IV: Special Leave without Compensation.

HOURS OF WORK

WORK SCHEDULES

Anoka Conservation District offices will be generally open for business from 8:00 a.m. to 4:30 p.m. For full-time non-exempt employees, eight (8) hours of work shall constitute a normal work shift, forty (40) hours a normal workweek, and eighty (80) hours a normal payroll period. For overtime purposes, the District shall use the standard workweek unless the Board has approved a different workweek. The hours of work shall be set by the Board, with one uninterrupted meal period of no less than one-half hour per day. Meal periods shall not be paid, not included in the computation of overtime, nor included in the computation of a normal work shift or payroll period. Rest periods will be fifteen (15) minutes in each four (4) hour period for non-exempt employees at the discretion of the employee and shall be paid and included in the computation of overtime.

District employees are expected to attend meetings and other administrative matters scheduled after hours at the discretion of the District Manager.

OFFICE COVERAGE

On days when the office is open for business, employee schedules should be coordinated to ensure the public is able to communicate with ACD staff. Public accessibility may be provided in person, by phone, by email, or other digital means. In rare instances where all staff are either on paid leave, working remotely, or working in the field, the office may be temporarily closed. In such cases, the staff member locking the door must place a sign at the entrance with an estimated return time.

When all staff request to use FTO for the same workday (e.g. holiday-adjacent days), the District Manager may authorize office closure. Such authorization should be made one week in advance, with the closure posted to the ACD website. Staff may take unpaid leave or utilize accumulated paid leave at their discretion.

OVERTIME

Non-exempt employees will be compensated for each hour over 40 worked in a work week either by being paid at the rate of time and one-half their regular rate or by being granted compensatory time off at the rate of time and one-half, subject to the following:

1. A workweek consists of seven (7) consecutive days (168) hours beginning at 12:01 am each Saturday.
2. The decision as to whether to pay an employee premium wages for overtime or to grant compensatory time off shall be at the discretion of the District Manager.

3. Premium wages will be paid or compensatory time accrued at a rate of time and one-half only for hours actually worked in excess of forty hours a workweek. Meal periods and any compensated leave of absence shall not be counted as hours of work for purposes of determining overtime.
4. Compensatory time shall be accrued at straight time (one-hour compensatory time for each hour worked) for hours worked in excess of the scheduled workweek but less than forty hours in a workweek.
5. Accrual of compensatory time is subject to the following limitations:
    a. No employee may ever accrue compensatory time and utilize FTO, ESST, and/or SFML within the same workweek.
    b. No more than 40 overtime hours (60 compensatory hours) can accrue per employee. If compensatory hours accrue in excess of 60, the excess shall be paid to the employee the following pay period at the regular rate of pay being earned by the employee during that pay period.
    c. All compensatory time accrued by an employee at such time as the employee changes status from non-exempt to exempt, or terminates employment shall be paid to the employee at the rate the employee was paid immediately prior to the change of status, or the average pay rate for the previous three years, whichever is higher.
    d. The scheduling of compensatory time off shall be at the request of the employee and at the discretion of the District Manager subject to staffing needs.
6. Non-exempt employees shall not work overtime without the prior authorization of the District Manager.
7. A record of all hours worked shall be maintained on an employee timesheet. The Office Administrator maintains a spreadsheet as the official record of FTO, ESST, SFML and compensatory balances. Each employee of the District shall complete and submit a time report to the District Manager or designee on the first working day following the end of a pay period.

The District Manager or designee shall quarterly (3 months) give the Board an update as to the status of recorded FTO, ESST, SFML , and compensatory balances for each employee of the District for review.

EXEMPT EMPLOYEES

Although exempt employees are not technically paid based on hours worked, for the purposes of managing grants, administering paid leave policies, and managing workload, exempt employees must track their hours worked in the same manner as non-exempt employees. Exempt employees are guaranteed their full weekly salary for any week in which they perform work, except that deductions will be made if an exempt employee is absent from work for a full day or more for personal reasons or for illness and the employee has exhausted accrued leave under the District's FTO, ESST, PFML or SFML leave plan. Deductions may be made for disciplinary suspensions of five days or more.

Exempt employees will be paid based on a biweekly pay period. Their work hours and assignments will be administered at the discretion of the Board. It is not the intent of the Board that exempt employees work unlimited hours, thereby bearing a disproportionate workload burden without some measure of checks and balances. To this point, an evaluation of workload and staffing should be undertaken and corrective action taken when exempt employees combined work and paid holidays exceed 10% more than a 40-hour workweek in more than 6 weeks in a fiscal quarter. It is incumbent upon exempt employees to inform the Board when this limit has been exceeded.

INCLEMENT WEATHER

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

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

1. If the release of employees occurs before the start of a work shift, non-exempt employees will not be paid for the shift except by utilizing accumulated compensatory time, FTO, or ESST, or by making up the time by balancing hours within the current workweek as authorized by the District Manager.
2. If the release of employees occurs during a work shift, non-exempt employees on duty will be paid for hours actually worked and may utilize accumulated compensatory time, FTO, ESST, or leave without pay for the remainder of that work shift, or may make up the time by balancing those remaining hours within the current workweek as authorized by the District Manager.
3. Employees and citizens may be advised not to leave the premises because of severe weather or other emergency conditions, such as tornadoes, continuing after regular office hours. Simply remaining on the premises after hours will not entitle employees to overtime compensation.

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

1. Employees who, because of inclement weather, report to work after the start of their scheduled work shift may utilize accumulated compensatory time, FTO, ESST, or leave without pay or by making up the time by balancing hours within the current workweek as authorized by the District Manager.
2. At the discretion of the District Manager, employees who desire to leave work early because of inclement weather may do so by utilizing accumulated compensatory time, FTO, ESST, or leave without pay or by making up the time by balancing hours within the current workweek as authorized by the District Manager.

CLASSIFICATION PLAN

INTRODUCTION

The purpose of the classification plan is to ensure that all positions substantially similar with respect to the type, difficulty, and responsibility of work, are included in the same class, that the same or similar means of recruitment be used in filling all positions within a class, and that all positions within a class are compensated similarly. The District utilizes a Functional Progression System to classify positions. Unlike traditional systems based primarily on job titles or longevity, this system evaluates the functional demand and competency an employee brings to the District.

POSITION CLASSES AND TRACKS

There are eight classes of positions spanning three tracks: Administrative, Engagement, and Technical. Tracks are distinguished by the scope of the position, while Class within a Track is distinguished by competency scores, which are the driver that defines which class an employee occupies. The following table demonstrates how the classes and tracks interrelate. The brief narratives describing the different tiers within each track are approximations. The actual progression between tiers is dictated by weighted competency scores.

Class	Score Range	Technical Track[3]	Engagement Track	Administrative Track
Managerial – Institutional Steward	777 – 882	Governance facilitation lead; ensures the Board is well-informed for final decision-making. Responsibility for personnel actions, budgeting, and organizational stewardship. Leads organizational strategy.		
Principal – Strategic Visionary	700 – 805	Expert contributor synthesizing advanced theory into unprecedented programs; provides high-level input on policy, personnel and strategic growth.		

[3] *Staff in Tiers 2-4 of the Technical Track, Principal, or Managerial utilizing a PE license receive the Engineering Compensation Premium based on class and utilization level.*

Class	Score Range	Technical Track[3]	Engagement Track	Administrative Track
Tier 4 – System Architect	621 – 726	Specialist 3: Solves highly complex problems; secures funds and develops new programs, techniques and technical policy. Demanding schedule	Engagement Strategist: Overcomes systemic barriers; builds visionary impact and regional leadership. Irregular demanding schedule.	Director of Operations: Manages mission-critical accountability and agency-wide legal/financial health. Demanding schedule.
Tier 3 – Program Driver	538 – 643	Specialist 2: Full project site design, funding management, and active troubleshooting.	Engagement 3: Drives broad behavior change; negotiates regional partnerships.	Admin 3: Fiscal and Board operations lead, and complex grant reporting.
Tier 2 - Core Practitioner	440 – 545	Specialist 1: Independent site/ inventory work; handles moderate task complexity.	Engagement 2: Program delivery; develops and manages local alliances.	Admin 2: Compliance and operations specialist. Refines workflows and ensures financial accuracy.
Tier 1 - Tactical Support	340 – 445	Technician: Executes essential monitoring and site tasks under general supervision.	Engagement 1: Tactical program support and maintenance of partner communications.	Admin 1: Routine office administration, reception, and operations support.
Seasonal – Targeted support	240 – 345	Temporary or term-limited staff focused on high-volume, standardized tasks. Requires active situational awareness and adherence to established safety or office protocols.		
Assistant – Emerging Practitioner	176 – 281	Operates under direct supervision; focuses on learning basic District workflows and terminology while executing clearly defined, routine assignments.		

Engineer Premium

Engineer is not a separate track but a professional designation premium applied to the Technical track. It is reserved for staff at a Tier 2 or higher who possess and utilizes a valid Professional Engineering (PE) license on behalf of the District. The scope of work is identical to the Technical track but carries the added legal accountability and authority to sign and seal project designs.

PROFESSIONAL ADVANCEMENT

Within Tier 1 to Tier 4, when an employee's responsibilities, expertise, and organizational impact reach the scoring threshold of a lower or higher Tier, formal reclassification is considered. Reclassification is largely an acknowledgement of an employee's changing contribution. The Board will consider whether the higher or lower score is likely an anomaly or represents a lasting change prior to reclassification. Target compensation calculations are rooted in the competency scores, which are updated during performance evaluations. Advancement from Assistant or Seasonal requires a formal recruitment process. Advancement beyond Tier 4 is constrained by a limited number of available Principal and Managerial positions.

METRIC APPROACH

All positions are measured against nine universal metrics. This ensures functional equity, meaning two employees in different tracks who manage similar levels of risk, complexity, and strategic impact are classified and compensated at the same class. Each metric is weighted according to its importance to the District's overall operation. For example, Accountability and Strategic Growth carry higher weights than Physical Demand. Employee function at the District is rated across the nine metrics on a scale of rigor from 1.0 to 6.0 (including half-steps). The nine metrics with weighting in parentheses are:

- Communications & Contacts (14): The depth and sensitivity of internal and external influence.
- Complexity (18): The capacity to solve problems in the absence of established rules.
- Psychological Demand (18): The mental and emotional pressure and stakes of failure.

- Physical & Environmental Demand (14): Labor intensity, hazardous conditions, and grueling schedules.
- Accountability & Consequence (20): The breadth of impact on the District's financial and legal health.
- Independent Action & Innovation (18): The degree of autonomy and creative problem-solving.
- Supervision & Mentorship (16): The responsibility for developing, directing, and managing people.
- Expertise (16): The mastery of technical, administrative, or operational disciplines.
- Organizational Impact & Strategic Growth (20): The contribution to expanding agency reach and funding.

METRIC STANDARDS BY CLASS AND TRACK.
The following provides a visual representation of anticipated ratings by track and class/tier.

Technical Track
Focuses on Monitoring, Inventory, Analysis, and BMP Implementation.

Metric	Tier 1	Tier 2	Tier 3	Tier 4
Comm. & Contacts	●●○○○○	●●●○○○	●●●○○○	●●●●○○
Complexity	●●○○○○	●●●○○○	●●●●○○	●●●●○○
Psychological Demand	●●○○○○	●●●○○○	●●●●○○	●●●●○○
Phys. & Environmental	●●●●●○	●●●●○○	●●●○○○	●●○○○○
Accountability	●●○○○○	●●●○○○	●●●○○○	●●●●○○
Indep. Action/Innovation	●●○○○○	●●●○○○	●●●●○○	●●●●○○
Supervision & Mentorship	●○○○○○	●●○○○○	●●●○○○	●●●●○○
Expertise	●●○○○○	●●○○○○	●●●○○○	●●●○○○
Organizational Impact	●●○○○○	●●●○○○	●●●○○○	●●●●○○

Engagement Track
Focuses on behavior change, regional alliances, and strategic outreach.

Metric	Tier 1	Tier 2	Tier 3	Tier 4
Comm. & Contacts	●●○○○○	●●●○○○	●●●●○○	●●●●●○
Complexity	●●○○○○	●●●○○○	●●●○○○	●●●●○○
Psychological Demand	●●○○○○	●●●○○○	●●●○○○	●●●●○○
Phys. & Environmental	●●○○○○	●●○○○○	●●○○○○	●●○○○○
Accountability	●●○○○○	●●●○○○	●●●○○○	●●●●○○
Indep. Action/Innovation	●●○○○○	●●●○○○	●●●●○○	●●●●○○
Supervision & Mentorship	●●○○○○	●●●○○○	●●●○○○	●●●○○○
Expertise	●●●○○○	●●●●○○	●●●●○○	●●●●●○
Organizational Impact	●●○○○○	●●●○○○	●●●●○○	●●●●●○

Administrative Track
Focuses on financials, HR, board facilitation, and organizational operations.

Metric	Tier 1	Tier 2	Tier 3	Tier 4
Comm. & Contacts	●●○○○○	●●●○○○	●●●○○○	●●●●○○
Complexity	●●○○○○	●●●○○○	●●●●○○	●●●●●○
Psychological Demand	●●○○○○	●●●○○○	●●●●○○	●●●●●○
Phys. & Environmental	●○○○○○	●○○○○○	●○○○○○	●●○○○○
Accountability	●●●○○○	●●●●○○	●●●●○○	●●●●●○
Indep. Action/Innovation	●●●○○○	●●●○○○	●●●●○○	●●●●○○
Supervision & Mentorship	●○○○○○	●●○○○○	●●●○○○	●●●○○○
Expertise	●●○○○○	●●●○○○	●●●○○○	●●●●○○
Organizational Impact	●●○○○○	●●●○○○	●●●●○○	●●●●●○

Universal
These reflect the most entry-level and highest-level across any track.

Metric	Assistant	Seasonal	Principal	Managerial
Comm. & Contacts	●○○○○○	●○○○○○	●●●●●○	●●●●●○
Complexity	●○○○○○	●●○○○○	●●●●●○	●●●●●○
Psychological Demand	●○○○○○	●●○○○○	●●●●●○	●●●●●○
Phys. & Environmental	●●●●○○	●●●●○○	●●○○○○	●●○○○○
Accountability	●○○○○○	●●○○○○	●●●●●○	●●●●●○
Indep. Action/Innovation	●○○○○○	●●○○○○	●●●●●○	●●●●●○
Supervision & Mentorship	●○○○○○	●○○○○○	●●●●●○	●●●●●○
Expertise	●○○○○○	●●○○○○	●●●●○○	●●●●●○
Organizational Impact	●○○○○○	●●○○○○	●●●●●○	●●●●●○

FUNCTIONAL PROGRESSION RATING DETAIL

This rating system is designed to characterize what an employee brings to the table, and by extension to define their role or function at the District. Through repeated ratings over time, this process will document an employee's professional progression. The system considers the complexity and demands experienced by an employee at the District across nine metrics. Scores from this analysis provide evidence of warranted adjustments in position class and in compensation relative to position class. This process is not focused on how well an employee undertakes tasks or addresses challenges, that is addressed during Proficiency rating.

Communications & Contacts

Definition: Assesses the level of interaction the employee maintains inside and outside the agency to exchange information, reach agreements, or influence actions.

Rating Guidance**:** Evaluate the typical level, frequency, and purpose of interactions the employee initiates and manages. Consider who the employee engages with to perform effectively (internal peers, external partners, leadership, regulators) and the sensitivity of the outcomes.

1: Exchanges routine information limited to immediate coworkers.
2: Basic coordination with other internal teams; external contact is rare.
3: Regular external contact within the same peer group; demonstrates tact to integrate workloads.
4: Extensive external contact beyond peer groups; exercises diplomacy to gain cooperation or approval.
5: Demanding, high-level contacts; expertly negotiates to reach agreements in complex situations.
6: Delivers high-stakes influence in sensitive or controversial areas with organization-wide or regional impact.

Complexity

Definition**:** Measures the employee's capacity to navigate difficulty of problems, diverse tasks, and the amount of judgment they exercise in the absence of established rules.

Rating Guidance**:** Evaluate the nature of problems the employee solves. Consider whether the employee follows established procedures or must interpret, adapt, or create new approaches.

1: Executes routine tasks using clear rules with minimal independent problem-solving.
2: Attends to standardized tasks, involving basic analysis governed by established precedents.
3: Navigates diversified work that involves moderate analysis and handling exceptions to rules.
4: Regularly manages diverse workload involving frequent decision making outside of established procedures.
5: Manages complex and varied workload that requires high-level analysis with few existing policies to follow.
6: Solves highly complex problems by developing new techniques and creating policies that guide the organization.

Psychological Demand

Definition**:** Measures the magnitude of mental and emotional pressure the employee manages, including cognitive workload, gravity of decision making, and interpersonal stressors.
Rating Guidance**:** Evaluate the frequency, duration, and magnitude of stressors the employee handles. Consider the complexity of problem-solving, the stakes of failure, and the intensity of conflict. Stressors: deadlines, performance thresholds, technical or logistical complexity, procedural or operational uncertainty, interruptions, implications of failure, ethical conflicts, isolation, life imbalance, perceived futility, workload overload, and conflicts with coworkers and/or the public.

