

PERSONNEL POLICIES**DATE****0**

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LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #1

GENERAL

All employees are expected to be in their appointed place of work, ready to commence at the exact starting time of their work period.

When an employee is late or absent, he or she creates several problems, ranging from loss of process time at a plant, to holding up a work crew, and unnecessarily wasting the time of co-workers, Foremen, Supervisors and/or the General Manager.

It is understandable that, upon rare occasions, an employee will be late for some valid reason.

However, all employees are expected to call the appropriate Supervisor or General Manager by no more than 10 minutes after the beginning of the shift. If the Supervisor or General Manager is not present, the Foreman or other employee taking the call will make a written note, recording the exact time of the call. The employee is still responsible for contacting his or her appropriate Supervisor or General Manager during the day.



The employee must call in each day until a doctor's report is turned in showing extended time employee will be off. In the event an employee does not comply with any of the above rules, sick pay may not be allowed for the day involved.

It will be the task of the Supervisor and General Manager to make the decision as to whether an employee's tardiness or absenteeism is justified or not.

If the employee fails to report to work or to notify the Department for three (3) consecutive work days, the Department will assume that the employee has quit on the last day worked.

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #2

PROBATIONARY PERIOD

All new employees will start on a probationary period which extends for 90 calendar days from their employment date. This probationary period is designed to work two ways.

- A. It will give the Department a chance to evaluate the employee's on-the-job ability and attitude.
- B. It is also a time for the employee to decide whether he or she feels suited to their work and likes the department.

This period is a time for training and getting acquainted.

Each new employee will be formally reviewed after 6 and 12 weeks of employment. This is not to be misinterpreted as an automatic raise, but as a review of the employee's progress and productivity.

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #3

REPORTING LATE FOR WORK

1. In deciding whether to allow tardiness without pay adjustment, the Supervisor and General Manager will take into account the number of times the employee has been late, as well as the stated cause of the specific tardiness. If the employee has a history of being late, the Supervisor and General Manager will probably not accept any reason for tardiness.
2. In the event an employee's tardiness is not justified, the employee's time will be docked five (5) minutes for every portion of five (5) minutes he or she is late. For example, if an employee is 3 minutes late, he or she will be docked for 5 minutes. If he or she is 16 minutes late, he or she will be docked for 20 minutes time.
3. Because of the problems tardiness brings upon the work effort of the entire Department, when the Supervisor or General Manager feel that the above measures have no effect, in that the employee continues to report to work late, further disciplinary measures may be instigated. Such measures may include suspension without pay and/or termination.

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #4

EMPLOYMENT OUTSIDE THE DEPARTMENT

- A. The Department cannot deny an employee the right to work a second job outside the Department. However, that second occupation cannot interfere with the employee's job within the Department.
 - B. A second job which fits the following problems cannot be tolerated:
 - 1. Shift changes--if one employee has a second job which would not allow changing of shifts as are customary at our plants, there would be an unfair burden upon the other employees.
 - 2. Emergencies--where the General Manager or one to whom he has delegated authority, declares a need for additional work beyond normal hours to solve a problem, our employees are expected to respond. There are however many justifiable reasons for an employee not to be able to work extra time on a given day, but a second job would not be an acceptable reason.
 - 3. If the Department's needs cannot be served then the employee must choose between the two jobs.
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LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #5

UNIFORMS, SAFETY SHOES, BACK SUPPORT BELT, ETC

Upon employment with Lewisburg Water and Wastewater each employee (except office personnel) will be issued the following items for use during working hours at no cost to the employee (availability and delivery may vary due to suppliers inventory):

1. Uniforms (in styles and quantities as specified by the Department): The Department rents or purchases its uniforms from a well-known vendor.
2. Steel Toe Safety Shoes: One pair upon employment, a second pair after six months employment and one pair annually thereafter. The employee will pay any amount exceeding the departments current shoe allowance.
3. One Hard Hat (for those employees required to wear one)
4. The following item of safety equipment is added as part of employee's daily uniform for those "job classifications" where any manner of lifting shall be required.

"BACK SUPPORT BELT"

Subject employee will be expected to comply, use good judgement when performing lifting duties and to promote safe lifting practices.

Failure to wear any article as required during working hours may result in disciplinary action and/or termination. The ownership of the uniforms, hard hat and back support belt remains with either the vendor or the Department. Failure to return any of the above upon leaving employment of the Department will result in replacement cost being borne by the employee.



LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #6 (Pg. 1 of 2)

SAFETY

The Department recognizes the fact that injuries can be prevented, both on and off the facilities, with substantial benefit to everyone. Injury prevention then is a cooperative venture requiring the efforts of each and every person.

The Department has exerted every reasonable effort, sometimes at much expense, to make this a safe place in which to work.

The Department has the responsibility to:

Provide Safe Working Conditions: Equipment and workplaces designed with the safety of every employee as the first consideration.

Establish Safe Work Methods: Rules and procedures are established to cover situations for each work location.

Provide Continuous Safety Education: New employees are briefed on matters of safety, and each employee is continuously reminded through safety education and training of each individual's part in making the Department a safe place in which to work.

Employees have the responsibility to:

Observe All Safety Rules.

Work in Accordance with Established Procedures.

Be Alert at All Times.

Report All Injuries.

Utilize Provided Safety Equipment.



LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #6 Safety (Pg. 2 of 2)

Exercise Additional Precautions During Inclement Weather: Employees required to work during ice storms or hazardous winter weather conditions shall use Department-provided traction devices, including ice track cleats, when walking or working on icy surfaces.

*The Department provides ice track cleats at designated locations throughout Department facilities for employee use during icy conditions. Supervisors shall ensure employees are aware of the locations of such equipment and their proper use.

ADDENDUM: Lewisburg Water & Wastewater may maintain a Safety Committee to promote workplace safety, identify hazards, review incidents, and recommend corrective actions. When required by Tennessee law, the Safety Committee shall be established and administered in accordance with applicable Tennessee Code and Tennessee Department of Labor and Workforce Development regulations.

Adopted this 24th day of August 2026.

Handwritten signature of Linda Thomas in blue ink.

Board Chair

Handwritten signature of Cheryl Webb in blue ink.

Secretary

Handwritten signature of Paul Torg in blue ink.

Board Member

LEWISBURG WATER & WASTEWATER
PERSONNEL POLICY #7

SAFETY CABLES

RULES ON USE OF SAFETY CABLES ON WATER TANK LADDERS, AND GAS
AND OXYGEN DEFICIENCY DETECTORS

It shall be the responsibility of each employee and Foreman to see that:

- A. None of the tanks are climbed by any Department personnel without the use of safety belt, safety clamp and safety lanyard, two sets of which are in stock at the Water Filtration Plant.
- B. No wet well, sewer pumping station or manhole is entered until tested with the Gas and Oxygen Deficiency Detector. If the detector is activated, a means of protecting the employee entering, or supplying air by means of blowers will be used.

Failure to comply with these procedures may result in disciplinary action and/or termination.

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #8

ALCOHOL OR DRUGS

Lewisburg Water and Wastewater is a drug free employer. There are to be no alcohol beverages or illegal drugs in or around any department vehicle, office, plant, warehouse or job site at any time.

The use of or attempted sale of alcohol or any drug substance which will affect or alter the employees behavior or ability to function normally on the job site is prohibited.