1: Manages infrequent and minor stressors involving predictable tasks with little emotional or mental strain.
2: Frequent focus on accurate execution of standard tasks; stress typically stems from basic performance uncertainty or high-volume routine work.
3: Conducts active troubleshooting and logistical coordination while managing the consequences of heightened error-stakes and the demands of regular collaboration.
4: Intensive problem-solving under tight deadlines where missed targets have significant impact. High performance pressure with a workload frequently at capacity.
5: Performs high-level situational analysis and operational control where failure carries extreme consequences; manages complex relationship friction and ethical burdens.
6: Continuous abstract thinking and advanced problem-solving where failure may lead to total operational collapse. Extreme pressure from sole responsibility, grave outcomes, and maintaining critical high-stakes relationships.

Physical & Environmental Demand
Definition**:** Measures the physical exertion, hazardous conditions (weather, terrain, chemicals), and safety responsibility the employee undertakes.
Rating Guidance**:** Evaluate the severity of labor, the harshness of the environment, and the complexity of safety protocols the employee manages. Use half-steps to distinguish between roles with high environmental exposure but low physical exertion, or vice versa.

1: Light physical effort in climate-controlled environments; requires only basic safety awareness.
2: Moderate effort or outdoor work; occasional exposure to minor hazards (weather/insects) or irregular hours.
3: Consistent moderate effort or frequent exposure to inclement weather and rough terrain; requires active situational awareness.
4: Periodic heavy exertion or constant exposure to moderate hazards; requires managing safety for others or adherence to specific high-risk protocols.
5: Frequent heavy exertion or continuous work in high-risk environments; requires developing safety plans or overseeing complex field compliance.
6: Exceptional physical demand or continuous work in dangerous environments; managing extreme life-safety risks is a core requirement.

Accountability & Consequence
Definition**:** Measures the breadth of impact the employee has on the organization regarding finances, safety, legal liability, and public relations.
Rating Guidance**:** Consider the scope and severity of outcomes stemming from the employee's decisions. Evaluate how difficult errors are to detect and the magnitude of consequences (financial, legal, safety, reputational). Focus on the downstream effects of decisions, not just immediate outcomes.

1: Minor effect beyond the task; errors are easily detected and corrected.
2: Moderate effect on team; errors may cause rework but are generally contained.
3: Significant effect on projects; errors cause delays and are difficult to detect.
4: Routinely affect others; errors can cause substantial financial/legal harm.
5: Significant effect on the whole agency; errors may cause serious operational breakdowns.

6: Mission-critical; defines policy; errors may be irreversible with extreme legal, financial or safety consequences.

Independent Action & Innovation

Definition**:** Measures the degree of autonomy and creative problem solving the employee demonstrates.
Rating Guidance**:** Evaluate the level of independent decision making and interpretation of policy the employee exercises. Focus on whether they operate within defined boundaries or establish them.

1: Operates under direct supervision; follows set procedures with frequent quality checks.
2: Some discretion on details; asks for help when uncertain; periodic creativity and problem solving.
3: Functions under general guidance; handles most operational details independently while providing regular creative solutions.
4: Exercises high autonomy; consults leadership only on major policy interpretations while consistently innovating new approaches.
5: Functions with minimal oversight; works to modify organization-wide priorities while demonstrating high-level creativity and problem solving.
6: Operates in "unknown territory"; synthesizes external expertise to build unprecedented programs and policies.

Supervision & Mentorship

Definition**:** Measures the employee's responsibility for developing and mentoring people (Level 1), directing others and managing workload (Level 2), and personnel actions (Level 3).
Rating Guidance**:** Evaluate the degree to which and employee develops, directs, and manages others. Consider the level of employees supervised and the degree of involvement in personnel decisions.

1: No formal supervision; may occasionally show others how to do a task.
2: Routine Level 1 (training) and Level 2 (workload) for entry-level staff.
3: Routine Level 1/Level 2 for entry-level staff; periodic Level 1/Level 2 for experienced staff.
4: Routine Level 1/Level 2 for experienced staff; provides limited input on Level 3 (hiring/discipline).
5: Routine Level 1/Level 2 for experienced staff; provides significant input on Level 3 matters.
6: Full responsibility for Level 1, Level 2, and Level 3 (recruitment, evaluation, and policy).

Expertise

Definition**:** Measures the intensity and duration of the technical, administrative, or operational mastery the employee applies to their work.
Rating Guidance**:** Evaluate the depth of knowledge and the scope of disciplines the employee integrates to perform their functions. Consider the level of specialized education, certifications, and experience they leverage to provide value.

1: Leverages basic concepts and terminology; focuses on developing foundational skills and understanding District workflows.
2: Applies standardized concepts and entry-level certifications; requires routine guidance for technical applications.
3: Demonstrates technical proficiency in a specific niche; applies a mix of skills and experience to handle moderate task complexity.
4: Integrates advanced knowledge and professional-level certifications holistically; the "person to ask" within the organization for some topics; employs professional-level certification or significant delegated authority.
5: Synthesizes advanced theory, knowledge and skills holistically; the "person to ask" beyond the organization; employs advanced education or high-level professional licensure toward complex projects.
6: Applies advanced theory, knowledge and skills including high-intensity and long duration expertise in a nuanced holistic manner across disciplines; a recognized expert who advances the field.

Organizational Impact & Strategic Growth

Definition**:** Measures the employee's contribution to expanding agency reach through funding, partnerships, and overcoming systemic obstacles.

Rating Guidance**:** Evaluate the employee's role in advancing the organization beyond day-to-day operations. Consider securing funding, developing programs, building partnerships, and overcoming systemic barriers. Focus on the scale and influence of impact (project, program, regional, or beyond). Consider responsibility for navigating legal, legislative, political, and financial barriers.

1: Focuses on fulfilling immediate task assignments within a single project; has a limited scope of organizational impact.
2: Supports specific grant deliverables; helps maintain existing partner communications.
3: Delivers on grant commitments; identifies and manages local partnership opportunities.
4: Develops new programs and secures funding; overcomes routine legal or financial obstacles to ensure project success.
5: Advances conservation at a regional level; builds strategic alliances while navigating complex legislative and political friction.
6: Delivers visionary impact; secures long-term funding and establishes agency leadership by overcoming entrenched systemic barriers (legal, political, or financial) well beyond jurisdictional limits.

Recruitment Benchmarks

While the District doesn't have minimum qualifications, recruitment benchmarks are used to vet potential applicants. Compensation at the time of hiring will be based on performance expectations from an applicant's education, licensure and professional experience. Compensation beyond the probationary period will be based on actual performance.

Class	**Related Education (degree) / Prior Related Experience (FTE years)**
Managerial	M[4]/9 or B[5]/11 - includes 2 years' supervisory/managerial experience
Principal	M/7 or B/9
Tier 4	M/5 or B/7
Tier 3	M/3 or B/5
Tier 2	M/1 or B/3
Tier 1	M/0 or B/1
Seasonal	M/0 or B/0
Assistant[6]	2 yrs post-secondary education

Position Status and Key Employee Designation

Key Employee: The District Manager position is the only position categorized as a Key Employee.
Exempt: Positions in the Managerial and Principal classes are exempt, meaning they do not receive premium time compensation for hours work in excess of 80 per pay period.

Position Descriptions Relative to Class and Track

Employees are hired to a class within a track, with associated levels of competency and compensation. An employee's position description is a detailed narrative of job duties and expectations for that employee and includes a table of tasks with brief descriptions and anticipated role. Tasks are fluid and are expected to change from year to year as ACD's programs and services adapt to changing needs and as the employee advances in their career. During performance evaluations, the District Manager and employee should update the table of tasks to reflect evolving workloads and responsibilities.

Position Titles

[4] Master's degree
[5] Bachelor's degree
[6] Seasonal, student and intermittent/ casual employees may assist with duties assigned under any position class, track or description . Their job duties may be an adaptation of existing position descriptions.

Position titles are intended to be descriptive of an employee's role in the District and serve as an aid to others when seeking out the correct employee for assistance. Titles are not tied to a specific position description and so may be modified by the employee with approval by the District Manager to meet the aforementioned objective provided the title is consistent with the employee's job class. As an example, a Tier 1 technical employee should not include the term Specialist in their title.

Employees with at least ten years of work experience directly related to their job duties with the District may add a modifier of 'Senior' to their title.

RECLASSIFICATION

The District Manager may initiate a review of the classification plan. Based on the results of the review, the Board may modify classes and reclassify employees accordingly. Reclassification shall not be used to avoid restrictions concerning lay-off, demotion, and promotion.

COMPENSATION PLAN

The purpose of the compensation plan is to ensure that position compensation is administered in a fair and equitable manner based upon the Classification Plan in accordance with Federal and State laws for all positions. The plan ensures fiscal stewardship of public funds while providing a transparent, competitive, and equitable structure for staff. The 2026 modifications shifted the District's primary compensation driver from longevity (time-served) to function (the complexity and impact of the role).

COMPENSATION PHILOSOPHY & MARKET POSITIONING

To attract and retain high-caliber professionals, ACD aims for a top-tier market position:

- Recruitment**:** The District sets the Tier 1 starting "Target Wage" at the 75th percentile of the relevant market to recruit early career top talent.
- Retention**:** Long-term retention is supported through a 50th percentile base, supplemented by significant proficiency adjustments, schedule flexibility, and a culture of advancement.

TARGET WAGE

Target wage is a combination of the base target wage along with annual adjustments not related to performance; COLA, longevity and professional premiums.

Base Target Wage

Target wage is driven by functional progression scores negotiated during semiannual performance evaluations.

- Base Value ($/Point)**:** Every Functional Progression point earned beyond the Tier 1 minimum hiring wage has a defined value in cents.
- Tier Differential**:** Because points become significantly harder to earn at higher levels of leadership, the District applies a "Tier Differential" that raises the compensation of subsequent tiers by a fraction of a cent. This increases the value of each point as an employee advances through the Tiers, rewarding the increased strategic burden of senior roles.
- Target Wage Calculation**:** To ensure stability, an employee's Target Wage is calculated based on a weighted 75%/25% weighted average of their current and prior functional scores, favoring the larger of the two scores, thereby smoothing out minor year-to-year fluctuations without causing a large lag for rapidly advancing employees.

Annual Adjustments: COLA & Longevity

- Cost of Living Adjustment (COLA)**:** The District has transitioned from federal pay scales to the May Minnesota Consumer Price Index for all items (MNCPI). COLA is distributed as a flat dollar amount based on the average wage of the continuum from Tier 1 to Managerial.
- Longevity Recognition**:** While no longer the primary driver of pay, longevity is rewarded through a modifier recognizes each year of service equally up to twenty-five years. This acknowledges the

value of institutional knowledge. The amount available for longevity varies per the discretion of the Board and is less than the amount available for proficiency-based merit adjustments.

Professional Engineering (PE) Premium

Certain technical roles require professional licensure to meet legal, state, and federal regulatory requirements. Specifically, an Engineering Premium is applied to staff within the Technical Track who maintain an active Professional Engineering (PE) license and utilize it on behalf of the District.

- Tier-Based Application**:** The premium is scaled based on the employee's current class. As an employee moves from a Tier 2 to a Tier 4 Technical role, the premium increases to reflect the higher complexity and legal liability of the projects they are certifying.
- Utilization Criteria**:** The extent to which the employee utilizes their licensure to sign and seal project designs, provide regulatory oversight, and assume legal accountability for District installations influenced the amount of the premium. This number is negotiated during performance evaluations as a rough percent from 0 to 100.
- Status**:** This is a pay-addendum. If an employee's role changes such that licensure is no longer utilized or the license becomes inactive, the premium is removed, but the employee retains their base compensation for their earned Functional Tier.

PROFICIENCY-BASED MERIT

While the Functional Progression metrics define the role an employee occupies (their Class), the Proficiency Rating System evaluates how effectively they operate within that role. This system is built on a "Universal Opportunity" model: regardless of job class, the behaviors that lead to an Exemplary (6) rating are designed to be accessible to any position.

Proficiency Scale

Proficiency is measured against eight dimensions using a 1 to 6 scale with half-steps. An employee with a 3.0 rating is meeting expectations. The District holds the Fully Proficient (3.5) rating as a performance Benchmark, for which employees are encouraged to strive. An employee at 3.5 is a master of their core duties, operating with full independence and high quality. Ratings above 3.5 represent value-added behaviors that scale the District's impact. Compensation adjustments, and/or corrective actions for proficiency will be informed by the scores resulting from this system.

- Unacceptable (1): Consistently falls below the minimum requirements of the role; requires immediate intervention or high levels of supervision.
- Developing (2): Learning the role or performing inconsistently; requires frequent coaching or reminders to meet standard outputs.
- Meeting (3): The solid contributor; reliably fulfills the core duties of the position with a professional level of independence.
- Fully Proficient (3.5) Benchmark: Highly competent; masters all core duties with full independence and consistently high quality.
- Strong (4): High-performing; consistently exceeds the standard expectations of the role and adds value beyond their basic assignments.
- Superior (5): Exceptional impact; performs at the top of their peer group with a mastery that serves as a resource for the team.
- Exemplary (6): Transformational; sets a new standard for the role and actively improves the capabilities of the District.

Merit Wage Adjustment Calculation

Proficiency-based merit adjustments are a flat rate available to all regular and limited term employees and vary annually based on budget analysis. An employee is eligible for a merit pay increase provided they have an average score of 3.0 and no individual scores lower than a 2.0. Merit increases are pro-rated based on and average score range from 3.0 (0%) to 5.0 (100%).

The "Multiplier" Philosophy

A key characteristic of this system is Capacity Multiplication. We don't just value how much work *you* do; we value how much more *we* can do because of you. Employees who move from "Meeting" to "Exemplary" are often those who transition from doing the work, to optimizing the system so the entire District scales.

Eight Dimensions of Proficiency

Each dimension is weighted according to its importance to the District's overall operation. For example, Capacity Multiplication and Innovation and Initiative carry higher weights than Operational Care and Throughput.

1. Throughput (15)**:** Your pace and consistency. Are you hitting the target volume without a decline in quality?
2. Precision (17)**:** Your attention to detail. Is your work "final-round ready" when it leaves your desk?
3. Innovation & Initiative (19)**:** Your response to friction. Do you fix the bottleneck or just wait for directions?
4. Operational Care (14)**:** Your stewardship of District assets. Are the trucks, tools, and office mission-ready for the next person?
5. Collaborative Impact (18)**:** Your "team multiplier." Do you make the people around you more productive?
6. Professional Integrity (18)**:** Your accountability. Do you own your mistakes and scrupulously guard public funds?
7. Capacity Multiplication (19)**:** Your legacy. Are you creating templates, guides, or training that make the whole team faster?
8. Resilience & Adaptability (16)**:** Your grit. How do you lead or pivot when a project hits a wall or the schedule becomes grueling?

Proficiency Dimension Definitions

Throughput (volume)

Definition: Efficiency, speed, and consistency of output relative to role expectations.
Rating Guidance: Evaluate the volume of work produced compared to the capacity of the role. Focus on sustained productivity and the ability to manage a standard workload independently.

- 1: Produces significantly less than required; tasks frequently go unfinished.
- 2: Inconsistent output; requires reminders or assistance to manage standard workload.
- 3: Completes assigned tasks; occasionally struggles during peak volume periods.
- 3.5 Benchmark (fully proficient): Reliably manages a full workload; meets deadlines consistently and adjusts to changing priorities.
- 4: Frequently completes work ahead of schedule; maintains high productivity during high-volume cycles.
- 5: Consistently maintains an exceptional pace; handles a complex workload with zero decline in output.
- 6: Redefines efficiency within their scope; creates tools or workflows that significantly increase output capacity.

Precision (quality)

Definition: Accuracy, completeness, and soundness of work produced.
Rating Guidance: Assess the "ready for use" quality of work. Evaluate how often rework is required and the employee's attention to established standards.

- 1: Frequent errors or omissions; work requires substantial rework; fails to apply basic standards.
- 2: Quality is inconsistent; work often requires significant revision before it is usable.
- 3: Produces sound work for routine tasks; errors are infrequent and usually caught by self-review.
- 3.5 Benchmark (fully proficient): Work is sound, accurate, and "final-round ready" with only minor administrative edits needed.

- 4: Exceptional attention to detail; demonstrates mastery of standards even on unfamiliar projects.
- 5: Consistently produces professional-grade, distribution-ready work; serves as a reliable quality check for others.
- 6: Sets the gold standard for their role; work product is used as a template or "control group" for the team.

Innovation & Initiative (adaptive advancement)

Definition: Identifying deficiencies and proactively developing solutions within their sphere of influence.
Rating Guidance: Evaluate how the employee responds to friction and inefficiencies. Focus on their ability to implement practical improvements without constant direction.

- 1: Resists change; struggles to adapt; requires step-by-step guidance for non-routine tasks.
- 2: Passive approach; follows established paths but rarely suggests improvements to friction points.
- 3: Adapts well to new methods; occasionally suggests small improvements to personal tasks.
- 3.5 Benchmark (fully proficient): Proactively identifies workflow bottlenecks and implements practical, logic-based solutions.
- 4: Actively seeks better ways to achieve goals; shares ideas that improve team effectiveness.
- 5: Highly adaptable; implements new tools or methods resulting in measurable time or resource savings.
- 6: Visionary within their scope; identifies systemic gaps and drives changes that improve effectiveness.

Operational Care (asset stewardship & safety)

Definition: Care, readiness, and safe operation of vehicles, tools, equipment, and shared facilities.
Rating Guidance: Assess the impact on District resources and the safety of the work environment. Evaluate unprompted maintenance, cleanliness, and the degree to which assets are kept mission-ready.

- 1: Negligent with resources; leaves equipment dirty or broken; disregards safety protocols or fails to report hazards.
- 2: Reactive care; maintains gear and follows safety rules only when prompted; inconsistent with cleanliness or storage protocols.
- 3: Reliable for assigned assets; returns gear in functional condition; observes standard safety and storage rules.
- 3.5 Benchmark (fully proficient): Proactively maintains shared resources; ensures equipment and workspaces are mission-ready and safe for the next user.
- 4: Takes ownership beyond assignments; performs preventative maintenance; identifies and mitigates potential safety risks for the team.
- 5: Expert-level care; serves as a resource for troubleshooting; organizes spaces or workflows to maximize safety and efficiency.
- 6: Redefines the standard; creates maintenance or safety systems that significantly reduce downtime or risk within their area of influence

Collaborative Impact (teamwork & communication)

Definition: How an employee's behavior and information sharing support team productivity and morale.
Rating Guidance: Evaluate clarity of communication and willingness to facilitate others' work. Consider how the employee anticipates team needs and minimizes disruptions.

- 1: Hoards information; creates friction; disregards team norms or collaborator schedules.
- 2: Passive communication; requires frequent follow-up; rarely anticipates impact on others' workflow.
- 3: Professional and responsive; provides basic updates; observes standard social norms.

- 3.5 Benchmark (fully proficient): Keeps collaborators informed with timely clarity; minimizes disruptions to others' focus.
- 4: Facilitates collaboration; bridges communication gaps; proactively unblocks others, handles menial tasks to ensure team success.
- 5: Directly increases the productivity of others; de-escalates conflict; models attentive professionalism.
- 6: A cultural anchor; fosters an environment of proactive clarity and synchronized productivity.

Professional Integrity (accountable & transparent)

Definition: Alignment of actions with ethical standards and professional obligations, including the scrupulous stewardship of public funds and resources.
Rating Guidance: Measures commitment to transparency and owning mistakes. Evaluate the responsibility for minimizing waste, ensuring cost-effectiveness, and safeguarding the financial trust placed in the District.

- 1: Prioritizes personal interests over District standards; conceals facts; demonstrates negligence regarding costs or resource use.
- 2: Reluctant to admit errors; requires prompting to follow financial protocols; inconsistent in considering the cost-impact of decisions.
- 3: Takes responsibility for assigned outcomes; acknowledges errors; follows all financial and ethical protocols without supervision.
- 3.5 Benchmark (fully proficient): Proactively owns mistakes and provides full context to protect District interests; identifies ways to reduce waste and ensures expenditures are justifiable.
- 4: Models extreme ownership; identifies potential financial or ethical risks early; demonstrates a "public-first" mindset in all resource allocation.
- 5: Builds high organizational trust; mentors others on the gravity of public stewardship and the importance of aligning actions with District interests.
- 6: Sets the standard for integrity; transforms individual failures into systemic learning and establishes a legacy of impeccable public trust.

Capacity Multiplication (scaling & knowledge transfer)

Definition: How an employee increases the organization's total output by transferring knowledge or optimizing workflows within their role.
Rating Guidance: Focus on the multiplier effect. Evaluate how the employee reduces knowledge silos and creates tools or training that allow others to do more.

- 1: Creates knowledge silos; resists using or sharing tools that would make their work transferable.
- 2: Performs tasks in isolation; provides no documentation for others to replicate their results.
- 3: Shares task knowledge when asked; uses standard technologies to keep personal workflows moving.
- 3.5 Benchmark (fully proficient): Proactively cross-trains peers and creates guides or templates that enable others to perform at a higher level.
- 4: Process optimizer who implements new methods or tools that increase productivity; makes complex tasks easier for others.
- 5: Knowledge transfer architect who scales capacity within their scope through deliberate mentorship and systematic transfer of expertise.
- 6: Systems innovator who transforms capacity; develops frameworks that decouple total output from individual effort.

Resilience & Adaptability (composure/grit)

Definition: Maintaining effectiveness, composure, and leadership during high stress, unforeseen obstacles, or organizational upheaval.
Rating Guidance: Evaluate the response to adversity. Focus on the ability to lead by example when plans fail, maintain a constructive attitude during pressure, and pivot quickly without losing productivity.

- 1: Becomes paralyzed or reactive under stress; spreads negativity or blame during upheaval; resists necessary pivots.
- 2: Struggles to maintain focus when plans change; requires significant direction to move past minor setbacks.
- 3: Maintains a professional demeanor during routine challenges; stays on task when obstacles arise.
- 3.5 Benchmark (fully proficient): Remains calm and productive under pressure; treats obstacles as problems to be solved; adapts quickly to new directions.
- 4: Leads by example; maintains team focus during uncertainty; proactively identifies alternative paths when the primary plan is blocked.
- 5: Thrives under pressure; turns upheaval into an opportunity for improvement; serves as a stabilizing force for the team.
- 6: Exceptional grit; navigates systemic crises with mastery; models composure and purposeful action in the face of extreme adversity.

WAGE DISCLOSURE PROTECTION – NOTICE TO EMPLOYEES

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry's Labor Standards Unit.

ADMINISTRATION OF COMPENSATION PLAN

Pay Equity
In accordance with State law, the District has adopted an implementation plan to address the issue of Pay Equity for District employees.

Beginning Salary
The District Manager may offer a starting wage within the established range for a tier based on a candidate's credentials and prior experience. Such offers are contingent upon the employee reaching the commensurate functional progression score by the end of the probationary period (6-12 months).

SALARY ADMINISTRATION POLICIES

Pay-Days
Paychecks shall be issued every two weeks (every other Friday - twenty-six (26) paydays per year. Or, if Friday is a holiday, the Thursday preceding).

Work Increment
Hours reporting, compensation, and benefits administration will be in not less than ¼ hour increments.

Salary Ranges
Salary ranges for positions and classes of positions will be set by the Board.

Probationary Period Compensation
Employees are not eligible to receive a salary increase within the first six (6) months of continuous work unless otherwise approved by the Board.

Market Rate Adjustments

Although the District considers internal compensation relationships of primary importance in maintaining pay equity, it is also necessary to recognize the external compensation relationships through market rates and market rate adjustments. Market rate adjustments can only be approved by the Board.

Market rate adjustments may be considered and external market relationships examined when:

a) A salary range is insufficient to attract qualified candidates for employment; or
b) A continuing pattern of turnover, in a given position can be directly linked to established compensation levels; or
c) A given position deviates from the market rate by a substantial percentage.

Salary on Demotion

For a voluntary or disciplinary demotion, the employee's pay shall be reduced to a point at or below the target compensation for the class of the new position to be determined by the Appointing Authority subject to the approval of the Board. Employees demoted for disciplinary reasons shall receive at least a 3% reduction in salary. In no event shall a demoted employee's rate of pay remain above the target compensation of the class to which the employee was demoted.

DISTRICT EMPLOYEE REPORTING SYSTEM

District employees may be requested to attend monthly Board meetings. A brief outline of activities that they have participated in, accomplished, or completed each month must be submitted to the District Manager for the staff report one week before each scheduled monthly Board meeting. A written or verbal report is acceptable. The District Manager will present a staff report to the Board at the regular monthly meeting.

District employees are required to keep a daily diary of their activities, hours and mileage.

District employees are required to identify field notes, designs for practices, practice layout and practice check out notes with their comments, date and signatures. These documents are to be filed in the co-operator's folder, along with the conservation plan.

District employees are required to report to the District Manager, Personnel Committee and/or Board as outlined in their individual job description in all areas requiring written or verbal comments.

PERFORMANCE EVALUATION AND VALIDATION

PURPOSE

The performance evaluation system provides an objective, metric-based verification of an employee's contribution to the District. These evaluations serve four critical functions:

1. Classification & Compensation: Utilizing the Functional Progression System to align base wages with the functional demand and competency an employee brings to the District.
2. Performance Optimization: Empowering employees to reach their maximum potential by acknowledging successes and addressing deficiencies in proficiency.
3. Position Adjustments: Documenting the competency data required for standard promotional progression (tiers), probationary adjustments, demotions, or reclassifications.
4. Gap Analysis: Identifying training and professional development needs to enhance individual growth and address opportunities for ACD to fill gaps in District services

EVALUATION SYSTEM

The District utilizes a comprehensive, dual-metric evaluation system designed to ensure functional equity and operational excellence. This system consists of two distinct quantitative assessments as well as narrative and qualitative strategic review:

1. Task Table: A non-rated table used to document workload and responsibilities. It reinforces Functional scoring by illustrating the complexity, independence, and strategic impact of the employee's actual work.
2. Functional Assessment (Competency): An evaluation of the position against nine universal metrics (e.g., Accountability, Complexity, Expertise) to determine the employee's Point Value. This verifies that the employee's assigned Class (from Seasonal to Managerial) accurately reflect the functional demand of their current role.
3. Performance Review (Proficiency): An evaluation of eight performance dimensions (e.g., Precision, Capacity Multiplication, Resilient & Adaptable) to determine how effectively the employee executes their duties.
    - Standard: A minimum weighted rating of 3.0 (Meets Expectations) is required to clear probationary periods.
    - Merit: Proficiency ratings serve as the primary driver for merit-based wage adjustments.
4. Strategic Alignment Review: A qualitative dialogue between the employee, Manager, and Personnel Committee to address:
    - Gap Analysis: Identifying training needs and opportunities for the District to expand services.
    - Workload & Productivity: Analysis of task distribution, review of previously set goals, and identification of neglected items and system barriers to efficiency.
    - Organizational Health: Soliciting feedback on job satisfaction, employee retention, and management effectiveness to ensure ACD goals are met and strategic milestones are achieved.
5. Forward-Looking Development: A collaborative process to establish specific performance goals and milestones for the upcoming cycle. This includes:
    - Goal Setting: Defining clear objectives that align individual growth with District initiatives.
    - Corrective Action: Identifying neglected tasks or areas of underperformance and establishing a timeline for remediation.

COMPETENCY AND PROFICIENCY SCORING

1. Preparation and Self-Evaluation: Prior to the formal meeting, both the employee and the District Manager separately complete the Competency (Functional) and Proficiency (Performance) tables.
2. Reconciliation Dialogue: The District Manager and employee meet to review the scores. While all categories are open for discussion, any score that varies by more than one half-step between the self-evaluation and the Manager's assessment requires a targeted dialogue to align expectations.
3. Finalizing Scores: The District Manager may adjust scores based on the interaction and evidence provided by the employee. The District Manager's finalized scores serve as the authoritative data for all compensation and classification calculations.
4. Personnel Committee Review: During the mid-year evaluation and final probationary evaluations, employees meet with the Personnel Committee to discuss career growth and workload. If an agreement on scoring was not reached during the reconciliation dialogue with the District Manager, the employee may utilize this meeting to present their case for score adjustments to the Personnel Committee.

PROCEDURAL REQUIREMENTS

1. Standard Cycle: Following the initial probationary period, formal evaluations occur semi-annually.
    - June (Mid-Year): Prioritize Competency Validation to ensure classification and compensation accuracy for July 1 wage adjustments.

- December (Annual): Prioritize Gap Analysis to inform the following year's professional development plans and District service goals. Includes a comprehensive review of performance, position descriptions, and goal setting for the coming year.

2. Probationary Validation: New appointments (or those promoted/transferred) are subject to a Performance Validation Period that follows an individual schedule based on the date of hire rather than the standard calendar cycles
    - 2-Month Review: An initial assessment to ensure the appointee is meeting early proficiency and conduct standards.
    - Final Validation (6-Month): Conducted at least two weeks prior to the end of the six-month validation period. This evaluation determines final appointment status and any necessary non-competitive adjustments to tier or wage.
3. Evaluator Roles: The District Manager evaluates all staff. The Personnel Committee evaluates the District Manager every six months.
4. Discretionary Reviews: An evaluation may be triggered at any time if performance significantly improves or declines, or if the Board determines a review is in the best interest of the District.
5. Documentation: All evaluations must be in writing, reviewed with the employee, and signed. An official copy is maintained in the personnel file. Current workloads are reviewed annually via the Task Table in lieu of original position descriptions to ensure evaluations reflect the employee's current workload and functional metrics.
6. Board Action: The Personnel Committee presents finalized recommendations to the Board for action at the regular June or December meetings, or prior to six months for probationary positions. The Board must approve all transitions to regular status or appointment adjustments before the probationary period expires.

PROBATIONARY PERFORMANCE VALIDATION

All new appointments to the District are subject to a Performance Validation Period (typically 6 months, extendable to 12). Validation is a dual assessment. Successful completion requires that an employee demonstrate the Functional Progression to justify their assigned point value AND the Proficiency (minimum 3.0 rating) to meet District standards for conduct and reliability. This process will follow the Competency and Proficiency Scoring section.

Functional Assessment

This assessment verifies the "Point Value" of the employee, which must align with the Provisional Score to avoid compensation adjustments. The outcome influences retention, class alignment, and compensation. If the verified score is lower than the hire score but within the same Tier, the wage is adjusted to match the actual demonstrated point value. If the verified score is lower than the bottom of the Tier, immediate separation is likely but an extension may be considered.

Proficiency Review

This review evaluates proficiency across eight dimensions. A minimum rating of 3.0 (Meets Expectations) is required. This confirms the employee is a cultural fit, follows instructions, and produces work requiring only standard supervision.

Validation Outcome Matrix

Functional Result	Proficiency Result	Overall Outcome	Wage Impact
Matches Hire Score	Meets (3.0+)	Full Validation	Wage Codified
Below Hire Score	Meets (3.0+)	Extension/ Wage Alignment	Work Plan to Bridge Gap/ Wage Reset to match points
Any Score	Below 3.0	Extension/ Separation	N/A

Tier Failure	Any Rating	Extension/ Separation	N/A

EMPLOYEE BENEFITS

All benefits are pro-rata based on individual work schedules as a percentage of a full-time equivalent (FTE).

Although benefit eligibility is defined as a regular or limited-term position regularly scheduled to work 30 hours/week or more, the ACD Board may confer benefits in-whole or in-part on positions that do not meet this threshold.

OFFICIAL HOLIDAYS

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Emancipation Day	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25th
One (1) Floating Holiday	

When a Holiday falls on a Saturday or Sunday, the preceding Friday or following Monday respectively shall be declared a holiday for employees whose normal work schedule is Monday through Friday.

Any employee who chooses to work during designated holidays shall be compensated for hours worked at straight time. The District will not require employees to work on designated holidays. To be eligible to receive compensation for an observed holiday, an employee must be on active regular status on the workday before and after the holiday. All holiday pay for part-time employees and employees who are on a reduced schedule are to be paid on a pro-rata basis. The accrual rate for holidays is determined each pay period based on the number of hours worked and paid leave hours used during that pay period. Overtime hours are not included in this calculation. Paid holidays that occur during a period of FTO, ESST, PFML, or SFML leave are not counted as days of FTO, ESST, PFML, or SFML leave. Employees may observe a religious holiday on days that do not fall on Sunday or a legal holiday. Observance of such religious holiday shall be taken off without pay except where the employee has accumulated FTO or deferred holiday hours and in that case, such religious holiday may be charged against leave accumulations at the option of the employee.

A regular employee who is on a disciplinary suspension is not eligible for holiday pay during the suspension period.

When a holiday occurs during a regular employee's unpaid leave of absence, and the employee has some compensated time during that pay period, the employee shall be paid on a pro rata basis for the holiday, based on the number of other compensated hours during that pay period. Employees on uncompensated time shall not be reactivated to a pay status solely for receiving holiday pay.

FLEXIBLE TIME OFF (FTO)

Each benefit-eligible regular or limited-term employee shall earn paid FTO. Benefit-eligible part-time employees will earn paid FTO on a pro rata basis. FTO may be taken to the extent it is earned; employees may not use the accrual that they will receive on the current pay period's paid hours. The amount of FTO leave available annually to regular and limited-term employees is based on the length of employment using the most recent date of regular or limited-term according to the following schedules:

For benefit-eligible regular and limited-term employees hired prior to January 1, 2016.

Completed FTE Years with ACD	Flexible Time Off Accrued			
	Days Per FTE Year	Hours Per FTE Year	Hours Per 80 Hour Pay Period	Hours per 1 Paid Hour[7]
0 through 5	24	192	7.3840	0.0923
5+ through 10	27	216	8.3040	0.1038
10+ through 15	30	240	9.2320	0.1154
15+	33	264	10.1520	0.1269

For benefit-eligible regular and limited-term employees hired after January 1, 2016.

Completed FTE Years with ACD	Flexible Time Off Accrued			
	Days Per FTE Year	Hours Per FTE Year	Hours Per 80 Hour Pay Period	Hours per 1 Paid Hour[7]
0 through 3	18	144	5.5385	0.0692
3+ through 8	22	176	6.7692	0.0846
8+ through 15	26	208	8.0000	0.1000
15+ through 25	30	240	9.2308	0.1154
25+	34	272	10.4615	0.1308

The District maintains a spreadsheet as the official record for FTO, ESST, PFML, SFML , and compensatory balances, which is reconciled with records from the payroll service provider. FTO and ESST/EMB balances are shown on paystubs.

Employees may request to take earned FTO for any reason. Accrued FTO, ESST, or comp time must be used for illness or injury necessitating absence from work, except when the employee is eligible for PFML. Paid holidays that occur during FTO shall not be counted as days of FTO. Good communication and advance planning are essential. FTO requests should be submitted to the District Manager with at least a two-week notice whenever possible. The District Manager may require a release of information or medical certification before approving unscheduled FTO. The District Manager may approve or deny FTO requests, but the Board has overriding authority on all FTO decisions. The District Manager may take up to three consecutive workdays off (excluding holidays) without approval of the Board. If Board approval cannot be obtained in a timely manner, approval may be granted by two Supervisors.