Illegal drugs or substances identified but not limited to marijuana, amphetamines, opiates, phencyclidine (PCP), cocaine and the misuse of legally prescribed drugs are prohibited.

Legally prescribed drugs which could affect an employee's behavior or ability to function normally should be reported to the employee's immediate supervisor. Certain machinery operations or duty assignments may need to be reviewed for employee safety during the course of treatment.

Testing



Employees possessing a State of Tennessee Commercial Driver's License (CDL) will be subject to current and all future revised provisions of an adopted "Alcohol and Substance Abuse Testing Policy for State of Tennessee Commercial Driver's License (CDL) Drivers" adopted by the Lewisburg Water and Sewer Board, January 18, 1996 and/or as may be revised by the Federal Highway Administration.

Whereas, employees will be registered with a 3rd party testing agency for random alcohol and drug testing as required by the Federal Highway Administration.

All other (non CDL drivers) employees will be subject to:

Pre-employment testing
Random testing
Reasonable suspicion testing

Post accident testing
Return-to-duty testing
Follow-up testing

Such unannounced testing will be conducted at LEWISBURG WATER AND WASTEWATER's discretion.

Should an employee be tested, resulting in a return of "Positive" or "over the minimum limits" as confirmed by a Medical Review Officer (MRO), the following immediate action will be taken:

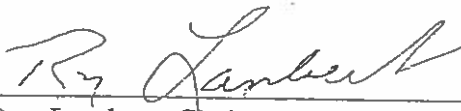
1. Immediate disciplinary action, causing immediate removal from the job which could result in termination of employment.
2. Employee required to be evaluated by a "substance abuse professional". (A licensed physician, licensed or certified psychologist, social worker, addiction counselor with knowledge of and clinical experience in diagnosis and treatment of alcohol and controlled substances - related disorders.) Based upon SAP's recommendation, rehabilitation or further counseling may be prescribed or none required.
3. Employee must present a signed/documented "negative" test result within a reasonable time to the General Manager including the "SAP" report prior to approval for return-to-duty. Assessment by an "SAP" does not shield an employee from disciplinary action nor guarantee employment or reinstatement with Lewisburg Water and Wastewater. Each disciplinary action will be handled on a case-by-case basis.
4. Following return-to-work status, employee will be subject to unannounced random/multiple "follow-up testing" with the next future "positive" substance or alcohol test resulting in termination of employment.

Lewisburg Water and Wastewater provides an "Employee Assistance Program" (EAP) which provides counseling services at no cost to the employee.

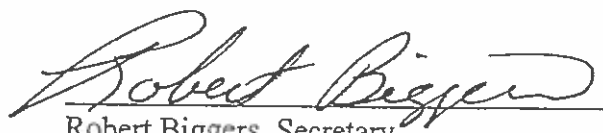
This policy is for the protection of the employee, fellow workers and the general public.

A copy of this policy will be given to each existing employee and future new hires for placement in the employee handbook and personnel records.

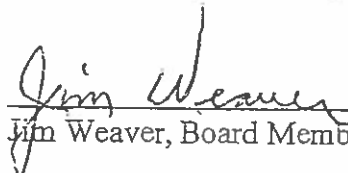
This policy is effective and revised this September 18, 2003. Supercedes original policy dated July 1, 1990.



Roy Lambert, Chairman



Robert Biggers, Secretary



Jim Weaver, Board Member

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #9

ALL EMPLOYEES, FOREMAN AND CREW LEADERS

By virtue of your/their employment and supervisory position you/they accept the responsibility for:

1. Safe and proper operation of all Department equipment and vehicles.
 - A. Use of caution lights, safety chains, etc.
2. Safety of all Department personnel and general public.
 - A. Placement of caution signs.
 - B. Use of flagmen.
3. Prompt reporting of any violation of any Department policy or local law.
4. Proper inspection and maintenance of Department equipment and vehicles.
5. Care and custody of Department's assets.



Failure to accept this responsibility resulting in injury to Department personnel or the general public and/or damage to the Department, public or private property may result in disciplinary action and/or termination.



Effective 07/01/90

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #10

USE OF DEPARTMENT VEHICLES

Employment with Lewisburg Water and Wastewater will upon occasion require the employee to operate one or more Department vehicles. If an employee is assigned to a Department vehicle, then that employee is totally responsible for the vehicle.

Policy requires that all drivers be properly licensed by the State of Tennessee in order to drive any assigned vehicle. Should the employee for whatever reason lose their license whether temporarily or permanently, immediate notification must be given to management. Such employee will refrain from driving any licensed vehicle until license is obtained.

The employee must check all fluid levels and mechanical operations daily. The employee is to report any problems to his direct Supervisor immediately. The employee is responsible for the safe operation of any and all vehicles to insure the protection of the public as well as other Department personnel and vehicles.

The employee is responsible to properly secure all vehicles prior to leaving any vehicle unattended.



Proper use of safety lighting and safety hitches during transportation is the responsibility of the employee.

Department vehicles are for business use and are not to be used for personal activities.

During the work day, employees may stop at a grocery store or a restaurant to pick up lunch when they are going to eat at the shop, plant or office. If an employee goes home to eat, he will use his own vehicle. The one exception to this rule is the employee who, by virtue of his or her position, is assigned a vehicle with permission to drive it home at night.

Vehicles driven home at night are for "on call" status. If an employee needs to stop at some place of business on his or her way to or from work, and the business is on a reasonable route from his or her home to work, he or she may make such a stop in the Department vehicle.

All tools placed and kept on "work vehicles" shall be listed, and a file kept by the Supervisor. Such list shall be checked periodically, and any tools missing shall be accounted for by the normal operator of that vehicle.

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #10 CONTINUED

VEHICLES ALLOWED TO BE DRIVEN HOME

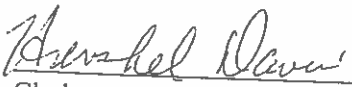
1. General Manager: The General Manager is on call for any type of Department emergency at all times.
2. "On-call" Personnel: Each day of the year 1 employee is assigned to answer all after hour phone calls directed to the office and respond appropriately to request for service and any emergencies. "On-call" duty is rotated weekly among qualified distribution and collection personnel. One service vehicle is provided each week to the assigned "on call" personnel for department business.

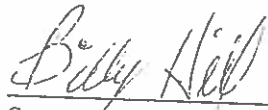
The "Emergency Services Coordinator" program as mandated by TEMA/Local EMA states that we must provide at all times certain management/supervisory personnel having authority to assign/provide personnel, equipment and/or other assets for use during emergencies and disasters.

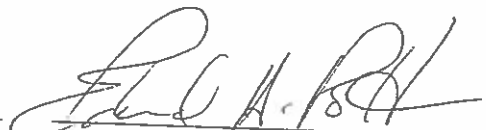
Such personnel must be provided vehicles and communication equipment for their sole use at all times including weekends, holidays and after normal working hours.

The assignment of vehicles for such use shall be at the discretion of the General Manager.

Failure to comply with vehicle use, safety or maintenance policy may result in disciplinary action and/or termination.


Chairman


Secretary


Board Member

Effective July 1, 1990
Revised April 19, 2012

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #11

ACCIDENTS

In the event of an accident or injury the highest ranking employee on the site is responsible for reporting such accident to the office immediately.