Employees may carry over accumulated FTO hours from one year to the next up to a maximum of 240 hours. Accumulated FTO may not exceed 240 hours on the last day of the first pay period of the new year.

Upon separation (unless an employee is separated not in good standing) or retirement from District employment, a severance payment computed at the regular or limited-term employee's current salary rate shall be made for FTO earned up to a maximum of 240 hours.

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

TRANSFER OF FLEXIBLE TIME OFF

Employees may transfer earned FTO to another employee who is suffering from, or has an immediate family member suffering from, a catastrophic health condition. If such an employee is unable to work for an extended

[7] Includes paid FTO, PFML, SFML , ESST, holiday and compensatory time used, and approved medical leave covered by workers' compensation: excludes overtime and compensatory time earned.

period and has or is about to exhaust FTO, ESST, PFML, SFML, and/or compensatory time, other employees may transfer earned FTO to that employee under the following conditions:

1. The proposed recipient wants to participate.
2. The proposed recipient will authorize the District to inform other employees of the proposed recipient's catastrophic health condition or that of their immediate family member.
3. If the Personnel Committee agrees that a qualifying catastrophic health problem exists, they will give the Board the name of the proposed recipient and the information about the catastrophic health condition. If approved by the Board, the employee may receive transferred FTO hours.
4. If the proposed recipient agrees, the District Manager will inform employees that they may transfer FTO hours to the recipient.
5. Any employee wishing to donate accrued FTO should inform the District Manager of the number of FTO hours the employee wished to donate. The District Manager will process the request with the Anoka County Payroll Department.
6. A medical certification may be required of the catastrophic health problem and information regarding its expected duration.
7. Any donated FTO hours will be deducted from the donor and credited to the recipient at the donor's pay rate in the form of SFML.
8. The recipient of the donated FTO shall not accrue FTO, PFML, or SFML while using donated time.
9. If the recipient separates from District employment before using all of the donated FTO hours, the remaining donated time, in the form of SFML, has no cash value.

EARNED SICK AND SAFE TIME (ESST)

ESST is an income-protection benefit that all employees who work 80 or more hours per year accrue. ESST may be used for qualifying events and circumstances for self, immediate family and extended family as defined in Minn. Stat. §§ 181.9445 to 181.9448 and subsequent revisions thereto.

ESST may be used to supplement FTO, PFML, SFML, short-term or long-term disability benefits to bring the employee's total gross salary to 100%.

ESST may be taken only to the extent that it is earned.

Employees accrue ESST immediately upon beginning work according to the following schedule.

Earned Sick and Safe Time Accrual			
Maximum Carryover Hours	Maximum Hours Per Year	Hours Per 80 Hour Pay Period	Hours Per 1 Paid Hour[8]
80	72	2.779	0.0346

ESST may be used for the following events and circumstances related to self, immediate family or extended family:

1. Illness, injury, health condition, or preventative care;
2. Domestic violence or personal safety issues;
3. Closure of place of employment (or school) due to weather or other public emergency;
4. Inability to work or remote work due to public emergency or safety of the public, employee, or employee's immediate or extended family relating to communicable disease.

When foreseeable, employees shall provide notice of ESST use in advance. When non-foreseeable, employees shall notify the District Manager as soon as practicable of ESST use.

Employees may be asked to provide documentation of eligibility when using ESST for more than three consecutive days.

[8] Includes paid FTO, SFML , ESST, holiday and compensatory time used, and approved medical leave covered by workers' compensation: excludes overtime and compensatory time earned.

ESST may accrue up to 80 hours, and shall cease to accrue until the balance drops below 80 hours. Employees may carry over up to 80 hours of accumulated ESST benefit time from one year to the next.

Since ESST benefit is intended to provide income protection, it is not payable as severance upon separation from employment. Employees are encouraged to accumulate sufficient FTO, ESST and SFML to provide income protection for the 90-day period until long-term disability benefits are activated.

Upon re-employment, credit for previous ESST will not be granted. ESST accrual will be earned on the same basis as a newly hired employee.

PAID FAMILY AND MEDICAL LEAVE (PFML)

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

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

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

Seven-Day Qualifying Event:
The period for which an employee pursues use of PFML must be, or have been, based on a single event of at least seven calendar days related to the employee's serious health condition, including pregnancy related care, or medical care related to a qualifying family member, a qualifying exigency, or safety leave. The days must be consecutive, unless the leave is intermittent. The seven-day qualifying event is a retroactively payable period, not an unpaid waiting period. Benefits related to bonding need not meet the seven-day qualifying event requirement.

Intermittent Leave
PFML may be taken intermittently if intermittent leave is reasonable and appropriate to the circumstances. Intermittent leave is taken in separate blocks of time due to a single, seven-day qualifying event.

PFML Uses

Medical Leave

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

Family Leave

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

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

PFML Benefit

Income Protection

PFML provides partial wage protection for up to twelve (12) weeks of family or medical leave per benefit year. If both family and medical leave are used in the same benefit year, up to twenty (20) weeks in total may be used. To accommodate intermittent leave, ACD uses ¼ hour increments to measure leave and uses thresholds for full time employees of 480 hours (12 weeks) and 800 hours (20 weeks). Part-time employees receive prorated leave and may not claim more hours of paid leave per week than their normally scheduled weekly hours. In no case, shall an employee receive compensation (including severance benefits) in combination with PFML and/or SFML that exceed the Employee's usual salary. Any excess compensation would result in equivalent reductions SFML and PFML, in order of priority.

ACD meets State PFML benefit requirements through a private sector insurance policy. Under this policy, employees are eligible for up to 90% of their wages, based on income level, with a maximum weekly amount set at the state's average weekly wage. The premiums for the insurance policy are paid for by ACD. If the premiums come to exceed 0.59% of total payroll, the Board may require staff to contribute toward the premiums through paycheck deductions.

Job Protection

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

Health Benefit Continuation

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

Non-Retaliation

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

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

Employees are encouraged to accumulate sufficient FTO, ESST and SFML to provide income protection for the 90-day period until long-term disability benefits are activated.

Workers' Compensation Offset

Employees may not receive PFML benefits for any portion of a week in which they receive compensation for loss of wages equal to or in excess of the employee's weekly PFML benefit. This offset does not apply to an employee who has a claim pending for loss of wages under Worker's Compensation. If the employee later receives compensation as a result of the pending claim, the employee is subject to the offset and any overpaid benefits should be returned to the employer. If the offset for any week is less than the employee's PFML benefit amount, benefits requested for that week are reduced by the amount of that compensation payment.

Overpayments

If an employee is determined to have received PFML, and/or SFML benefits to which they were not entitled, the employee shall promptly repay the benefit amount. The employer may collect overpayments by methods allowed under state and federal law.

SUPPLEMENTAL FAMILY AND MEDICAL LEAVE (SFML)

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

SFML and ESST are earned sequentially. SFML may not be earned unless the ESST balance is 80 hours.

SFML shall be used to supplement PFML and/or disability benefits to bring the employee's total gross salary to 100%.

SFML may be taken only to the extent that it has been accrued.

Regular and limited-term employees shall accrue SFML according to the following schedule. Benefit eligible part-time employees accrue SFML on a pro rata basis.

Supplemental Family and Medical Leave Accrual			
Maximum Carryover Hours	Maximum Hours Per Year	Hours Per 80 Hour Pay Period	Hours Per 1 Paid Hour[8]
400	72	2.779	0.0346

Employees shall notify the District Manager on the first day of illness or injury and at appropriate intervals as required by the District Manager. When possible, FTO, PFML and SFML shall be requested in advance. The Board is the final authority on all SFML decisions.

The Board may require a release of information and a medical certificate before approving the use of PFML and/or SFML. Employees may also be asked to provide a statement attesting to the employee's ability to return to work.

SFML may accrue up to 400 hours, and shall cease to accrue until the balance drops below 400 hours. Employees may carry over up to 400 hours of accumulated SFML time from one year to the next.

Since SFML is intended to provide income protection in the case of an illness or injury, it is not payable as severance upon separation from employment. Employees are encouraged to accumulate sufficient FTO, ESST and SFML when combined with PFML to provide income protection for the 90-day period until long-term disability benefits are activated.

Upon re-employment, credit for previous SFML will not be granted. SFML accrual will be earned on the same basis as a newly hired employee.

Worker's Compensation

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

Any employee who, due to sickness or injury, receives worker's compensation benefits may do either of the following:

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

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

Special Leave

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

Special Leaves with Compensation

Leave to Evaluate Fitness for Duty

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

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

An employee with a medical or psychological condition affecting the employee's fitness for work may be permitted to continue to work in the employee's current position as long as the employee does not pose a threat to the health or safety of the employee or others in the workplace. A qualified disabled employee may continue to work, as long as the employee can satisfactorily perform the essential functions of the job, with reasonable accommodation, if necessary.

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

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

Funeral Leave

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

Military Leave for Training Purposes

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

Jury Duty

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

Election Days

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

Special Leave without Compensation

Family and Medical Leave Act of 1993 (FMLA) Personal Leave

Personal leave without compensation may be granted for up to two (2) calendar months to an employee other than as described above for any reasonable purpose and extended for any reasonable period. Employees shall submit a written request for personal leave to the Board. An employee on personal

leave may not engage in non-District employment without prior written approval of the employee's supervisor.

Absence without Leave

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

Medical Leave of Absence

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

Military Leave for Extended Service

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

Limitations of Grants of Leave without Compensation

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

Reinstatement from Leave of Absence

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

TAXABLE FRINGE BENEFIT

The District does not offer an employer provided medical or dental insurance program. The District shall pay a set dollar amount per month in taxable fringe benefits. Taxable fringe benefits are for regular and limited-term employees. Regular part-time employees with a scheduled workweek of 30 or more hours will receive a pro-rated amount based on the percent of full-time employment. These benefits shall be paid directly to the employee. The District will review its contribution on a yearly basis.

Disability

Regular and limited-term employees who are regularly scheduled to work 30 hours per week or more shall receive Disability (combined short term and long term) coverage. This coverage provides a specified percentage of income protection up to a maximum monthly benefit in the event of permanent and total disability after a waiting period of 30 days. The District pays the cost of this coverage. Disability payments are integrated so that any combination of paid FTO leave, Social Security, PERA, Worker's Compensation, and Disability will not exceed an employee's regular gross pay.

Flexible Benefits

The District's flexible benefits has two parts: the Health Care Reimbursement Plan allows eligible employees to participate in an account that provides reimbursement for certain health and dental care expenses not reimbursed by insurance: and the Dependent Care Reimbursement Plan provides an account for reimbursement of dependent care expenses (e.g., child care). Employees who participate in these plans can reduce their tax liability and lower the employer-paid taxes as well.

Deferred Compensation Program

The District provides employees the opportunity to save for retirement by participation in the Minnesota Deferred Compensation Plan (MNDCP) through the Minnesota State Retirement System (MSRS). Participation is voluntary. The plan allows employees to place a portion of their earnings into an investment program. Employee payroll deduction contributions can be made pre-tax (in which case tax is due upon withdrawal) or post-tax. MNDCP MSRS policies govern.

Continuation of Benefits Upon Separation (COBRA)

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

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

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

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

If an employee's date of termination of employment is on or before the 15th day of any month, the last month for which the District will pay the employer's portion of the health premiums is the current month. If the date of termination is on or after the 16th day of the month, the District will pay the employer's portion of the health premiums for the current month and the following month.

District Retiree Severance Benefit

The District shall make a one-time, lump sum contribution to retirees to assist with health insurance and health care costs, as well as to reward long-term service to ACD. The benefit will be paid to the employee's Health Care Savings Plan (HCSP) account with the Minnesota State Retirement System (MSRS) upon retirement. Unless an employee has a pre-existing MSRS HCSP account, ACD will establish an account for all employees who qualify for this benefit. MSRS HCSP policy, which is subject to change, governs account management including but not limited to reimbursements, returning to work, and beneficiaries upon retiree death. Employees may not make voluntary contributions to their HCSP.

Benefit Eligibility

Employees must meet ACD's definition of "retiree" and have at least ten (10) years of continuous benefit-eligible service at ACD. Years of service will be calculated as a full twelve-month period of benefit-eligible service, not prorated to FTE.

Benefit Calculation

The benefit will be based on the annual taxable fringe benefit in the year of retirement. If an employee does not have 10 years of full-time benefit eligible employment, their annual benefit amount will be prorated by their highest 10-year FTE.

Once determined, the annualized benefit amount is to be multiplied by the benefit multiplier (see table below) to determine the total benefit payable.

Benefit Multipliers for District Retiree Severance Benefit

Completed Years of Continuous Benefit-Eligible Service at ACD	Multiplier	Completed Years of Continuous Benefit-Eligible Service at ACD	Multiplier
10	0.5	16	1.1
11	0.6	17	1.2
12	0.7	18	1.3
13	0.8	19	1.4
14	0.9	20	1.5
15	1	Additional Years	Add 0.1 per yr

Waiver

If a retiree has been approved by MSRS to waive participation, the retiree severance benefit will be added to their last paycheck.

Death

Upon the death of an employee who qualifies for the retiree severance benefit, the benefit will be added to the employee's final paycheck.

EMPLOYEE DEVELOPMENT

IN-SERVICE TRAINING

The District shall provide appropriate in-service training of employees to improve the quality of services rendered to the District and to assist employees to prepare themselves for advancement in District service. The District shall assist the District manager in developing and conducting training to meet the specific needs of the District.

TUITION REFUND

Regular employees that have passed their initial hire probation may be eligible for reimbursement of tuition and required course fees for courses taken for credit through accredited educational institutions up to $500 per year per employee. It is the employee's responsibility to pay for any books or supplies required. Textbook reimbursement will only be considered if the District requires the employee to attend a college level course for credit.

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

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

The Board may authorize limited use of District equipment and/or facilities to complete the course as well as compensated time for course attendance. Limits of compensated time should be clearly set as part of official approvals.

Conferences or Workshops

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

Board approval is required for the following:

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

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

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

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

Discipline

Policy Statement

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

Whistle Blower Protection

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

Just Cause

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

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

1. Lack of ability to competently and efficiently perform the duties of the position or classification held by the employee
2. Failure to produce the quality of work and/or the quantity of work the position or classification requires
3. Inappropriate treatment of fellow employees or other persons

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

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

27. Willful violation of the Minnesota Government Data Practices Act

PROGRESSIVE DISCIPLINE

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

SERIOUS INFRACTIONS

Acts by employees that:

1. constitute just cause for disciplinary action under Section IV: Just Cause; and,
2. are serious in nature or consequences; and,
3. for which gradual and corrective discipline is inappropriate;

shall constitute serious infractions and shall be grounds for immediate suspension and/or termination as provided in Section IV: Types of Employee Discipline.

INVESTIGATIONS

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

TYPES OF EMPLOYEE DISCIPLINE

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

Oral Reprimand

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

Written Reprimand

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

Demotion

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

Suspension Without Pay

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

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

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

Discharge

Temporary Employees

Temporary employees are subject to dismissal at any time, with or without cause.

Probationary Employees

Termination may occur at any time during an employee's probationary period without cause. The Board, or District Manager if designated, shall give written notice of termination to the probationary employee before the employee's probationary period expires.
The termination notice shall be given to the employee;

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

An employee who is discharged during a probationary period has no grievance or appeal rights.

Regular and Limited-Term Employees

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

METHODS OF NOTIFYING AN EMPLOYEE OF A DISCIPLINARY ACTION

Written Reprimand, Suspension or Demotion

Notice may be given either

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

Copies of the disciplinary notice shall be distributed as follows

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

Discharge

Notice of Intent

If the District Manager in consultation with the Chair of the Personnel Committee believes that there is just cause to discharge an employee, the District Manager shall notify the employee, in writing, of the intent to do so. The written notice of intent to discharge shall contain the following:

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

Pre-Termination Hearing

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

Effective Date of Discharge

The discharge shall be effective only after;

(1) A pre-termination hearing has been held and the discharge decision upheld;

(2) The right to a pre-termination hearing has been waived; or

(3) The five-day administrative leave period has expired with no meaningful action by the employee.

Final Notice

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

LEGAL CONSULTATION

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

ADDITIONAL NOTICE AND PROCEDURAL REQUIREMENTS FOR VETERANS

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

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

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

CONFLICT OF INTEREST

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

1. District employees may not provide services for a third party for private gain which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such employee in his/her capacity as a District employee.
2. District Employees shall only perform consultation activities related to projects located in Anoka County for the District and shall not perform such activities on their personal time for compensation by third parties.
3. Consultation activities related to projects located outside Anoka County may be performed by District Employees on their personal time for compensation by a third party. Such activities will be performed at times other than normally scheduled workweek hours, typically Monday through Friday from 8:00 AM through 4:30 PM excluding vacation and holidays.
4. Consultation activities related to projects located outside Anoka County will not be performed for parties that conduct business within Anoka County and whose work may be subject to District review and comment.

5. Arrangements for performance of and compensation for such consultation activities will be made individually by District Employees and will not involve the District. Collection of any arranged fee for service to be paid to the District Employee is the responsibility of the individual District Employee.
6. District Employees will assume all liability and responsibilities associated with consultation activities related to projects located outside Anoka County. In soliciting and performing consultation activities related to projects located outside Anoka County, District Employees will not refer to or otherwise associate themselves as representing the District.
7. District office space, maps, letterhead, computers, computer software, phones, supplies, field equipment and all other District property may not be used by District Employees when performing consultation activities related to projects located outside Anoka County. District Employees shall not conduct meetings related to such activities with customers at the District's office.

If a conflict of interest related to District duties or activities arises because of District Employee performance of consultation activities related to projects located outside Anoka County, or if such activities in any way damage the District or its supervisors or staff, District employees shall cease such activities immediately. It is agreed that the issue will then be presented to the District Operations Committee for review and recommendation to the full Board of Supervisors regarding continuation of such activities by District Employees

GRIEVANCE PROCEDURES

DEFINITION

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

LIMITATIONS

The District's Classification Plan is excluded from this grievance procedure.

PROCEDURE

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

Step I.

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

Step II.

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

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

The Step II grievance shall be served on the Chair of the Personnel Committee within (10) working days from the time of the District Manager's Step I response. The Chair of the Personnel Committee shall schedule a meeting between the Personnel Committee, the grievant, and the District Manager to be held within fifteen (15) working days from the day of receipt of the Step II grievance.

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

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

TIME LIMITS

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

DISTRICT BOARD OF APPEALS

COMPOSITION

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

AUTHORITY

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

APPEAL PROCEDURE

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

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

The appeal packet may be mailed to:

Anoka Conservation District
C/O District Manager
1318 McKay Drive NE, Suite 300
Ham Lake, MN 55304

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

NOTIFICATION OF HEARING

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

HEARING

1. The District Board of Appeals shall conduct a public hearing within 30 working days of receipt of the appeal. At the reasonable request of either party, the District Board of Appeals may schedule the hearing beyond the 30-day period.

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

Withdrawal or Settlement Prior to District Board of Appeals' Decision

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

Time Periods

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

Suspension of Personnel Action

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

Appeal of the District Board of Appeals Decision

Decisions of the District Board of Appeals shall be final unless appealed in accordance with Minn. Stat. § 606.01. A veteran may appeal the decision of the District Board of Appeals (Civil Service Commission) to district court in accordance with Minn. Stat. § 197.46.

SECTION V: NATURAL RESOURCES

NATURAL RESOURCE POLICIES

NATURAL RESOURCE REGULATION VARIANCES

State and local rule, policy and ordinances designed to protect natural resources are not always written to address all cases and may inadvertently lead to natural resource degradation when strictly enforced (e.g. filling a wetland in order to achieve wetland setback and buffer requirements). Project applicants are encouraged to seek, and permitting authorities are encouraged to grant, variances from rules, policies, and ordinances when doing so will clearly result in a better outcome in terms of natural resources protection and management. Furthermore, policy makers are encouraged to incorporate performance standards into rules, policies, and ordinances to help avoid unintended consequences and allow flexibility to achieve natural resource management goals.

WETLAND RESOURCES

Perform and/or Review Wetland Delineations

The Anoka Conservation District will not perform wetland delineations when frozen soils or snow cover make adequate analysis impossible in the professional opinion of the Anoka Conservation District technical staff.

Wetland Fill to Create Buildable Lots

Wetlands should not be filled in order to enlarge the buildable area to create buildable lots. Where impacts to highly degraded wetlands can be offset by permanent protection of high quality upland habitats, flexibility may be warranted.

Issuing Extensions for Compliance with Restoration Orders

Extensions for compliance with wetland Restoration Orders may only be recommended when the landowner has made a good faith effort to comply but was unable due to mitigating circumstances. The landowner must provide correspondence summarizing the reason for not complying and a date by which they will comply.

Criteria for Wildlife Habitat Exemptions

ACD will use the following criteria for certification of MN Statute Chapter 8420 Wildlife Habitat Exemptions

In Chapter 8420 Minnesota Wetland Conservation Act there is an exemption for excavation and deposition of spoil in a jurisdictional wetland for the purpose of improving wildlife habitat. The purpose of this guidance document is to provide sound rationale for applicants to perform wetland excavation and spoil deposition to improve wildlife habitat.

The 1995 Amendments to the Wetland Conservation Act of 1991 states “a replacement plan for wetlands is not required for excavation or associated deposition of spoil within a wetland for a wildlife habitat improvement project, if:” the project maintains all of the following regulations:

1. The area of deposition, within the wetland, does not exceed five percent of the wetland area or one-half acre, whichever is less.
2. Spoil is stabilized to prevent erosion, and permanent native, non-invasive vegetation is established, via plantings or seeding.
3. The project does not have an adverse impact on any species designated as endangered or threatened under state or federal law.
4. The project will provide wildlife habitat improvement as certified by the Soil and Water Conservation District using “Wildlife Habitat Improvements in Wetlands” guidance, or similar criteria used by the SWCD board.

Excavation and deposition of spoil of a wetland may be certified by the Soil and Water Conservation District for wildlife habitat exemption improvement provided the following conditions are met:

1. Excavation and deposition in a wetland is beneficial to wildlife. i.e. when done in a low quality wetlands, such as one dominated by invasive species.
2. Deposition in a wetland is beneficial and creates diversity of wetland community complimenting the existing ecosystem.
3. The spoil will form an island isolated from upland to prevent intrusion by people.
4. Excavations should have undulating bottoms and sinuous shorelines.
5. Depths shall be no greater than 6.5 feet from the original soil surface.
6. Side slopes should be no steeper than 5:1, but 10:1 or greater is recommended
7. Spoil placement not permitted in exemption, shall not be placed within any other wetland.
8. Excavations for wildlife habitat improvement will be discouraged, or denied when the wetland is already considered high quality, or the following conditions exist:
    - Excavation in sedge meadow wetlands.
    - Excavation in forested wetlands.
    - Excavation in bogs.
    - Excavations in wetlands identified as Natural Heritage Communities by the Minnesota County Biological Survey.
    - Excavations in wetlands deemed natural community, supporting ecologically sensitive flora and fauna, based on field visit by the Soil and Water Conservation District.
    - The excavation will not provide diversity to the wetland basin or complex (e.g. excavation in the fringe of a type 3, 4, or 5 wetland with standing open water throughout much of the growing season).
    - Wetlands which support a wide variety of plant species (i.e. approximately 50% of the area supports species which individually comprise <5% of the wetland).
    - Wetlands that score high on the MNRAM vegetative diversity criteria.
    - Excavations for the purpose of creating aesthetic reflecting pools.

Wildlife Habitat Exemptions are subject to approval by the ACD Board or the Technical Evaluation Panel.

HOLISTIC NATURAL RESOURCE MANAGEMENT

All natural resource functions and values should be weighed when making management decisions to strive for the best overall outcome for soil, water, wildlife, recreation, and aesthetics. When implementing conservation projects or reviewing applications and plans that may adversely affect natural resources, the Anoka Conservation District will apply and recommend actions that will result in the least environmentally damaging practicable alternative. The following principles should be applied:

- Preserve natural resources that are rare in occurrence or of exceptional quality.
- Avoid degradation.
- Consider all ecosystems; terrestrial, aquatic, and transitional.
- Preservation of a native ecosystem is preferable to restoration of a degraded ecosystem.
- Minimize long-term impacts from short-term activities (e.g. dewatering, minor grading or soil storage that allows for the establishment of invasive species).

- Identify, and strive to minimize and remediate for long-term impacts (e.g. reduced infiltration that lowers the surficial water table and subsequently shrinks wetlands).
- Balance short-term and long-terms impacts and benefits.

The following are examples of the application of these principles:

- Discourage excavation in wetlands that are dominated by native, non-invasive plant species.
- Maintain the hydrologic regime of habitats that support native, non-invasive plant communities.
- Limit the placement of mitigation wetlands to highly degraded terrestrial habitats or highly degraded wetland areas.
- Discourage removal of native, non-invasive vegetation.
- Request an on-site biological survey and report the proposed taking or degradation of native plant communities;
    - within areas mapped as moderate, high, or outstanding DNR biodiversity significance;
    - that have a conservation status ranking of S1, S2, S3, or S4;
    - that involve the taking of state (endangered, threatened, special concern) or federally-listed (endangered, threatened, candidate) species;
    - that are likely to support state or federally-listed species.
- Discourage pruning of, or damage to, oak trees April – July.
- Abandon private and public lateral drainage ditches during development to restore wetland hydrology provided adequate stormwater conveyance capacity can be maintained.
- Encourage discharge of dewatering water to areas where storage and infiltration is most likely to occur.
- When implementing conservation projects in and along surface waters to prevent shoreline and bank erosion or to enhance in-water or riparian habitat;
    - To the extent practical, utilize natural materials including rock, vegetation, and other natural fiber erosion control materials that do not degrade surface waters.
    - Implement construction best management practices to prevent degradation of surface waters during project installation.
    - Install projects that cause “anti-degradation,” a measurable change to existing water quality made or induced by human activity resulting in enhanced chemical, physical, biological, or radiological qualities of surface waters.

HOLISTIC VEGETATION MANAGEMENT

Vegetation management is a critical component of many projects. Whether the primary function of the vegetation is to provide habitat or to reduce soil erosion, the materials selected and techniques applied to manage vegetation can have a significant impact on project success and may come with collateral benefits and harms. The intent of this section is to achieve project success while maximizing the benefits and minimizing the harms in a cost-effective manner over the long term. To achieve the goals of this policy, staff must be well-trained and poses expertise in vegetation management planning and implementation, including but not limited to plant species characteristics and vegetation control, establishment, and stewardship methods.

When managing vegetation, natural resource functions and values should be broadly considered to optimize benefits for soil, water, wildlife, recreation, and aesthetics. Management approaches and plant materials will be selected to achieve environmentally-sound and cost-effective vegetation control and establishment. Vegetation management can be considered in three categories;

- control of undesirable plants,
- establishment of desirable plants, and
- stewardship of established plants.

There are several vegetation management methods, many of which can be used for control, establishment, and/or stewardship.

- Biological - browsers/grazers, cover crops, introduce natural enemies
- Chemical - herbicides (pre-emergent, post-emergent)
- Manual - pulling, pruning, smothering, solarization
- Mechanical - mowing, cutting, harvesting, cultivation
- Soil treatment - fertilization, liming, decompaction, organic matter supplementation
- Flaming - prescribed fire, spot torching
- Planting - seeding, planting of rooted stock

The following vegetation management principles should be applied during planning and implementation:

- Outcomes – Vegetation management plans should be developed to achieve functional, diverse, native-inspired plant communities that are resilient to climate trends.
- Duration – Long-term (> 5 yrs) outcomes should be a measure by which success is determined.
- Species specific - Consider undesirable plant species biology, phenology, treatment resistence, and abundance when selecting control methods.
- Site conditions - Consider site conditions including soil texture, hydrology, soil organic matter content, topography, slope orientation, shade, and plant populations when developing and implementing vegetation management plans.
- Plant materials - Plant materials should be well-suited to site conditions and climate trends, and should be sourced from locally derived genetic stock. Plant materials shall not result in the introduction or spread of invasive species, and shall not be treated with systemic pesticides.
- Collateral harm - Target vegetation management to avoid negative impacts to off-target species or other natural resources.
- Strategic timing - Schedule management action to maximize efficacy of control, establishment and stewardship efforts.
- Cost - Cost-effectiveness is an important consideration to maximize public benefit with limited funds and to secure funds from competitive grant programs. The total cost of materials, contracted services, staff time, and collateral damage shall be considered when calculating cost-effectiveness.
- Toxicity – Minimizing the amount and toxicity of chemicals introduced to the environment to managing vegetation; see herbicide utilization policy for more detail.

HERBICIDE UTILIZATION

ACD will minimize the use of herbicides and the collateral damage therefrom, including surfactants and inert ingredients. With consideration of the long-term impacts and cost:benefit (including internalization of anticipated costs associated with collateral damage), the following shall be adhered to:

- Minimize the use of herbicides by employing cost-effective alternatives, such as manual or mechanical treatment (e.g. pulling, smothering, burning, grazing).
- Minimize the toxicity of pesticide used by utilizing products in a lower toxicity category and a shorter residual time.
- Minimize the quantity of pesticide used to effectively treat the site by:

- using the lowest concentration reasonable for the target species, growth stage, season and site constraints following the pesticide label,
- using application and treatment methods that minimize the volume used (e.g. application - daubers, roll-on, low pressure backpack sprayer; treatment – cut stump, basal bark, targeted foliar spray).
- time the application to maximize efficacy considering plant phenology and to minimize volatilization.

- Staff who apply herbicide will possess a valid Pesticide Applicator License or will follow the instruction of a staff with a valid Pesticide Applicator License.

ANTI-DEGRADATION

Bank stabilization and habitat improvement projects permitted under the USACE Bank Stabilization and Habitat Improvement Regional General Permit do not degrade surface waters, and therefore do not constitute physical alterations, provided:

- The project results in a measurable, calculated, or modeled benefit to water quality and/or habitat;
- The project utilizes natural materials in its construction including rock, vegetative, and biodegradable materials, OR other materials and methods granted under ACD's current Public Waters Work General Permit issued by MN DNR; and
- Additional BMPs required for Restricted Outstanding Resource Value Waters are met for all projects on those waters as defined in Minn. R. 7050.0270.

COST SHARE GRANT POLICIES AND FORMS

COST SHARE GRANT POLICY

ACD's program to assist with the cost of installing conservation practices to achieve the goals of the District consists of several funding sources, each with its own set of requirements. These funding sources change from year to year and so detailed procedures and policies are not included in this document. Following are general policies that ACD has adopted to facilitate program administration and improve program outcomes.
ACD reserves full discretion for funding decisions and may deviate from these policies.

PROJECT TYPES

Project Type	Description
Shoreline Stabilization	Stabilize shoreline erosion on lakes, streams, or rivers through the use of hard or soft engineering techniques. Soft engineering techniques such as natural-fiber erosion control materials, cedar tree revetments, brush bundles, and/or native plants are preferred.
Stormwater Treatment Projects	Treat stormwater runoff to positively impact a target water resource through one or more of the following: improved water quality, increased infiltration, and/or increased storage. Project examples: curb-cut rain gardens, hydrodynamic devices, vegetated swales, pond modifications, enhanced filtration, and infiltration basins.
Groundwater Conservation	Conserve groundwater by reducing waste, improving efficiency, utilizing surface water, capturing and reusing, and/or reducing demand. Project examples: high-efficiency fixture and equipment installations or retrofits, pond water irrigation sourcing, gray water utilization, rain barrels, smart irrigation technology, and turf grass conversion to native species.
Habitat Improvement and Management	Establish or enhance habitat by increasing the presence and diversity of native species and/or removal of invasive non-native species. Project examples: vegetative ecosystem restoration, hydrologic wetland restoration, backyard habitat enhancement, pollinator gardens, lake/river/ditch native vegetated buffers, and prescribed burning.

Agricultural Projects and Practices	Improve soil productivity and water quality through projects and practices that improve soil health, reduce erosion, increase water storage and infiltration, and treat runoff. Project examples: grassed waterways and filter strips, water and sediment control basins, cover crops, nutrient management, integrated pest control, livestock waste containment and treatment, and conservation tillage.
Subsurface Sewage Treatment System Fix Up	Repair or replacement of septic systems that are an imminent threat to human health, failing to protect groundwater as documented by a Certificate of Noncompliance from a licensed SSTS inspector.
Well Sealing	Unused wells can serve as direct conduits for surface contaminants to reach our aquifers. Clean Water Funds help eligible landowners seal unused wells located within Anoka County, targeting vulnerable groundwater areas such as Drinking Water Supply Management Areas (DWSMAs).
Other	Projects not listed above that improve natural resource quality, quantity or distribution may be considered.

PROJECT SELECTION AND FUNDING

- Projects must benefit Anoka County natural resources.
- The following will be considered when determining grant awards and funding amounts (up to 100%) to ensure the greatest public benefit.
    - Natural resource benefited
    - Amount of benefit
    - Cost-effectiveness relative to similar projects
    - Multiple benefits
    - Cause of the problem
    - Benefactors of the solution
    - In-kind or cash match of non-public funds
- A single application may include multiple project types.
- Cost-benefit analysis will be conducted with consideration of all benefits and costs over the life of the project.
- Public benefits for projects will be measured in terms of the actual benefits to the priority resource.
- When determining project benefits, water quality, water quantity, ecological, and soil health benefits will be considered.
- Performance based cost share approaches are encouraged, which involve project funding based on the public benefits received, independent of the cost of the project. Grantees are compensated at predetermined rates for well-defined benefits over a set period. Rates may vary by target water body or target benefit. Payments to grantees are not to exceed the cost of installation however.
- Grant awards will be based on the lowest cost option that achieves the project objective.
- Cost share rate maximums will be the same as those prescribed by the funding source.
- 100% of project costs may be paid for with public funds provided the project cooperator is not substantially at fault for creation of the problem. A curb-cut rain garden that treats water from much of the neighborhood but very little of the cooperator's property is an example.

- Investment of public funds into a project will be considered in terms of the benefits received by the public.
- ACD will consider all public funds going toward a project when determining if the project is worthwhile on a cost-benefit basis, not just those funds invested by or through ACD.
- ACD may prioritize areas for practice implementation, including those practices within drainages to priority waterbodies. ACD priorities are reflected in the ACD comprehensive plan and annual plans.
- At its sole discretion, the ACD Board may consider compliance to the terms of a previous or existing ACD or USDA Cost Share Contract as a prerequisite to entering a subsequent Cost Share Contract with an applicant.