Any employee injured is required to seek medical attention by an approved doctor and must receive a doctor's release before returning to work.

Physicians who are not approved by the Department may not be reimbursed for their services by Workman's Compensation.

Any employee failing to report or refusing to accept medical treatment at time of injury may forfeit his or her right under Workman's Compensation.

Failure to comply with these procedures may result in disciplinary action and/or termination.

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #12

OVERTIME PAY

1. Hourly employees will be paid at a rate of time and one half (1 1/2) times his or her regular rate of pay for all time worked in excess of 40 hours per week.
2. Sick days are not counted as days worked.
3. Sick days will still be granted to the employee based on his regular rate of pay, subject to the SICK LEAVE ACCRUAL AND USE POLICY.
4. If any employee works 16 or more consecutive hours he or she will be paid using the following scale:

0 to 8 hours	Regular Rate
8 to 16 hours	1 1/2 Times Regular Rate
Over 16 hours	2 Times Regular Rate



"On-call" personnel are not necessarily considered to be working consecutive hours just because they are "on-call".



Effective 07/01/90

LEWISBURG WATER & WASTEWATER
PERSONNEL POLICY #13 REVISED 09/16/2025

(This policy supersedes and replaces all previous revisions of policy #13)
SICK LEAVE ACCURAL AND USE

1. BASIC RULE

1. Accrual sick leave will start with the first full month of following date of employment.
2. Sick leave will not accrue for non-work time. (Time that employee is off from work due to sickness or injury.)
3. Sick leave will be accrued at the rate of 1 day per calendar month worked.
4. Sick leave may not be used except for sickness, dental/doctor appointments or death in the family.
5. Sick leave may be used for:
 - a. Sickness of the employee.
 - b. A maximum of 40 hours annually may be used for the sickness of the employee's spouse, the employee's dependent child, or the dependent parent of either the employee or employee's spouse.

Death in the Family: Accrued sick leave may be used as follows for death in the family:

1. 3 days for the death of an employee's spouse, child or stepchild.
2. 2 days for the death of an employee's parent or current parent-in-law.
3. 1 day for the death of employee's grandparent, brother, sister, current grandparent-in-law, brother-in-law or sister-in-law.

The employee may request additional days off as vacation days or as days without pay.

6. Sick leave may not be used before it is accrued.
7. Sick leave may be accrued to a total of 120 days. If the employee retires at age 55 or older and has at least 10 years continuous service with the department, he or she will be paid for his or her accrued sick leave at the rate of \$100.00 per day of accrued sick leave.
8. At the discretion of the Supervisor or General Manager, proof of sickness may be required. In the event proof cannot be provided sick leave will be disallowed.
9. In the event of an extended illness or injury the employee will be required to provide a doctor's statement indicating the employee's ability to return to work.

2. OCCURRENCES

Certain occurrences may cause management to question the use of sick leave. These occurrences may include:

1. Using accrual up every month for several months.
2. Using sick leave each time a specific task is scheduled
3. When an employee is observed moving about the community performing physical feats as strenuous as those required by his normal job, even if some non-job connected injury has been sustained.
4. When sick leave is used to carry a person in 5B above to the doctor, and the employee does not report for duty for the unused portion of his or her shift.

LEWISBURG WATER & WASTEWATER
PERSONNEL POLICY #13 REVISED 09/16/2025

(This policy supersedes and replaces all previous revisions of policy #13)

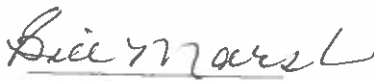
3. ABUSE

Abuse in the use of sick leave may result in any or all the following:

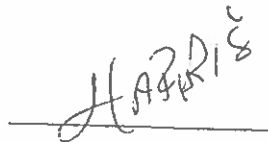
1. Denial of sick leave, but the employee may be allowed to take a vacation day.
2. Denial of sick leave and no pay for that day.
3. Denial of sick leave and suspension without pay for a specific number of days.
4. Termination.

Employees must remember that sick leave is a PRIVILEGE, not a "right" and an "insurance policy" to protect them from loss of pay in the event an approved sickness occurs.

Adopted this 16th day September 2025.



Board Chairman



Secretary



Board Member



Holidays for Employees - Employee Policy 14 amendment # 2

Holiday Observance: Lewisburg Water and Wastewater

New Year's Day

Martin Luther King Day -

Presidents Day -

Good Friday -

Memorial Day -

Independence Day -

Labor Day -

Columbus Day -

Veterans Day -

Thanksgiving Day and Day after Thanksgiving Day - Friday,

Christmas Eve and Christmas Day -

New Year's Eve (added by this policy amendment)

Note: Any employee failing to report for scheduled work on the day before or the day after a holiday will not be paid for that Holiday. Unless that employee has a written doctors excuse, scheduled vacation, or other approved absence.

Adopted this 16th day of March 2017

A handwritten signature in cursive script that reads "Bill Marsh".

Board Chairman

A handwritten signature in cursive script, possibly reading "J. Smith", with a date stamp "3/16/17" written over it.

Secretary

A handwritten signature in cursive script, possibly reading "J. Smith", written over a horizontal line.

Board Member

This policy supersedes all policies on this subject dated prior to this one.

**Lewisburg Water and Wastewater
Personnel Policy #16**

page 1 of 2

(Supersedes and replaces all previous revisions of policy #16)

12/16/25

Medical Insurance Benefits

1. The employee has two options:

- A. A HEALTH REIMBURSEMENT ARRANGEMENT (HRA).

The Department pays 100% of the health insurance premium for the employee. The Department pays 50% of the health insurance premium for the employees' Dependents. The other 50% is deducted from the employee's paycheck each payroll period....

OR:

- B. A HEALTH SAVINGS ARRANGEMENT (HSA).

The Department pays 100% of the health insurance premium for the employee. The Department pays 100% of the health insurance premium for the employees' Dependents. This plan has a higher out of pocket expense amount.

2. If an employee does not work sufficient hours to cover the deductions for the dependent premium, the employee is responsible for paying his or her portion of the dependent coverage premium to the Department each month.
3. If an employee is sick for an extended period and either does not have any accrued "sick days" or vacation days" or has used all his or her accrued sick, vacation days, then that employee is responsible for paying the full employee and dependent premium to the Department by the first day of each month or coverage will have to be canceled.

NOTE: Payment of premiums for HEALTH INSURANCE follows the guidelines in accordance with the Family and Medical Leave Policy (FMLA) and the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) when the employee qualifies for and/or is subject to such provisions.

Lewisburg Water and Wastewater
Personnel Policy #16



page 2 of 2

(Supersedes and replaces all previous revisions of policy #16)

Insurance Benefits continued

4. Any employee, hired before 2/27/24, with a minimum of ten (10) years of continuous service with the Department, who at retirement age of 62 or older and wished to retire, may receive the same group medical insurance benefits as active employee (Department pays 100% of employee and 50% of dependent) unless the retiree accepts "other employment" where health insurance is available/provided (even if the employee has to pay insurance out-of-pocket). The type of coverage the employee wishes to continue must be in effect and active 90 days prior to the date of retirement.

This benefit shall cease once the retiree is eligible for Medicare/Medicaid benefits.

Note this benefit does not apply to employees hired after 2/27/24.