APPLICATION AND FUNDING PROCESS

- Applications are accepted at any time; however, funds are limited. To apply, complete the appropriate grant application available at www.AnokaSWCD.org
- Work and expenses must occur after a grant agreement with ACD and the recipient is executed. Expenses prior to that time are not eligible.
- Projects are reviewed by ACD staff and complete grant applications are considered for funding by ACD's Board of Supervisors at their monthly meeting.
- Grant applications should be submitted to ACD staff at least two weeks prior to regularly scheduled Board meetings.
- The ACD Board may act to obligate funds toward a project without fully encumbering those funds within a contract. This serves to reserve funds for projects while other elements of project planning, design, and coordination can be finalized.
- Case-by-case, project sponsors/landowners/applicants may be required to provide an escrow in the amount of anticipated design and engineering costs. If the project construction bids come in within 10% of the engineer's estimate and the applicant does not move forward with project installation, the escrow may be used to reimburse ACD for the cost of the design. If the applicant moves forward with construction, these funds shall be applied toward construction costs.
- Cost share payments are not to exceed the cost of installation.
- Grant recipients will not be compensated for their labor. Grant recipient labor may be considered an in-kind contribution.
- The value of in-kind services/equipment/materials provided by landowners/project sponsors will be based on state approved prevailing wage guidance for services, documented market rates for rental equipment, or documented actual cost/value for materials.
- Expenses incurred prior to grant approval are ineligible.
- Grants are reimbursement grants, unless otherwise approved in advance. Grant recipients must submit receipts for eligible expenses to ACD. Reimbursement checks will be issued within six weeks.
- Applicants may apply to other entities for grants. In no case will funding from all sources to the grant recipient exceed eligible project expenses.
- Policies specific to certain funding sources may differ, and supersede those found in this document.
- A separate plan and agreement outlining the operations and maintenance responsibilities of the grant recipient for the life of the project is required. Project life depends on the nature, size, and complexity of the project and typically ranges from five to twenty-five years.

LOGISTICS AND LIMITATIONS

- Grant recipient must assume operations and maintenance responsibilities for the life of the project.
- Grant recipients must own or have a legally affirmed right to construct, operate and maintain the proposed project on the project site. If this is not the case, prior to the application process, a signed letter of concurrence shall be submitted by the landowner indicating their understanding of the project and intent to work with the applicant to transfer title to the property or some other form of agreement over the project area for the life of the project to convey the right of access for project construction, operation, and maintenance. Failure to secure adequate rights to the subject property prior to installation of the project will result in a strict cancellation of the grant agreement.
- Acceptance of public funds to complete a project that benefits natural resources does not open the property to public access. Site access will be required by ACD staff or representatives during project installation and for the life of the project to complete inspection/monitoring of project function and to provide maintenance guidance. ACD may require a deed restriction and access agreement to compel current and future owners to maintain the project and allow ACD access to the project.
- Acceptance of public funds to complete a project that benefits natural resources requires the owner allow ACD to place signage acknowledging the funding source or project purpose.
- Unless otherwise approved by the ACD Board, a portion of a project becomes ineligible for funding if construction begins on that portion before a cost share contract has been approved.
- Grants will not be awarded for projects required by permit or law.
- The grant recipient is responsible to secure required permits and approvals either directly or through their contractor. In some cases, ACD may be able to help with this.
- Any submitted information, including applications, designs, cost estimates, project specifications, permits, photos, studies and reports, and proof of expenditures becomes part of the public record.
- Projects that are completed to meet regulatory requirements are not eligible for funding.

DESIGNS AND OVERSIGHT

- Tier 2 or above staff shall oversee project management. When required by the funding source, project design sign-off must be from a professional engineer or staff with appropriate NRCS job approval authority. The NRCS Field Office Technical Guide, MN Stormwater Manual, BWSR Native Vegetation Establishment and Enhancement Guidelines, or other standards generally accepted by the engineering profession will be used for project design, construction, operations and maintenance. Designer or installer credential, licensure, or certification may be required depending on the project type, scope, size, and complexity.
- Grant agreement non-compliance will be reviewed by the operations committee with a recommendation to the ACD Board. The committee shall seek input from staff of the agencies that provided funding. The primary goal will be to maintain/restore the project benefits. Failing that, minimally, a pro-rata refund of cost share funds will be sought based on the benefits received compared to the anticipated benefits over the planned life of the project.

SUBSURFACE SEWAGE TREATMENT SYSTEM POLICY (SSTS; SEPTIC SYSTEMS)

- Grants are only for repair or replacement of SSTS, including septic systems, that have been deemed an Imminent Threat to Public Health or Safety, or Failing to Protect Groundwater. A Notice of Non-compliance must have been issued by the appropriate permitting agency (typically the city or township).
- ACD may utilize various funding sources for this program. In the event of a difference between ACD policies in this document and funding source policies, the funding source policies take precedence. During the application and any award process, ACD staff will inform applicant of available funding and

any funding-specific policies. Such policies commonly include income limits, grant award amount limit, and eligible areas for work.

- When funding sources require dollars be used in a "rural" area, ACD defines such areas as those properties where municipal sewer services are not reasonably available, as determined by ACD. ACD will not fund a septic system replacement where hookup to municipal sewer services is reasonably available.
- Funding is only for homesteaded single-family homes or duplexes in Anoka County.
- Eligible expenses include:
    - Design costs after grant application.
    - Design costs paid prior to grant application in order to secure accurate construction quotes.
    - Installation of SSTS replacement or repair.
    - Tree removal, if essential to the installation.
    - Black dirt and seeding of the construction area.
    - Permit costs.
    - Retaining walls or other landscaping essential to a functional SSTS. Excludes those the Anoka Conservation District (ACD) deems to be for aesthetic purposes. For essential walls or landscaping, ACD may determine a highest base cost beyond which upgrades are not eligible.
    - Connecting the home to a municipal sewer line already in place on or immediately adjacent to the property. In this case, decommissioning of the old septic system is eligible.
    - Certificate of Non-compliance, including inspection. This is a pre-application cost that is eligible.
- Grants may not be used to pay for septic tank pumping or other maintenance or management of a problem. Funds must fix the problem. Pumping for the purpose of a compliance inspection is eligible.
- Funding is limited. ACD reserves the right to fund applications with preference for those that provide greater public health and environmental benefit such as in shoreland areas where untreated wastewater may reach recreational lakes or streams. Partial grant awards may be provided at ACD's discretion.
- Grants do not fund 100% of costs. The maximum grant award as a percentage of the cost of work is shown in the table below. Actual grant award will be determined by the ACD Board after consideration of available funds and benefits to natural resources. A sliding scale is established for income categories.
- Grant payments will be made only to licensed septic system installers upon completion of the work, issuance of a final inspection by the local permitting authority, and submittal of a final billing statement from the SSTS contractor that performed the work. The contractor must provide a copy of their State license before payment will be issued. It is the applicant's responsibility to coordinate work with the contractor and ensure the contractor is compensated for any fees not covered by the grant award.
- ACD will provide estimates of individual project construction costs and determine how prevailing wage law applies. It is the owner's responsibility to secure construction quotes that include the applicable wage rates. ACD will not make payments until receipt of certified payrolls, if prevailing wages are required, and any other evidence required demonstrating compliance with prevailing wage requirements.
- Grant funds not used within 6 months of approval are forfeited unless otherwise specified by the ACD Board. The months of December, January and February are not counted. The ACD District Manager has the authority to provide extensions in extenuating circumstances or if satisfactory progress is being made.

- Applications are considered at monthly ACD Board meetings, generally on the third Monday of each month. Applications must be received by staff 1 week in advance of the meeting. In the case of raw sewage discharging at the ground surface or into a waterway, shorter-term emergency approval may be made by the ACD District Manager.
- The applicant is responsible to ensure all permits are secured and associated fees are paid.
- ACD reserves the right to require information, in addition to that listed in the application, to verify the applicants and proposed work are eligible.
- Applicants who provide false information within their grant application or fail to comply with the terms of the grant are liable for up to 150% of the grant amount issued.
- Applicants who sell or transfer ownership of the property within 18 months of the grant payment must repay 100% of the grant amount within 3 months of the ownership transfer. In this case, applicants are highly encouraged to secure these funds through the proceeds of sale.
- The ACD Board reserves the right to modify policies from time to time, or deviate from policies on a case-by-case basis to address unique circumstances.
- The primary consideration for applicant income eligibility will be the adjusted gross income on the most recent year's state and federal income tax filing. ACD may additionally consider: the last three months of pay stubs to identify income changes since the last tax filing; adjusted gross income as calculated by the USDA for their low income programs, if different from the amount listed on the tax filing; or other similar information provided by the applicant.
- Applicants must have income at or below "low income." ACD uses the four-person household low-income limits for Anoka County, MN +/-8% for each additional or fewer persons in the household. The USDA limit is established and periodically updated (typically in June each year) by the USDA Rural Development for Anoka County, MN. If data are unavailable for just Anoka County, the area including or nearest to Anoka County shall be used. A sliding scale for grant awards is used.

		Number of individuals residing in household							
Income Limit Category	**Maximum Grant Award Amount** as percentage of contractor low bid	1	2	3	4	5	6	7	8
Very Low	**90%**	47,196	52,164	57,132	62,100	67,068	72,036	77,004	81,972
Low	**80%**	73,112	80,808	88,504	96,200	103,896	111,583	119,288	126,984

Data is from 7/13/2023, is effective beginning 12/1/2023, and is replaced as new income limits are published by USDA.

WELL SEALING PRACTICES

- Wells to be sealed must be within a Drinking Water Supply Management Area (DWSMA) or the Mt. Simon Hinckley aquifer.
- Cost share payment amount is 60% of total cost to seal the well. Work needs to be completed by a contractor who is licensed by the State of Minnesota to seal wells. The ACD Board may consider, on a case-by-case basis, other rates based on actual quotes and benefits.

STRUCTURAL PRACTICES

- Structural practices include constructed projects including stormwater ponds, rain gardens, agricultural water and sediment control basins, and others.
- ACD will consider funding tile installation only if it is a support practice or part of an approved practice (i.e. water and sediment control basins or stormwater runoff controls).

- Funding will not be provided for tile installation if the activity will impact a wetland or is for the sole purpose of drainage.
- Funding will not be provided to increase tile capacity or size beyond design capacity for the purpose of agricultural drainage. The applicant is solely responsible for costs associated with increased tile capacity. All modifications or connections must have prior approval to ensure that the changes do not negatively affect the success of the approved practice.
- Unless specified otherwise by Minnesota prevailing wage statutes, the value of labor, equipment, materials and/or services that are proposed to be provided by the applicant to complete the project, shall be estimated at:
    - General Labor rate of $25 per hour. (Date, times and activity must be documented)
    - Heavy equipment operation such as skid steers, tractors, backhoes, and scrapers (including labor) at $75 per hour. (Date, times and activity must be documented)
    - Other equipment rates as listed on the most recent Iowa State University – Iowa Farm Custom Rate Survey – Average Charge rate.
    - Professional or semi-professional services, such as engineering, labor rate at $100 per hour. (Date, times and activity must be documented)
    - Other items: Fair market value with prior approval by the ACD Board.

NON-STRUCTURAL LAND MANAGEMENT PRACTICES

- Non-structural land management practices that provide benefits to water quality, soil health and wildlife habitat may include conservation tillage, cover crops, street sweeping, or others.
- Non-structural Ag BMPs (management BMPs) must be an enhancement of existing management practices that will reduce soil erosion, improve soil health from existing levels, and have a benefit for water quality. A practice must implement a higher level of conservation than what has been implemented on the field in the past 3 years, with the exception of practices funded by ACD cost share during that period. A landowner may annually receive ACD cost share for three consecutive years for the same practice on the same lands.
- For grants from the MN Board of Water and Soil Resources (BWSR), contract with land occupiers with flat rate payments must follow the BWSR Grants Administration Manual section on flat rate payments. Vegetation/seed used must comply with BWSR policy.
- Contract payments plus other local, state, and/or federal payments cannot exceed the cost of implementation.
- For flat-rate contract payments, the applicant must certify that the practice was completed according to plans and specifications developed by ACD.
- Practices will be planned for 1 to 10 years of implementation, depending upon funding source rules. For practices with a three-year or less contract, one payment to the landowner will be made annually after ACD certification of practice completion. For practices with >3-year contracts, ACD may issue one payment after certification of practice completion in year one, if allowed by the funding source, otherwise payments will be annual.
- Eligible agricultural practices include but are not limited to:

    1) **Cover Crops**
        a) Must follow NRCS Practice Standard 340 (except for the seeding date which will follow the Midwest Cover Crop Council Seeding Guide recommendations)

b) One-year to three-year contract.
c) Payment rates:
    i) 1-2 species mix: $50/acre/year
    ii) 3+ species $60/acre/year
d) Implementation can occur on different acres within a multi-year contract or on the same acres consecutively.
e) 40 acres/year maximum per person, entity, or corporation.
f) Cover crop must be applied to an annual row crop. Eligible crops include corn, soybeans, or small grains.
g) The land cannot be in any form of non-compliance status.
h) ACD/NRCS staff will assist in the development of a seeding plan prior to entering a contract with ACD.
i) Cover crop cannot be terminated until after January 1 of the following year.
j) Seeding dates will follow the Midwest Cover Crop Council Seeding Guide recommendations (the latest date allowed to plant a cover crop is November 20th).

2) **Residue and Tillage Management – No-Till & Strip Till**
    a) Must follow NRCS Practice Standard 329 for No-Till/Strip-Till
    b) One year to three year contract.
    c) $20/acre/year in Rum River watershed. $10/acre/year in Lower St. Croix River watershed.
    d) Implementation can occur on different acres within a multi-year contract or on the same acres consecutively.
    e) 100 acres/year maximum per person, entity, or corporation.
3) **Residue and Tillage Management - Conservation Tillage**
    a) Must follow NRCS Practice Standard 345 for Conservation Till
    b) One year to three-year contract.
    c) $10/acre/year
    d) Implementation can occur on different acres within a multi-year contract or on the same acres consecutively.
    e) 100 acres/year maximum per person, entity, or corporation.
    f) Residue cover following a corn crop at the time of planting the subsequent crop must be 60% or greater.
    g) Residue cover following a soybean crop at the time of planting the subsequent crop must be 30% or greater.
    h) Residue cover following a small grain crop at the time of planting the subsequent crop must be 60% or greater.
4) **Conservation Cover**
    a) Must follow NRCS Practice Standard 327
    b) 10-year contract, 10-year practice lifespan
    c) Payment rates:
        i) Introduced species $200/acre
        ii) Native species mix $600/acre
        iii) Pollinator species mix $800/acre
    d) Minimum 1 acre required.
    e) 20 acres maximum per person, entity, or corporation, one-time payment.
    f) If utilizing funding from the Lower St. Croix Watershed Partnership, requires conversion from annual row crop and funding amounts are $200/ac for introduced species, $400/acre for native species, and $500/acre for pollinator species.
5) **Conservation Crop Rotation**
    a) Must follow NRCS Practice Standard 328

b) Three-year contract
c) $30/ac/year
d) Implementation can occur on different acres within a multi-year contract or on the same acres consecutively
e) 100 acres/year maximum per person, entity, or corporation
f) The additional crop added to the rotation must improve the SCI to be eligible. Minimum of 3 crop types in the rotation and listed in the 328 practice standard Table 2: High Residue Producing Annual Crops. Participants must demonstrate the applied for acres have a history of continuous annual crop. Fall tillage will not be allowed in the 328 year and minimal disturbance required if applying manure. Light tillage allowed if broadcasting a cover crop after small grain harvest to incorporate seed.

6) **Forage and Biomass Planting**
   a) Must follow NRCS Practice Standard 512
   b) 10-year contract, 10-year practice lifespan
   c) $150/acre
   d) 100 acres per person, entity, or corporation, one-time payment.
   e) Requires conversion from row crop.
7) **Prescribed Grazing**
   a) Must follow NRCS Practice Standard 528
   b) One year to three year contract
   c) $40/acre/year. $80/acre/year may be awarded if utilizing funding from the Lower St. Croix River Watershed Partnership.
   d) Implement on the same acres annually
   e) 20 acres/year per person, entity, or corporation
8) **Nutrient Management**
   a) Must follow NRCS Practice Standard 590
   b) One year to three year contract.
   c) Implement on the same acres annually
   d) $20/acre/year. $75/acre/year may be awarded if utilizing funding from the Lower St. Croix River Watershed Partnership.
9) **Pasture and Hay Planting**
   a) Must follow NRCS standard 512.
   b) Five year contract, practice lifespan 5 years
   c) $200/acre
   d) Requires conversion form annual row crop

- Eligible urban nonstructural practices must be an enhancement of existing management practices that will reduce sediment and phosphorus discharges from urban areas. Practices include but are not limited to:

1) **Enhanced Street Sweeping**
   a) Must follow the Enhanced Street Sweeping Evaluation Plan
   b) One to three-year contract
   c) Payment rates:
   d) Tier 1 $100/curb-mile/year (complete the MPCA credit calculator based on curb miles swept and provide the report).
   e) Tier 2 $125/curb-mile/year (complete the MPCA credit calculator based on the tracking of weights, dates, and provide the report).
   f) Funding source may have additional requirements or limitations.

AUTHORIZATION FORM

Employee Name:_____

Address:_____

District Position:_____

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

Employee:_____ Date:_____

District Manager:_____ Date:_____

SECTION VI: APPENDIX

COST SHARE APPLICATION FORMS

CONSERVATION PRACTICE COST SHARE APPLICATION FORM

Natural Resource Improvement Grant Application

Applicant Information:

Name	Address	Phone	Email

Project Location:

Address	Watershed

Owner Contact Information: If different from above.

Name	Address	Phone	Email

Project Type(s):

☐ Shoreline Stabilization	☐ Habitat Improvement and Management	☐ Septic System Fix Up
☐ Stormwater Treatment Projects	☐ Agricultural Projects and Practices	☐ Well Sealing
☐ Other: _____		

Nature of the Problem Being Addressed: What natural resource problem is being addressed? What is the cause of the Problem?