5. Long Term Disability Insurance is provided to eligible employees at no charge. The employee must meet eligibility waiting period, six (6) months continuous service in eligible class.
6. Additional Insurance options are available if an employee wishes to purchase them through payroll deductions. Details on these plans will be explained during orientation or by contacting the Plan Administrator at the Department Office.

Adopted this 16 day of December 2025

Handwritten signature of Bill Marsh in cursive script.

Board Chairman

Handwritten signature of J. A. Harris in cursive script.

Secretary

Handwritten signature of Linda Thomas in cursive script.

Board Member

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #17

WORKMAN'S COMPENSATION

Workman's Compensation is carried by the Department for the express purposes of providing medical care and continuing some income to an employee for loss of time due to an injury or illness which is work related.

The employee cannot receive Workman's Compensation and sick leave at the same time. If Workman's Compensation is received after the employee has received sick leave the employee is required to pay the Department back for that sick leave. That sick leave time which the employee pays back will be credited back to the employee's sick leave accrual.

The Insurance Company uses calendar days to calculate their compensation. The Department will mathematically convert this seven (7) day calendar week into a five (5) day work week for the purpose of determining the effect on the employee's accrued sick leave.



Remuneration by the Insurance Company to the employee begins after the first seven (7) calendar days the employee is unable to work. The Insurance Company does not count the day of the injury. This seven (7) day waiting period is in effect for each new occurrence or accident or Work-connected illness.

If the employee is off fourteen (14) or more days the Insurance Company will go back and reimburse the employee for the first seven (7) days.

The following basic rules will apply to the Department's administration of Workman's Compensation:

1. If a new lost time illness or injury is determined by the Insurance Company to be work-connected, and, therefore, compensated by Workman's Compensation, the employee may elect to use accrued sick leave or vacation pay to cover the seven (7) calendar/five (5) working day waiting period.
2. If a lost time illness or injury is determined by the Insurance Company not to be work-connected, such pay may be charged, at the employee's choice, against the employee's accrued sick leave or vacation pay. In the event neither sick leave nor vacation pay are sufficient to cover the time off, the time off will be without pay.
3. In the event there is a recurrence of an injury for which an employee has on previous occasion(s) collected Workman's Compensation, time off will be without pay, with any remuneration to the employee coming from Workman's Compensation. Unused sick leave or vacation pay may be used, at the employee's request, to cover the seven (7) calendar/five (5) working day waiting period.

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #17 CONTINUED

4. The General Manager may invoke items 1, 2 and/or 3 above at his discretion. The decision will consider heavily whether the employee was negligent in that he ignored the limits of his physical ability or did not use safety equipment or procedures.
5. In the event an employee is receiving compensation and the Supervisor's or General Manager's investigation reveals the employee doing work similar to or as strenuous as that required on the job the General Manager is required to report any such violation to the Insurance Company. Disciplinary action may also be taken.

Effective January 14, 1993, Lewisburg Water and Wastewater will put into effect the following policy:


Chairman


Secretary


Board Member

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #18

GARNISHMENT OR ATTACHMENT OF WAGES

From time to time, a garnishment or legal attachment against an employee's salary is received. It is necessary for the Department to honor these garnishments and attachments and turn over to the court the prescribed amounts deducted from the employee's earnings.

Besides the inconvenience and burden these attachments place on the personnel and payroll departments, they reflect against the employee's record for reliability. Supervisors will be advised of any and all garnishments or wage attachments received against their employees and will be required to review each instance with the employee involved.

An employee may be terminated if he or she receives three garnishments or levys from two different sources in a 12 month period.

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #19

VALID DRIVER'S LICENSE

Each employee of Lewisburg Water and Wastewater may be required to operate a Department vehicle at some time.

All Department vehicles are covered by a reliable insurance company. That company runs an investigation on all the Department's drivers. If a driver does not have a valid driver's license the insurance company will not cover the Department's vehicles.

Therefore, it is the Department's policy to only hire and maintain employees with valid driver's licenses.

Each employee is required to notify their immediate Supervisor and/or General Manager of any restrictions placed on their driver's license at any time.

Failure to maintain a valid driver's license may result in disciplinary action and/or termination.



PERSONNEL POLICY #20 amended

SMALL TOOL POLICY

Employees may use certain tools and equipment for their own personal use during off hours, but under no circumstances may this be done without prior supervisor approval.

No tool or equipment shall be taken for personal use during normal shift operations. All tools or equipment borrowed shall be checked out on a log book and shall be returned by the next shift. Each supervisor will keep a permanent record of tools that have been borrowed, when taken and when returned. The office will provide a form for this purpose. The supervisor is to assess and confirm the good working condition of the tool upon return.

The list of approved tools that can be borrowed will be kept by the supervisors and changed as needed by the general manager. Large equipment, such as backhoes, front end loaders, and ramjets are not to be used for personal projects. Easily damaged tools such as weed eaters will not be on the list.

While using Water Department tools or equipment for personal use, the Water Department will not be liable for personal injuries resulting from such use. The employee accepts full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. The employee is responsible for returning the equipment or tools in good condition, and he/she agrees to pay for any damages to tools or loss of tools that occur while using the equipment or tools for personal projects.

Tools are not to be used for any business or "for profit" activities by the employee. If the employee has a side job, such as carpentry, department tools must not be used on these jobs.

Adopted this 16th day of February 2017

A handwritten signature in cursive script, appearing to read "Bill Marsh".

Board Chairman

A handwritten signature in cursive script, appearing to read "D. H. A.". Below the signature is a horizontal line.

Board Member

A handwritten signature in cursive script, appearing to read "J. Harris". Below the signature is a horizontal line.

Board Member

This policy supersedes all policies on this subject dated prior to this one.

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #22

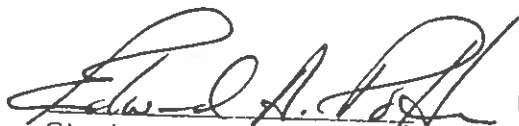
JURY DUTY AND WITNESS

Any employee called by the court system to serve for JURY DUTY is to receive certain payment from the court system for that service. The Department will pay any employee called to serve for JURY DUTY the difference in the amount received from the court and that employee's regular hourly rate for time served, not to exceed a normal 8 hour day nor 40 hour week. The Department will not pay overtime nor weekend pay due to extension of court schedule.

The Department will pay for time an employee spends as a WITNESS for the Department in a case involving the Department. The Department will not pay for time an employee spends as a WITNESS in a case not involving the Department.

When subpoenaed as a WITNESS in cases not involving the Department the employee may take a vacation day or sick leave if available.

Effective January 1, 1991,


Chairman


Secretary


Board Member

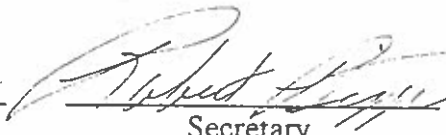
LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #25

NEPOTISM (employment of relatives)

1. As used in this policy, unless the context otherwise requires, "relative" means a parent, foster parent, parent-in-law, child, spouse, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law.
2. No employees who are "relatives" as above described shall be employed by Lewisburg Water and Wastewater.
3. When as a result of marriage, or other event, existing employees are put in violation of the prohibition established by this policy, such affected employees shall be notified by the General Manager immediately and given the opportunity to decide among or between themselves which one should continue employment. Failing such agreement within sixty (60) days of notice, the General Manager shall take appropriate action to remove the violation, including termination.

Adopted and made effect this 20th day of July, 2000.


Board Chairman


Secretary


Board Member

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #27

DEPARTMENT CELL PHONE USE

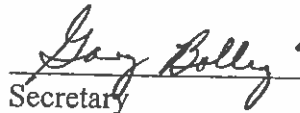
Effective upon adoption the following policy shall govern the use of department cell phones:

1. Business Use: Use the cell phone for any business related use at anytime. This is helpful to provide better service to our customers and improve communication between employees by using lower cost cell phone service.
2. Emergency Use: The phone may be used by any employee (whether assigned a phone or not) to secure emergency services whenever needed by the employee for himself, fellow employees, employee's family members or any public needed call for emergency assistance.
3. Personal Use: The phone may be used by the employee for personal use during breaks, lunch time or after hours. Please observe that work time is to be work time. Incoming calls cannot always be prevented. Since there is no way of knowing whether an incoming call is an emergency, always answer the phone and be as brief as possible. Remember that all incoming and outgoing calls, phone numbers and length of call are listed on the monthly bill and are monitored by management. This document is public record and available if requested. If you do not want your call to be public record, then please use your personal phone.

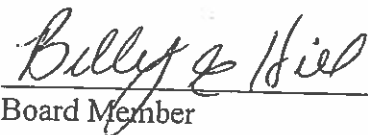
Adopted this 17th day of December 2009.



Board Chairman



Secretary



Board Member

LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #28

OPEN DOOR POLICY

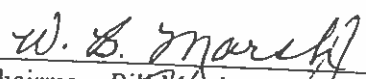
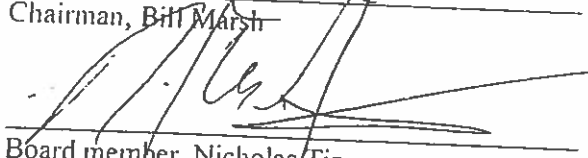
Lewisburg Water and Wastewater will make every effort to conduct its day-to-day affairs and administer its policies in a manner which assures fairness and equity to all employees. However, Lewisburg Water and Wastewater recognizes that you may from time-to-time become concerned about an aspect of your employment.

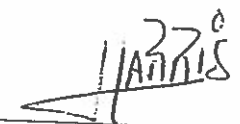
Lewisburg Water and Wastewater employees may raise concerns relative to their employment free from the fear of retaliation. Each employee has the right to express his/her concerns to any member of management without fear of being disciplined or harassed. Employees can be assured that they will be carefully listened to and that they receive a carefully conducted response to their concern.

If an employee has a concern or problem he/she is encouraged to discuss it first with his/her Supervisor. Complaints regarding bullying, harassment or discrimination should be handled in accordance with the procedure outlined under those policies.

If an employee is not satisfied with his/her Supervisor's response or he/she does not feel comfortable discussing the matter with his/her Supervisor, the employee may talk with the General Manager.

Adopted this 21st day of January 2016.


Chairman, Bill Marsh

Board member, Nicholas Tipper


Secretary, Joe Harris

LEWISBURG WATER & WASTEWATER
PERSONNEL POLICY #29A
(Supersedes and replaces policy 23 and policy 26 and 29)

OPERATOR CERTIFICATION TESTING REIMBURSEMENT

Written application must be made to the department before registering for classes. This will be done to inform the supervisor and the general manager.

All water plant employees are required to take operator exams, due to upcoming future state regulations that requires certification for all water plant employees.

All wastewater plant employees are encouraged to take operator exams.

On the employee's FIRST attempt at certification,

The Lewisburg Water and Wastewater will pay the total fee for the employee to:

1. Attend all necessary classes at the Fleming Training Center.
2. Attend the CRAM course at TAUD
3. Take the operator exam the first time. The exam must be taken or employee will not be reimbursed. Payments made in advance must be paid back to department. (wages, mileage, and one meal per day will be paid only if exam is taken).

If the employee does not pass the first attempt, the employee will be allowed to retake the two-week water treatment course, the CRAM course and the TDEC testing fees, at his/her cost. After providing proof of a passing grade and receipts to prove payment was made; the employee will be reimbursed one half of these fees.

(Wages, travel and one meal per day will be paid.)

The employee will be allowed to take the test up to five times with the one half reimbursement option.

Adopted this 15th day of November, 2017

Bill March
Board Chairman

Harris
Secretary

Board Member

Lewisburg Water and wastewater Personnel policy number 30

Approved 10th October, 2016

UNACCEPTABLE CONDUCT/CORRECTIVE ACTION

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the Department.

If you have any questions concerning any work rule, or any of the unacceptable activities listed, please see the General Manager for an explanation.

Under normal circumstances, the Department uses a disciplinary procedure that may include a verbal warning, a written warning, disciplinary suspension, and discharge. However, there may be cases where certain steps may be bypassed in favor of more serious discipline befitting the offense, including immediate dismissal from employment. This list is not intended to describe every possible offense but merely provides examples of conduct serious enough to warrant disciplinary action.

The following actions shall be considered cause for discipline:

- Poor attendance, leaving early, or tardiness. (see attendance policy)
- Absence from work without properly notifying your supervisor.
- Failure to report for work the first regular working day following the end of a leave of absence.
- Quitting work before scheduled or allowed time; or failure to begin work at scheduled time.
- Misrepresentations, falsifications or material omissions in any of the information contained in the employment application.
- Violation of the Department's safety policy.
- The repeated use of socially unacceptable language (language not permitted on television) at work.
- Intentional falsification of any Department record.
- Working for another employer or self-employment while on a leave of absence.
- Failure to satisfactorily perform job duties.
- Unauthorized use of Department property.
- Failure to work overtime as requested.
- Violation of the Department's policies or procedures.
- Failure to notify Department of driving licenses status change (revoked or suspended, etc.)

Lewisburg Water and wastewater Personnel policy number 30

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal.

- Engaging in criminal conduct.
- Horse play or fighting. Intimidating, restraining, coercing or endangering others.
- Altering or falsifying time card records.
- Inappropriate use Internet Systems. For example pornography.
- Engaging in grossly unsafe behavior, endangering the employee or others.
- The use of vulgar, profane, threatening or abusive language at the jobsite in front of a member of the public or employee.
- Yelling and screaming outbursts, or other unprofessional conduct, when at a public worksite.
- Insubordination; refusal to perform or carry out orders.
- Violation of the Department's Drug Free Workplace Policy.
- The obtainment of accident benefits, unemployment compensation, or workers' compensation benefits through fraud.
- Violation of the Department's harassment policy.
- Unauthorized use of Department vehicles.
- Damage, theft, or destruction of Department property.
- Failure to call or report to work for three (3) consecutive days.

Under state law, all employees remain employed "at will."

Approved this 19th day of October, 2016

Dee Marsh

Board Chairman

HARRIS

Board Secretary

[Signature]

Board member

Lewisburg Water and wastewater Personnel policy number 31

Option to wear Blue jeans instead of uniform pants

When uniforms are provided for employees to wear it is expected that the employee will wear the uniforms so the public can easily identify them as legitimate employees of the utility. A uniform makes the employee look professional. However, some employees have asked to "opt out" of the uniform pants that are provided. They feel that the fit is better and blue jeans are more comfortable.