Brief Project Description: Include goals of project, approach being proposed, size of project, timeline of project elements.

Project Alternatives Considered: What other projects, approaches or project elements have been considered and why is the proposed project preferable?

Environmental Benefits: Include the benefited natural resource(s) and landowners and the amount of benefit per year – be as quantitative as possible.

Items to be attached:

☐ **Project Map:** Attach a map showing the location of the project within the county with property boundaries.

☐ **Project Plan:** Attach a drawing with a scale bar or other indication of the size of project components, a north arrow, labels for project components, and cross sections if needed to convey project specifications.

☐ **Project Budget:** Include an itemized list of quantities and costs for all materials, professional services, delivery fees, etc. Please indicate if the landowner/applicant is providing labor or equipment.

☐ **Project Photos:** Photos of the project site may be submitted digitally.

Special Considerations: Provide site or project-specific information that warrants consideration.

---

*Attach additional pages if needed. All attachments should include the project ID and are an integral part of this application.

Grant Request:

Total Estimated Project Cost: $_____
Applicant In-Kind Match Committed: $_____
Applicant Cash Match Committed: $_____
Other Non-Public Match Committed: $_____ (cash or in-kind)
Other Public Match Committed: $_____ (cash or in-kind) (Source: _____
Total Grant Requested: $_____

Would you consider grant funding in an amount less than requested? ☐ Yes ☐ No

Process: Following official encumbrance of funds toward this project the Applicant and ACD agree to complete the following tasks as assigned below.

Task	Stipulation	Responsibility	
		Applicant	ACD
Complete project design/plan	Design/plan must be developed by a qualified professional in accordance with funding source design specifications.		
Secure quotes (three or more preferred)	If the lowest project quote from a qualified contractor is within 15% of the estimate and Applicant does not install the project, Applicant will reimburse ACD for planning and design expenses		
Develop an operations and maintenance plan			X
Secure rights to property if needed		X	
Execute a Natural Resource Improvement Grant Contract		X	X
Secure all permits			
Secure an installation contractor(s) and materials			
Install the project			
Comply with operations and maintenance requirements for the life of the project.		X	
Complete routine project inspections and provide maintenance guidance.			X

Signature of Applicant:

I (we) certify that the information contained within this application is true and accurate and that I(we) have read and understand the Natural Resource Improvement Grant Policies and Guidelines. I(we) further commit to install the project provided the quoted eligible installation cost pursuant to a finalized project plan/design is within 15% of the estimate. In the event that I(we) opt not to install the project even if the quoted cost is within 15% of the estimate, we agree to reimburse ACD for actual expenses associated with project planning and design. Additional grant funds may be available to defray a portion of actual costs in excess of the estimated project cost, the approval of which would require additional ACD Board action prior to project installation.

Applicant(s) Signature(s)	Date

Submit Application Materials To:
Anoka Conservation District, 1318 McKay Drive NE Suite 300 Ham Lake, MN 55304

To be completed by ACD Staff

Project Cost Eligibility: Depending on the funding sources, identify match requirements and list project elements included in the budget that are ineligible, or eligible only as in-kind match. Round all numbers to the nearest dollar.

Ineligible Project Element			**Landowner In-Kind Match ($)**	
Description	Value		Description	Value
	$			$
	$			$
	$			$
	$			$
	$			$
	$			$
Total	**$**		**Total**	**$**

Funding: Identify funding sources. Add rows if necessary.

Description (source)	**Value**
Landowner Match - In-Kind	$
Landowner – Cash	$
Other Non-Public ( )	$
Other Non-Public ( )	$
Local Public Funds ( )	$
Local Public Funds ( )	$
State Funds ( )	$
State Funds ( )	$
Federal Funds ( )	$
Total	**$**

Staff Recommendation: Summarize funding from above and verify that match requirements are met.

Description	**Value**		
Total Estimated Project Cost	$		
Less Ineligible Project Elements	-$	% of Total Eligible Cost	
Total Eligible Project Cost	**$**	Actual	Threshold
Total Landowner Match	$	%	≥ ___%
Total Other Non-Public Match	$	%	≥ ___%
Total Local Public Funds	$	%	≤ ___%
Total State Funds	$	%	≤ ___%
Total Federal Public Funds	$	%	≤ ___%
Total Funding	**$**		

Staff Notes: Include special considerations, conditions on funding, additional information needs. _____

_____

_____

_____

ACD Board Action: Board meeting date: _____ Total funds encumbered $

_____

Approval stipulations:

_____

APPLICATION SUPPLEMENT - SEPTIC SYSTEM FIX UP PROJECTS

APPLICANT INFORMATION

Applicant(s) _____

Parcel Identification Number _____(from property tax statement)

Names of individuals residing at this residence (include children)

_____

_____

_____

_____

_____

QUOTES RECEIVED FROM LICENSED SSTS CONTRACTOR

Contractor: _____ **Quote:** _____

Contractor: _____ **Quote:** _____

Expired quotes are not acceptable.

INCOME

Provide average monthly income for each income earner 18 year or older currently residing in the home in the table below. Income may be excluded for persons considered "full-time students" by a high school, college, or similar. Income should be excluded for tenants renting space in the home unless they are immediate family members (spouses, siblings, parents, grandparents).

Name of Income Earner	Employment or Other Income*	Rental Property Income	Investment Dividends**	Child Support	Alimony	Other	TOTAL monthly income

*Other income may include unemployment or disability compensation, worker's compensation, severance pay, social security, disability/death benefits, pensions, retirement funds, annuities, insurance policies or similar.

**Exclude investment dividends that are not easily and quickly converted to cash. For example, do not include dividends from retirement or education savings plans that can only be used for specific purposes or withdrawn at a specific future date unless a penalty is paid.

REQUIRED ATTACHMENTS TO THIS APPLICATION

- ☐ Notice of Non-compliance for the SSTS to be repaired or replaced.
- ☐ Documentation of income for each income earner 18 years or older currently residing in the home, including the items listed below. Non-family tenants renting space need and persons considered "full time students" by a high school, college, or similar not be included.
    - Most recent federal and state income tax filing. If no tax filing was made, W-2 forms and other documentation of income must be provided.
    - Last 3 months of pay stubs (unless self-employed, see below) and evidence of payments such as unemployment or disability compensation, worker's compensation, severance pay, social security, disability/death benefits, pensions, retirement funds, annuities, insurance policies, welfare assistance or similar.
    - Self-employed individuals who do not have pay stubs must submit their last year of personal and business income tax filings, including any deduction forms.
    - Documentation of other income including rental income, investment dividends, child support, alimony, or others.
    - Note: Social security numbers, employee ID numbers or similar personal information may redacted (black out) from application attachments, provided names and addresses are clearly visible. That information is not needed for the grant application process.
- ☐ Photocopy of government issued photo identification card for each applicant, which is used to verify the applicants' identities.
- ☐ Two signed quotes from licensed SSTS contractors.

RECORDS RETENTION SCHEDULE

Section	Title & Description	Retention/Statute	Archive	Storage Media
Administration	ANNUAL REPORTS - Annual report of District activities including the annual work plan for the following year	Retain permanently or transfer to the State Archives	Yes	Paper or Digital
Administration	BIDS – Specifications & supporting papers – not accepted	6 yrs.	No	Paper or Digital
Administration	BIDS & QUOTATIONS ACCEPTED - Approved by the Board	6 yrs. after purchase or completion of project	No	Paper
Administration	BY-LAWS – OPERATING RULES	Permanent	Yes	Paper or Digital
Administration	CERTIFICATES OF TITLES	Length of ownership	No	Paper
Administration	CONTRACT/AGREEMENTS - Copies of contracts and agreements entered into with agencies and businesses and other pertinent information	10 yrs. after contract has expired	No	Paper or Digital
Administration	CORRESPONDENCE a. Routine correspondence and memorandums with agencies, landowners, businesses, etc. b. District correspondence and subject files of a policy making nature	3 yrs. 3 yrs. Then transfer to the State Archives for selection and disposition	No Yes	Paper or Digital
Administration	GRANTS - Local, State, Federal	6 yrs. after grant agreement expires unless agreement dictates otherwise	No	Paper or Digital
Administration	MANUALS – District Equipment Instructions or maintenance manuals of office equipment	Until removed or superseded	No	Paper or Digital
Administration	MINUTES - Minutes recording actions taken in meetings, regular and special meetings, necessary for the management of the District and its activities. The state archives wishes to have transferred Minutes of governing boards	Permanent (has historical value)	Yes	Paper or Digital
Administration	NOTICE OF MEETINGS - District generated, changes from normally scheduled Board meetings	6 yrs.	No	Paper or Digital
Administration	OATH OF OFFICE - Signed oaths by elected or appointed officials to the Board	10 yrs. after service after elected or appointed position	No	Paper
Administration	ORGANIZATIONAL CHARTS – District	Until superseded	Yes	Paper or Digital
Administration	POLICIES & PROCEDURES – Operational Handbook Documents the policies and procedures of the District	Until superseded	No	Paper or Digital
Contracts/ Agreements	AGREEMENTS/CONTRACTS/LEASES/JOINT POWERS Various associations doing business with the District	10 yrs. after expiration	No	Paper
Contracts/ Agreements	LEASE OF REAL PROPERTY Property leased or rented by the District. Copy of lease, payment record, etc.	10 yrs. after expiration of lease	No	Paper
Education	District Sponsored Education Programs - Includes, but not limited to: Envirothon (Area, State & National), conservation workshops, metro area children's water festival. These programs have various correspondence, order forms, reservations requests, and application forms	2 yrs.	No	Paper or Digital
Education	NEWSLETTERS - Published by the District and sent out to Anoka County residents	3 yrs.	No	Paper or Digital
Education	PUBLICITY - Includes news releases and public service announcements generated from the District	2 yrs.	No	Paper or Digital

Section	Title & Description	Retention/Statute	Archive	Storage Media
Engineering	AERIAL PHOTOGRAPHS - Photographs taken throughout the County (black and whites)	Permanent (has historical value)	Yes	Paper or Digital
Engineering	CONSTRUCTION BLUEPRINTS ORIGINAL - Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, strip cropping, and terraces	Permanent (has historical value)	No	Paper or Digital
Engineering	ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS	Permanent (has historical value)	No	Paper or Digital
Engineering	MAPS – AS BUILTS - Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, stripcropping, and terraces (cost-share practices)	Permanent (has historical value)	No	Paper or Digital
Engineering	MAPS – TOPOGRAPHICAL	Permanent	No	Paper or Digital
Engineering	PLANS & SPECIFICATIONS - Including spec books	6 yrs. after receipt of as-builts	No	Paper or Digital
Engineering	PROJECT RECORDS - Engineered designed projects should be retained permanently if project has historical value, is assessed, or is a major capital improvement. Non-assessed projects, or projects not having historical value such as non-engineered projects, need only be retained for 5 yrs. after project completion or contract expiration	Permanent – if project is historical; or 5 yrs. if not	No	Paper or Digital
Finance	ACCOUNTS RECEIVABLE – LEDGERS & JOURNALS Record of all accounts of monies owed to the Conservation District	6 yrs.	No	Paper or Digital
Finance	ALL TRANSACTIONS JOURNAL – GENERAL LEDGER Accounting sheets showing all transactions affecting the District's chart of accounts	6 yrs.	No	Paper or Digital
Finance	AUDIT REPORTS – EXTERNAL - Reports based on the District's internal operations	Permanent	Yes	Paper or Digital
Finance	BALANCE SHEETS	6 yrs.	No	Paper or Digital
Finance	BANK STATEMENTS - Deposit slips & reconciliations	6 yrs.	No	Paper
Finance	BILLING CLAIMS - Monthly expense records for District expenses, purchase orders, invoices, claim forms, accounts payable forms, etc.	6 yrs.	No	Paper or Digital
Finance	BILLING STATEMENTS	4 yrs.	No	Paper or Digital
Finance	BUDGET REQUESTS - Annual budget requests submitted to County for approval	6 yrs.	No	Paper or Digital
Finance	BUDGET WORKPAPERS - Worksheets used to develop annual budget requests	2 yrs.	No	Paper or Digital
Finance	BUDGET/BUDGET RECORDS - Budget proposals, budget worksheets, approved budget. Includes supporting data and monthly department budget report	2 yrs.	No	Paper or Digital
Finance	CASH RECEIPTS - Sales receipts received for items or services from the District	6 yrs.	No	Paper or Digital
Finance	CHART OF ACCOUNTS - Accounting structures	Until Superseded	No	Paper or Digital
Finance	CHECKS, CANCELED – Paid and returned checks	6 yrs.	No	Paper or Digital

Section	Title & Description	Retention/Statute	Archive	Storage Media
Finance	FINANCIAL REPORTS (ANNUAL) - As audited by CPA	Permanent	No	Paper or Digital
Finance	FINANCIAL/TREASURER'S REPORTS - Monthly Treasurer's Report, including comparison of budgeted and actual income and expenses	Permanent	No	Paper
Finance	INVENTORY/FIXED ASSETS SCHEDULE - Physical inventory of furnishings and equipment owned by the District	Until Superseded	No	Paper or Digital
Finance	INVESTMENT DOCUMENTS - Record of investments (certificates of deposit) made by the District	4 yrs. after maturity	No	Paper or Digital
Finance	PETTY CASH RECORDS	6 yrs.	No	Paper
Finance	RECEIPTS – COMPUTER (QUICKBOOKS) GENERATED - Record documenting cash received by the District	6 yrs.	No	Paper or Digital
Finance	SALES TAX INFORMATION - Records of payment to IRS for sales tax	6 yrs.	No	Paper or Digital
Finance	VOUCHERS – PAID INVOICES, CLAIM VOUCHERS Record of payment and requests for payment of accounts paid by the District	6 yrs.	No	Paper or Digital
Human Resources	APPLICATIONS FOR EMPLOYMENT - Not hired. Resumes, photos, letters of recommendation	1 yr.	No	Paper
Human Resources	ATTENDANCE RECORDS - Sick leave, vacations, paid and unpaid leave requests, compensation, time sheets, part-time claims	2 yrs.	No	Paper or Digital
Human Resources	BENEFITS ENROLLMENT FORMS - Employees' medical, dental, deferred compensation, etc. election forms	Until superseded or 5 yrs. after coverage lapses	No	Paper
Human Resources	BENEFITS PLAN - Includes insurance, health care, deferred compensation, etc.	Until superseded or 5 yrs. after coverage lapses	No	Paper
Human Resources	CLASSIFICATION STUDIES - Studies that describe job duties and may rank individual District positions	Until Superseded	No	Paper or Digital
Human Resources	DAILY NARRATIVES - Journal all employees are required to use for time tracking and accountability purposes. Employees document how time is spent while employed, along with hours associate to the activity	2 yrs.	No	Paper or Digital
Human Resources	EMPLOYEE RECOGNITION & AWARDS - Correspondence, working papers, nominations, etc. Letters of commendation should be retained in employee's personnel file	2 yrs.	No	Paper or Digital
Human Resources	GRIEVANCE FILES - Formal written employee grievance and/or complaint filed under personnel rules, and received by the District. Should not be retained in employee personnel file	Permanent	No	Paper
Human Resources	I-9 FORM - Employment Eligibility Verification. Verifies status of citizenship or naturalization	3 yrs. after hire date, or 1 yr. after employment is terminated, whichever is later. Should not be retained in employee personnel file	No	Paper
Human Resources	JOB/POSITION DESCRIPTIONS - District retains a position description history on the various positions with the District	Until Superseded	No	Paper or Digital
Human Resources	PAY EQUITY REPORTS - Pay equity implementation reports used to rank individual positions, sent in to the Department of Employee Relations	3 yrs.	No	Paper or Digital
Human Resources	PENSION FILES - Forms, letters, and reports	Permanent.	No	Paper or Digital

Section	Title & Description	Retention/Statute	Archive	Storage Media
Human Resources	PERSONNEL FILES/RECORDS - Only relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. should be retained in the employee personnel files. Certain records should NOT be retained in employee personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an interference of discrimination	5 yrs. after resignation or termination	No	Paper
Human Resources	POLICIES & PROCEDURES/EMPLOYEE HANDBOOK - Personnel policies and procedures	Until Superseded	No	Paper or Digital
Human Resources	REPRIMANDS/DISCIPLINARY ACTION	5 yrs. after employee's termination/ resignation	No	Paper
Human Resources	SALARY SCHEDULES - Annual salary schedule for employees	6 yrs.	No	Paper or Digital
Human Resources	SUPERVISORS HANDBOOK - District Supervisors policies and procedures (written by the Board of Water & Soil Resources (BWSR))	Until Superseded	No	Paper or Digital
Human Resources	UNEMPLOYMENT CLAIMS/COMPENSATION - Claims for unemployment	6 yrs.	No	Paper
Human Resources	VETERANS PREFERENCE ELECTION FORM - Veterans Preference Act	1 yr. if not hired. 5 yrs. after termination/ resignation if hired	No	Paper
Human Resources	WORK SCHEDULE FILES - Hours worked, vacation, leaves taken	2 yrs.	No	Paper or Digital
Human Resources	WORKERS COMPENSATION - Injury reports and correspondence dealing with injuries	6 yrs.	No	Paper
Insurance	APPLICATIONS FOR INSURANCE - To District's insurance provider	3 yrs.	No	Paper
Insurance	CERTIFICATES OF INSURANCE	6 yrs. after expiration	No	Paper or Digital
Insurance	CLAIMS - Claims filed by or against the District	6 yrs. after final settlement except those involving a minor, save until minor turns 19	No	Paper
Insurance	EMPLOYEE DISHONESTY/SURETY BONDS Corporate or personal – to cover any officer or employee, also known as "Faithful Performance Bond"	6 yrs. after expiration	No	Paper
Insurance	FIRST REPORT OF INJURY	6 yrs. (MS 176.151); 20 yrs. if maintained with worker's compensation file	No	Paper
Insurance	INSURANCE AGENTS' SERVICE AGREEMENT	6 yrs. after expiration	No	Paper or Digital
Insurance	POLICIES – ALL INSURANCE POLICIES - Includes, but not limited to: auto, machinery, general liability, life, property, inland marine, and workers compensation	6 yrs. after expiration	No	Paper or Digital
Insurance	PROPERTY - Certificates and policies	Until Superseded	No	Paper
Insurance	WORKERS COMPENSATION CLAIM REGISTER	Permanent	No	Paper or Digital
Insurance	WORKERS COMPENSATION CLAIMS - Injury reports and correspondence dealing with injuries	20 yrs.	No	Paper
Payroll	1099 MISCELLANEOUS INCOME	6 yrs.	No	Paper