Lewisburg Water and wastewater will allow employees to provide their own blue jeans and return the uniform pants to the uniform company.

1. No money will be paid to the employee, if he/she decides to forgo uniform pants.
2. The employee will be responsible for laundering and cleaning the blue jeans at home on their own time.
3. The employee can decide to go back to uniform pants on January 1, if that employee notifies us in writing at the office their intent to change back. (three week notice is needed)
4. Only professional looking blue jeans will be allowed. No badly faded jeans, no jeans with holes or tears, and no rhinestone bedazzled jeans will be allowed. Dirty and unwashed jeans will not be allowed. Excessive exposure, due to "hip-hugger" jeans will not be allowed. Low riding jeans will not be allowed on men or women.

Approved this 19th day of October, 2016

Bill Marsh

Board Chairman

HARRIS

Board Secretary

[Signature]

Board member

LEWISBURG WATER & WASTEWATER

PERSONNEL POLICY #32

Supersedes and replaces policy 15 (1/19/06) and policy 15 (7/1/90)

ANNUAL VACATION ALLOWANCE

- A. Vacation time is a "benefit" given to each full time employee for their service to the department.
- B. Vacation hours will begin to accrue on the first month of employment and monthly thereafter, but will not be usable until employee completes (6) months of employment.
- C. Each pay period earnings statement will indicate vacation hours available for employee to use.
- D. Vacation time will be earned on the following basis:
 - 1. Beginning of first year (1) employment – 1 week (40 hours)
 - 2. Beginning of second year (2) employment – 2 weeks (80 hours)
 - 3. Beginning of eighth year (8) employment – 3 weeks (120 hours)
 - 4. Beginning of fifteenth year (15) employment – 4 weeks (160 hours)

- E. At the end of each calendar year, employee's vacation carry-over hours must not exceed 100% of their annual accrual.

Excess hours over your yearly allotment cannot be carried over to the next year. Any hours over your current yearly allotment will be lost.

- F. If emergency conditions occur where an employee is required to work and the employee cannot use accrued hours over the 100% base; employee will be permitted to cash-out "Excess" hours on last pay period prior to December 31. For example, if an employee were required to work through a planned Christmas vacation, he/she would be allow to cash out vacation.

Emergency work hours must be properly documented and approved by the General Manager to confirm that the employee was not able to use up excess vacation.

Approved 17th November, 2016

Bue Marsh

Board Chairman

HARRIS

Board Secretary

[Signature]

Board Member



Personnel policy 33
Company computer and phone use policy

PURPOSE

Lewisburg Water and Wastewater (LWW) makes available to our workforce access to one or more forms of electronic media and services, including **computers, e-mail, telephones, cell phones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web** to better serve our customers and provide our employees with the best tools to do their jobs. LWW encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees should remember that electronic media and services provided by LWW are LWW property and their purpose is to facilitate and support department business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

PROHIBITED COMMUNICATIONS

The following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express LWW philosophy and set forth general principles when using electronic media and services. Individual Supervisors may place additional restrictions on computer use in their departments. Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Harassing;
2. Obscene, sexually explicit or pornographic;
3. Defamatory or threatening;
4. In violation of any license governing the use of software; or
5. Engaged in for any purpose that is illegal or contrary to LWW policy or business interests.

PERSONAL USE

The computers, electronic media and services provided by LWW are primarily for business use to assist employees in the performance of their jobs. Some computers are specialized and are not intended for non-business use. These computers are clearly marked "**NOT FOR PERSONAL USE**". Limited, occasional, or incidental use of electronic media and unspecialized computers for personal, nonbusiness purposes, particularly during lunch time or breaks, is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.



A. The Department has the right, but not the duty, to monitor electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media. The following conditions should be noted: LWW does routinely gather logs for most electronic activities and can monitor employee computer use, telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.
5. Other training purposes

B. LWW reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other department policies.

C. Employees should not assume electronic communications are completely private. All employee correspondence in the form of electronic mail may be considered a public record and may be subject to public inspection under the Tennessee Public Records Law

SOFTWARE



To prevent computer viruses from being transmitted through the department's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Including, but not limited to instant message and remote control programs. Only software registered or approved through LWW may be downloaded. Employees should contact the system administrator if they have any questions.

SECURITY/APPROPRIATE USE

A. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by department management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.



ENCRYPTION

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential department information. A supervisor must have a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

PARTICIPATION IN ONLINE FORUMS

A. Employees should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to LWW.

B. LWW recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

CELL PHONE CHARGES

Employees with cell phones may be charged for each minute that is used beyond the standard allotment.

VIOLATIONS

Any employee who abuses the privilege of their access to e-mail, cell phones, or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

EMPLOYEE AGREEMENT ON USE OF CELL PHONES, E-MAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of LWW's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the cell phone, e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of Lewisburg Water and Wastewater to our customers, and suppliers and that I have responsibility to maintain a positive representation of the Department. Furthermore, I understand that this policy can be amended at any time.

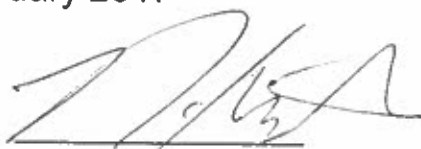
Dated: _____. [Signature of employee] _____

[Printed name of employee] _____

Adopted this 16th day of February 2017



Board Chairman



Board Member



Board Member

This policy supersedes all policies on this subject dated prior to this one.

Lewisburg Water and Wastewater personnel policy # 34

EQUAL OPPORTUNITY EMPLOYMENT

(This policy replaces the unnumbered policy from the 1970's.)

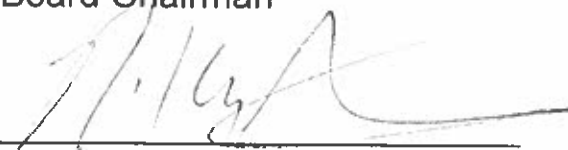
EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Lewisburg Water and Wastewater that all persons are entitled to equal employment opportunity regardless of race, color, religion, sex, national origin, age, disability, or any other lawfully protected classification. In complying with the provisions of all applicable state and federal civil rights laws, every effort will be made to employ the most qualified individuals without regard to the above factors. Additionally, Lewisburg Water and Wastewater will provide promotional and advancement opportunities in accordance with this policy.

Employees are prohibited from engaging in unlawful discriminatory practices or harassment involving co-workers or visitors. If you have knowledge of any discriminatory practice or unlawful harassment, you should promptly report the incident in writing to the General Manager, who will investigate the matter and take appropriate action. Employees who make such reports in good faith will not suffer retaliation.

Adopted this 15th day of February, 2018


Board Chairman


Board Member


Secretary

UNLAWFUL HARASSMENT

(This policy supersedes & replaces Sexual harassment policy 24 signed 6/20/1996)

SUBJECT: *Harassment in the Workplace*

POLICY: *The employees of Lewisburg Water and Wastewater are entitled to a work place free from harassment. The purpose of this policy is to protect employees against any form of harassment including bullying, sexual harassment, and harassment based on race, gender, national origin, religion, sexual orientation, color, or disability. This policy will ensure that employees have the opportunity to bring alleged acts of harassment to management for investigation and resolution.*

Prohibited Conduct:

1. **Harassment** based on national origin, race, color, religion, gender, age, or disability is a violation of the Civil Rights Acts, when the harassment creates a hostile environment which goes beyond casual, infrequent, or isolated instances. This would include but not limited to:
 - a. Racial or ethnic slurs;
 - b. Posting or distribution of derogatory bulletins, pictures, cartoons, etc.;
 - c. Offensive humor, including racial and ethnic jokes;
 - d. Derogatory comments or remarks concerning employee's age, national origin, religion, gender, race, color, or disability.
2. **Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This would include, but not limited to:
 - a. "kidding" or "teasing";
 - b. Sexually-oriented or gender-oriented jokes or other offensive humor;
 - c. Pressure, however subtle, for sexual activity.
 - d. Physical contact, such as patting, touching, brushing against another's body in an inappropriate manner, etc.
 - e. Comments or gestures of a sexual nature.

Or when:

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions (such as those concerning raises, promotions, training opportunities, and termination) affecting such individual; or
- c. The conduct has the purpose or effect of substantially interfering with an individual's work performance or environment

UNLAWFUL HARASSMENT

(This policy supersedes & replaces Sexual harassment policy 24 signed 6/20/1996)

3. *In accordance with the Civil Rights Acts of 1964 and 1991, as amended, sexual harassment is a violation of Title VII of these acts.*
4. *Bullying is defined as a series of persistent, hostile interpersonal interactions that cause substantial distress to another person. It may take the form of deliberate, hurtful repeated behaviors or offenses over a period of time.*
5. *Sexual harassment, bullying, or harassment based on national origin, race, religion, gender, color, age, or disability is strictly prohibited. Employees must be aware that comments, gestures, etc., while not intended to be offensive, may be interpreted as such by others, and act accordingly.*

Incidents of harassment prohibited by this policy, if proven, will result in prompt, corrective action, including discipline up to and including termination, if warranted.

Any employee who feels that he or she has been the victim of such harassment shall do the following:

- a. *Be knowledgeable as to what constitutes harassment.*
 - b. *Inform offender that their actions are not welcome.*
 - c. *Collect any physical evidence. (Letters, notes, etc.).*
 - d. *Notify their immediate Supervisor or a member of management and complete the Harassment Complaint Form.*
6. *Management will promptly, thoroughly, and discreetly investigate (per the Harassment Procedure outlined for Management) the complaint. To the extent possible, the employee's confidentiality and that of any witnesses and alleged harasser, will be protected against unnecessary disclosure.*
 7. *If the investigation reveals that the employee has been harassed, the General Manager will take disciplinary action against the offender(s).*

The Supervisor may make recommendations to the General Manager and the General Manager may consult with the LWW Legal Counsel. The absolute and final authority as to the appropriate disciplinary actions rests with the General Manager. There is no appeal.

8. *If the investigation reveals that the complaint/allegations are unsubstantiated or false, disciplinary action may be taken against the accuser.*

UNLAWFUL HARASSMENT

(This policy supersedes & replaces Sexual harassment policy 24 signed 6/20/1996)

Harassment in the Workplace

Procedure

Responsibility of all Management personnel

1. *Know and understand the Harassment Policy.*
2. *It is the responsibility of the management to be aware of harassment in the work place and investigate any complaint.*
3. *If an employee brings a harassment complaint to your attention you will follow the procedure below.*

Procedure for Management:

1. *Listen*
2. *Make no judgement*
3. *Assure employee that all information will be kept as confidential as possible*
4. *Collect any physical evidence*
 - a. *No retaliation*
 - b. *False accusations will result in disciplinary action against the accuser*
 - c. *It will be investigated*
5. *Take complete and concise notes*
6. *Assure the employee that an immediate investigation will be conducted (Within 10 calendar days)*
7. *Visit with the accused*
 - a. *Inform them that a complaint has been filed*
 - b. *Let them tell you their side of the incident in question*
 - c. *Assure them that immediate action will be taken with the determination of notification of punishment*
8. *Interview any witnesses*
9. *Check personnel files*
 - a. *Have there been prior allegations by the complainant*
 - b. *Have there been previous allegations toward the harasser*
10. *Based on the investigative process*
 - a. *Report all findings to the General Manager who will determine guilt or innocence and appropriate disciplinary action.*
 - b. *Document ALL reports, the investigation process, the determination of guilt or innocence, and the disciplinary actions taken.*



Lewisburg Water and Wastewater personnel policy # 35 (3/15/18) page 4

UNLAWFUL HARASSMENT

(This policy supersedes & replaces Sexual harassment policy 24 signed 6/20/1996)

HARASSMENT COMPLAINT FORM

Name of Complainant _____ Date _____

Job Title _____ Department _____

Name of Immediate Supervisor _____

Statement of Complaint

Be specific. Please read the harassment policies before completing this section.

Date of Incident _____

Name(s) of Person(s) Accused of Wrongdoing _____

Name(s) of Witness(es) _____



Description of Incident. (Describe actions of all persons involved, including yourself)

Has any adverse employment action been taken against you in regards to this incident? _____

Have you reported this incident previously? Yes/No (circle one)

If yes, when and to whom? _____

Recommendation or Request _____

Employee's signature _____ Date _____ Time _____

Complaint submitted to (check one)

____ Supervisor – Department _____

____ Management

____ General Manager

Signature of Management (receiving this complaint) _____



Date and time received _____

UNLAWFUL HARASSMENT

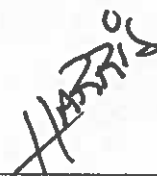
(This policy supersedes & replaces Sexual harassment
policy 24 signed 6/20/1996)

APPROVAL

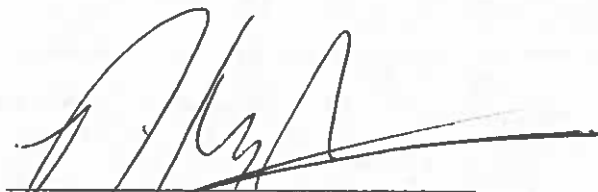
Adopted this 15th day of March, 2018



Board Chairman



Secretary



Board Member

PERSONNEL POLICY #36

Inclement weather Policy

Lewisburg Water and Wastewater recognizes the fact that inclement weather and other emergencies can affect the department's ability to open for business and the employee's ability to get to work. The safety of our employees is paramount in any emergency situation.

When an emergency such as these examples occurs, the LWW office may be closed:

- Significant ice or snow event.
- No electricity.
- No heat available in winter.
- Flooding affecting transportation.

During inclement weather situations, LWW will make every effort to maintain normal hours to provide service to customers. Partial or full-day closings of the LWW office may be authorized by the General Manager as a result of inclement weather causing hazardous road conditions and other emergency circumstances. The supervisor shall decide which employees should report to (or remain at) work even when the office closing is announced. If the supervisor informs an employee that there is work for that employee to do, it is expected for him/her to report to work. This will be evaluated on a case-by-case basis, with each supervisor determining if an employee is needed at work.

Adopted this 16th day of October 2018

W. B. Marsh

Board Chairman

J. Harris

Secretary

[Signature]

Board Member

This policy supersedes all policies on this subject dated prior to this one.