Section	Title & Description	Retention/Statute	Archive	Storage Media
Payroll	EMPLOYERS QUARTERLY FEDERAL TAX RETURN - Federal Tax Form 941	6 yrs.	No	Paper or Digital
Payroll	GARNISHMENTS - Child support/spouse maintenance	6 yrs. Not to be retained in personnel file	No	Paper
Payroll	PAYROLL JOURNAL - Detailed register of current and year-to-date salaries, gross to net	Retain year-end report permanently; retain other reports 6 yrs.	No	Paper or Digital
Payroll	PAYROLL REPORTS - State withholding, federal withholding, FICA, and Medicare	10 yrs.	No	Paper or Digital
Payroll	PENSION & RETIREMENT REPORTS - Deferred comp, etc.	10 yrs.	No	Paper or Digital
Payroll	PERA REPORTS	Permanent	No	Paper or Digital
Payroll	QUARTERLY WITHHOLDING TAX RETURN - State Form MW-1	6 yrs.	No	Paper or Digital
Payroll	TIME SHEETS - Originals	6 yrs.	No	Paper or Digital
Payroll	VACATION & LEAVE REQUESTS - Letters or memos of request.	3 yrs.	No	Paper or Digital
Payroll	W-2 STATEMENTS – EMPLOYER'S COPY	6 yrs.	No	Paper
Payroll	W-3 STATEMENTS	6 yrs.	No	Paper
Payroll	W-4 FORM – ORIGINALS	Until replaced	No	Paper
Payroll	WORKERS COMP PROOF OF PAYMENT	6 yrs.	No	Paper or Digital
Planning	COMPREHENSIVE PLAN – Ten-year work plan submitted to the Board of Water & Soil Resources	Until superseded	Yes	Paper or Digital
Planning	PLAT FILES – FINAL PLAT - Includes subdivision files, final plat, application, District reviews and comments, County reviews, studies, etc. (original maintained by the City or Township where plat is located)	7 yrs.	No	Paper or Digital
Planning	PLAT FILES – PRELIMINARY PLAT	3 yrs.	No	Paper or Digital
Planning	SITE PLAN FILE – APPROVED - Permanent copy maintained by City or Township where site is located	7 yrs.	No	Paper or Digital
Planning	SITE PLAN FILE – NOT APPROVED - Permanent copy maintained by City or Township where site is located	3 yrs.	No	Paper or Digital
Records Mgmt	AUTHORITY TO DISPOSE OF RECORDS STATE FORM PR-1 - Used to approve destruction of records not on an approved retention schedule	Permanent	No	Paper
Records Mgmt	HISTORICAL DATA/PHOTOGRAPHS	Permanent (has historical value)	Yes	Paper
Records Mgmt	PROCEDURES	Until Superseded	No	Paper or Digital
Records Mgmt	RECORDS INVENTORIES - List of specific types of records generated by the District staff. Used for generating retention schedules	Until Superseded	No	Paper or Digital
Records Mgmt	RECORDS MANAGEMENT MANUAL - Documents the policies and procedures of the different programs in records management. May including training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards, and general records guidelines	Until Superseded	No	Paper or Digital

Section	Title & Description	Retention/Statute	Archive	Storage Media
Records Mgmt	RECORDS RETENTION SCHEDULES - List of specific types of records maintained by an agency and the period of time that each type should be retained	Until Superseded	No	Paper or Digital
Records Mgmt	RECORDS TRANSFER/TRANSMITTAL LIST - Documentation that tracks and verifies the transfer of records	1 yr. or until the records are removed/destroyed	No	Paper or Digital
District Technical	AG BMP APPLICATIONS - Applications submitted by landowners, to the District for the Ag Best Management Practices (Ag BMP) Loan, copies of bids for projects, and general correspondence related to the loan	10 yrs.	No	Paper
District Technical	COOPERATOR/PROJECT FILES - Files of individual projects, may include tiling information, technical notes, survey notes	Permanent (has historical value)	Yes	Paper
District Technical	DNR GENERAL PERMIT - Permits issued by the District to private landowners throughout Anoka County for bank/shoreline stabilization and excavation in public waters	5 yrs.	No	Paper or Digital
District Technical	GOPHER STATE ONE RECORDS - District's copy, stored in Cooperator Files	1 yr.	No	Paper
District Technical	STATE COST-SHARE CONTRACTS/ AMENDMENTS/ VOUCHERS - Contracts with landowners, in which the landowner received funds from the District to share the costs of practices for erosion or sedimentation control, or water quality improvement projects that are designed to protect and improve natural resources. Also includes any amendments made to the contracts, and payment vouchers	10 yrs. after contract has expired. May be kept longer in the cooperator files, if the District deems it has historical value	No	Paper
District Technical	SURVEY NOTES - Notes on survey shots taken in the field	Permanent (has historical value)	Yes	Paper or Digital
District Technical	TECHNICAL NOTES - Project log records, tech. notes or diaries pertaining to specific contracts or agreements	Permanent (has historical value)	Yes	Paper or Digital
District Technical	WCA CEASE AND DESIST ORDERS - District copy of DNR Cease and Desist orders	5 yrs.	No	Paper or Digital

FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA is a federal job protection law. With the passage of the Minnesota Paid Leave Act (PLA), which provides both income and job protection that are equal or greater than FMLA, the FMLA becomes functionally moot. This section is retained in the Appendix for the time being in the event that the MN PLA is rescinded or modified in a manner that renders FMLA relevant again.

Family and Medical Leave Act of 1993 (FMLA)

In accordance with the FMLA, District provides up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the District at least one year and for 1,250 hours over the previous 12 months.

i) Reasons for Taking Leave:

Unpaid leave shall be granted for any of the following reasons:

a) To care for the employee's child after birth, or placement for adoption or foster care, provided the leave is completed within 12 months of the birth, adoption or foster care placement;

b) To care for the employee's spouse, child, or parent, who has a serious health condition; or

c) For a serious health condition that makes the employee unable to perform the employee's job.

d) Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty

At the employee or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

ii) Advance Notice and Medical Certification

The employee shall provide advance leave notice and medical certification. Taking of leave may be denied if the following requirements are not met.

a) The employee ordinarily must provide 30 days' advance notice when the leave is foreseeable.

b) At the manager's discretion, or at the Board's discretion in the case of the manager requesting leave, medical certification may be required to support a request for leave because of serious health condition. The District may request a second or third opinion at the District's expense and a fitness for duty report to return to work.

iii) Job Benefits and Protection

a) For the duration of FMLA leave, the District shall maintain the employee's health coverage under any group health plan.

b) Upon return from FMLA leave, employees shall be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms except as follows;

- Employee would have lost job had he/she not been of leave (e.g., layoff or termination due to poor performance unrelated to FMLA absences),
- Employee fraudulently obtains leave,
- Employee works elsewhere during FMLA leave in violation of employer's uniformly-applied policy prohibiting outside employment and,

- Employee fails to provide fitness-for-duty certificate, if it has been required by the employer.

c) The use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

d) Employees can make a voluntary and uncoerced acceptance of a light duty assignment while recovering from a serious health condition with the understanding that the period of light duty is FMLA qualifying and the aforementioned rights to restoration of their former position is available only until the 12 weeks of annual FMLA leave have been taken.

e) Key employees may not be denied FMLA leave it they qualify, but restoration may be denied if it would cause the employer substantial and grievous economic injury.

f) Employer must notify key employees of the intent to deny restoration in person or by certified mail.

iv) Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

a) Interfere with, restrain, or deny the exercise of any right provided under FMLA;

b) Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

v) Enforcement

a) The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.

b) An eligible employee may bring a civil action against an employer for violations.

vi) Duration of Leave

Leave Maximum

a) Twelve workweeks of unpaid leave during a 12-month period (known as "leave year") for all types of leave.

b) A holiday occurring during a week of FMLA leave has no effect on the FMLA time used – it is still counted as one week of FMLA (1/12 of total allotment).

c) If the District's activity ceases for one or more weeks during an employee's leave, this time does not count as FMLA.

d) The number of hours of available FMLA leave for part-time employees is calculated pro rata.

e) An eligible employee may also take up to 26 workweeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the service member (military caregiver leave).

vii) Leave Year

a) The leave year coincides with the calendar year (January 1 through December 31).

viii) Coordination with other Leave Policies

a) The District may require an employee to use any accrued paid leave benefits concurrently with FMLA.

b) The employee may choose to use paid leave benefits concurrently with FMLA if the employer does not require it.
c) Employees cannot waive, nor may employers induce employees to waive, their rights under FMLA.
d) Employees cannot 'trade off' the right to take FMLA leave against some other benefit offered by the employer.
e) Concurrency is only appropriate if the employee qualifies for both FMLA and other paid leave benefits.

ix) Designation of Leave
a) Time shall be charged against FMLA leave in 1/10 hour increments only to the extent that it was actually used to address the circumstances that precipitated the need for leave.
b) The District Manager shall designate leave as FMLA qualifying, and give notice of the designation to the employee within one or two business days after the notice for leave is given.
c) Designation of leave must be based on information received from the employee or the employee's spokesperson.
d) It is the District's responsibility to make sufficient inquiries to determine if leave is FMLA qualifying.
e) The District may designate leave as FMLA qualifying retroactively only if sufficient information was not available at the time of the leave request or commencement and not later than two days after the employee's return to work.
f) If a preliminary designation is made and information or medical certification fails to confirm that leave is FMLA qualifying, District will withdrawal designation with written notice to the employee

x) Certification of Medical Condition
a) The District may require an employee to submit a certification from a health care provider to support a requested medical leave.
b) The District should request medical certification within two business days after notice for need for leave is given or within two business days after leave commences, if leave is unforeseen.
c) Medical certification should be received before leave begins, if feasible, or fifteen calendar days following a request for certification
d) If the employee fails to produce certification in the time frame required by the District, and there are no extenuating circumstances, the District may deny or delay continuation of FMLA.
e) All medical information shall be kept in a file separate from the personnel files, and maintained with strict confidentiality.
f) The District shall provide a medical certification form.
g) The District shall advise employees whenever the medical certification is inadequate and provide the employee a reasonable opportunity to address the deficiencies.
h) A health care provider representing the District may contact the employee's health care provider and authenticate the certification.

i) At its own expense, the District may select a health care provider to provide a second opinion if the District has reason to doubt the validity of the first certification.

j) At the District's expense the District and employee may act 'in good faith' to mutually select a third health care provider to provide a third and final (binding) opinion if the first and second opinions conflict.

k) At the employee's expense, the District may request recertification not more frequently than every 30 days unless the employee requests an extension, circumstances have dramatically changed, or the District doubts the validity of the certification or the employee's stated reason for the absence.

xi) Employee Responsibilities

a) Employee must give verbal notice 30 days prior to the leave if possible or as soon as practicable to make employer aware that leave is needed.

b) The District's customary procedure is that all requests for leave be documented in writing.

c) Failure to provide a 30-day notice if leave is foreseeable may result in a delay of the leave by up to 30 days after notice is provided.

d) Upon request, employee will provide periodic status reports.

e) If employee gives unequivocal notice of intent not to return, obligations under FMLA cease.

f) Employee shall provide at least two-business-day notice of intent to return early.

DISTRICT OPERATIONS FORMS

DATA REQUEST FORM – REQUESTING PUBLIC DATA
Anoka Conservation District
Date of request: _____
I am requesting access to data in the following way:
☐ Inspection ☐ Copies ☐ Both inspection and copies
Note: inspection is free but Anoka Conservation District charges for copies when the cost is over $2.00.
These are the data I am requesting:

_____

_____

_____

_____

_____

_____

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

Contact Information

Name: _____

Address: _____

_____

Phone number: _____

Email address: _____

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

Anoka Conservation District will respond to your request as soon as reasonably possible.

DATA REQUEST FORM – DATA SUBJECT
Anoka Conservation District
Date of request:

Parent/guardian name (if applicable):

Data subject name:

Phone number/ email address

To request data as a data subject, you must provide proof of identity.

I am requesting access to data in the following way:
☐ Inspection ☐ Copies ☐ Both inspection and copies
Note: inspection is free but Anoka Conservation District charges for copies when the cost is over $2.00.
These are the data I am requesting:

_____

_____

_____

_____

_____

_____

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

We will respond to your request within 10 business days.

To be completed by staff member responding to data request:

Identity confirmed:

Staff name:

Date:

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
- A minor individual must provide a valid photo ID, such as
  - a driver's license
  - a state-issued ID (including a school/student ID)
  - a tribal ID
  - a military ID
  - a passport
  - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
  - a certified copy of the minor's birth certificate or
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

REMOTE WORKING APPLICATION & AGREEMENT

Purpose: This is a short-term discretionary program and must be discussed and considered on a case-by-case basis with the District Manager and individual employee and approved by the District Board.

Employee Information

Name: _____ Home phone: _____

Remote Work Phone: _____ Remote Work email: _____

Remote Work address: _____

Proposed location: Home ____ Other _ (describe) _____

Temporary Remote Work Schedule:

Remote Work start date: _____ Expected end date: _____

Core Hour Schedule: _____.

Total hours per week: _____.

Accessibility Information

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

___ Phone ____ Email ____ Voicemail/answering machine

Other (describe) _____

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

Item: _*example - work truck*_____ Item: _____

Item: _____ Item: _____

Item: _____ Item: _____

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

_____ _____

Employee Signature Date

I authorize Remote Working arrangement as outlined herein.

_____ _____

District Manager Signature Date

_____ _____

District Board Chair Signature Date

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

DISCLOSURE AND AUTHORIZATION FORM • CONSENT FOR RELEASE OF INFORMATION

Please read carefully before signing authorization

Company: Anoka Conservation District, 1318 McKay Drive NE Suite 300, Ham Lake, MN 55304
Company Representative: Chris Lord, District Manager, 763-434-2030 x130

"Company" may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report' and/or an 'investigative consumer report" which may include, but is not limited to information about your character, general reputation, personal characteristics and/or mode of living, employment history, work experience, work habits, work performance, workers compensation claims, criminal history records, sexual offender's lists, warrant records, motor vehicle records, military records, educational verification, license verification, credit history, civil records, government exclusion lists, FBI finger printing, and drug testing or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Company is requesting checks on the following:

☒Criminal Background - Per MN Kari Koskinen Property Manager Background Check Act - A search of the state criminal records repositories will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71 and other applicable state and federal laws. By signing this form, you are allowing the above company to access any criminal data maintained in these files.

☒Motor Vehicle Report(s) - A Motor Vehicle Report to check on driving records will be obtained. This report will be shared with other departments and agencies with a material interest in its content.

Authorization:

By signing below, I acknowledge receipt of the disclosure regarding background investigation and a summary of my rights under the Fair Credit Reporting Act and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by another outside organization acting on behalf of the Company and/or the Company itself, I agree that a facsimile (fax), electronic or photographic copy of this authorization shall be as valid as the original. The expiration of this authorization shall be one year from the date of my signature.

Signature:_____ Date:_____

☐ Check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Applicant/Employee/Volunteer:

The following named individual seeks, or desires to maintain employment or a volunteer position with Company that would provide access to tenant's units.

Name (print): Last: _____ First: _____ Middle (full):_____

Former Name(s)(print):_____ Social Security Number:_____

Address(s) within last seven years (include year of residence):_____

_____

_____

Driver license number(s) and state of issuance within last five years:_____

_____

Date of Birth*: _____ Sex* (M or F):_____
DD/MM/YYYY

I understand that I have the following rights:

1) the right to be informed that the owner will request a background check on the applicant to determine whether the applicant has been convicted of a crime specified in section 299C.67, subdivision 2,
2) the right to be informed by the owner of the response to the background check and to obtain from the owner a copy of the background check report,
3) the right to obtain from the owner any record that forms the basis for the report,
4) the right to challenge the accuracy and completeness of information contained in the report or record under section 1 3.04, subdivision 4, and
5) the right to be informed by the owner if the applicant's application to be employed by the owner or to continue as an employee has been denied because of the result of the background check.

**This information will be used for background screening purposes only and -will not be used as hiring criteria.*

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you**. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment- or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file**. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
    - a person has taken adverse action against you because of information in your credit report;
    - you are the victim of identity theft and place a fraud alert in your file;
    - your file contains inaccurate information as a result of fraud;
    - you are on public assistance;
    - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score**. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information**. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate**, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information. In** most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers**. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report**. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators**. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights**. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.