PERSONNEL POLICY #37

Medical Insurance with Medicare

When an Employee, and a spouse that is on Lewisburg Water's insurance, both attain the age of 65 (or are older than 65), they will enroll in Medicare Insurance. LWW will pay 100% of the charges for Medicare and 100% of the Medicare supplement charges as well as 100% of the Medicare part D prescription drug plan while the employee remains a full-time employee. For the spouse of the employee; LWW will pay 50% of the charges for Medicare and 50% of the Medicare supplement charges as well as 50% of the Medicare part D prescription drug plan while the employee remains a full-time employee.

The employee and spouse will remain in the dental and vision plans.

When the employee retires, all Medicare charges, supplement charges, and Medicare part D prescription drug plan charges will be paid by the employee, and they will go off of all insurance and benefits.

Adopted this 15th day of December 2020

A handwritten signature in cursive script, appearing to read "Bill March".

Board Chairman

A handwritten signature in cursive script, appearing to read "J. Harris".

Secretary

A handwritten signature in cursive script, appearing to read "Ray H. Long".

Board Member

This policy supersedes all policies on this subject dated prior to this one.



LEWISBURG WATER & WASTEWATER
PERSONNEL POLICY #38 (Pg. 1 of 2)

ON-CALL COMPENSATION

On-Call Bonus

Employees assigned to the on-call rotation will receive a Bonus of \$200.00 per week.

Overtime Compensation

Employees will be compensated for at the applicable overtime rate for after-hours work performed.

On-Site Service Calls

When an employee is required to leave home and respond to an after-hours service call, the employee will receive a minimum of one (1) hour of overtime pay. If actual on-site work exceeds one hour, the employee will be paid for actual on-site time worked.

Multiple Calls During the Same Dispatch

If additional service calls are received while an employee is already away from home responding to a call, no additional one-hour minimum will apply. The employee will continue recording actual time worked until the employee is finished at the dispatch site.

Returning Home

Once an employee returns home, the dispatch is considered complete. If the employee is called out again and must leave home a second time, a new one-hour minimum shall apply.

Travel Time

Drive time to and from service calls is not considered "working time" and shall not be paid. Only actual on-site work time will be compensated. The one-hour minimum is intended to compensate employees for the inconvenience of being mobilized after normal working hours.



LEWISBURG WATER & WASTEWATER
PERSONNEL POLICY #38 On-Call (Pg. 2 of 2)

Company Vehicle

Employees assigned to on-call duty may take a company vehicle home during their assigned week. Employees are responsible for the proper care, security, and operation of the vehicle and all assigned tools, equipment, and materials.

Examples

- Employee leaves home, drives to a site, performs a 15-minute repair, and returns home. Employee receives one hour of overtime pay.
- Employee leaves home, drives one hour to a site, performs a 20-minute repair, and returns home. Employee receives one hour of overtime pay. Drive time is not compensated.
- Employee leaves home, performs a 30-minute repair, then receives a second call while still in the field that requires 15 additional minutes of work. Employee receives one hour and 15 minutes of overtime pay. Employee remains on the same dispatch and does not receive another one-hour minimum.
- Employee leaves home, completes a call, returns home, and is later called out again. The second dispatch qualifies for a new one-hour minimum.

On-Call Logs

All on-call logs must be completed accurately and completely. Failure to provide complete dates, times, and service locations may result in denial of payment.

Adopted this 24th day of August 2026.

Handwritten signature of Linda Thomas in blue ink.

Board Chair

Handwritten signature of John J. Weiss in blue ink.

Secretary

Handwritten signature of Paul T. [unclear] in blue ink.

Board Member

Supersedes all previous versions as of 8/24/2026



PERSONNEL POLICY #39

Board member pay

Board members will be paid \$250 per board meeting, to be paid only if they attend the board meeting.

Other meetings such as budget, personnel issues, or any emergency meetings, will be held without additional pay.

This policy will go into effect on January 1st, 2024.

Adopted this 18th day of July 2023.

A handwritten signature in cursive script, reading "Sue March".

Board Chairman

A handwritten signature in cursive script, reading "HARRIE".

Board Member

A handwritten signature in cursive script, which appears to read "[unclear]".

Board Member

This policy supersedes all policies on this subject dated prior to this one.

SMOKING AND VAPING POLICY

Lewisburg Water and Wastewater outlines our rules and policy regarding smoking and vaping in the workplace. This policy aims to protect non-smokers without unreasonably depriving smokers of their right to smoke or vape, creating a safe and healthy work environment. State law prohibits smoking in all Local, State and Federal buildings. (Tennessee's Non-Smoker Protection Act, T.C.A. § 39-17-1801 *et seq.*)

Forbidden products include but are not limited to cigarettes, cigar, pipe tobacco, or vape devices. This also includes electronic smoking devices, and any component or accessory used in the consumption of a tobacco product, or electronic smoking devices, whether they contain nicotine or not. This does not include drugs, devices or combination products authorized for sale by the U.S Food and Drug Administration, also known as "Nicotine Replacement Therapies."

Employees who smoke or vape must abide by the following:

- Protect non-smokers from second-hand smoke.
- Safely keep cigarettes away from all flammable items like gas tanks and engines with gas in them.
- Avoid setting off alarms or smoke detectors.
- Preserve and image of a clean working environment.
- Avoid fires from discarding smoking material.

This policy applies to Smoking or vaping.

NO smoking or vaping IN ANY INDOOR AREA. Nor is it allowed in a company vehicle Even if the smoker is ALONE.

This refers to:

- Working areas
- Offices
- Hallways
- Staircases
- Restrooms
- Warehouses
- Company vehicles
- Kitchen and Break rooms

We will establish designated outdoor areas that are properly secluded.

Smoking or vaping is only allowed in the designated smoking areas.

Smoking or vaping is prohibited indoors at any time, not just during working hours. If an employee stays late after normal working hours, they are still obligated to follow this policy. Smoking and electronic vaping is prohibited within two hundred and fifty feet (250 ft) of the Methanol system at the Waste Treatment facility.

Employers have the legal right to eliminate smoking or vaping in the workplace to protect the health of all employees.

SMOKING AND VAPING POLICY continued

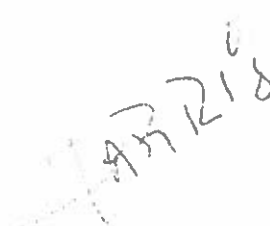
Smoking is permitted during normal breaks:

- In designated smoking areas only.
- Extinguish and discard cigarettes, cigars, pipes, etc., only in appropriate containers.
- Avoid smoking near flammable objects and areas.

Actions to be taken will be:

- Places where smoking is not allowed will be clearly marked. "**No Smoking**" or no smoking symbols.
- Signs will be placed in areas where smoking is allowed.
- Classes for smoking cessation will be offered to employees wishing to participate.
- Employees are expected to respect this policy and their colleagues. Disciplinary action will be taken towards employees who disregard this policy.
 - Frequent violation or causing severe problems (fires) may face consequences up to and including termination.
 - Infrequent violation or violations that do not cause major violation will face reprimands
- The Water Department General Manager will be responsible for taking appropriate action after an investigation of the incident. Any employee who has complaints regarding this policy can contact the General Manager.


Chairman


Secretary


Board Member

Personnel Policy # 41

LICENSE ATTAINMENT PAY RAISE

This policy establishes guidelines for pay adjustments granted to employees of Lewisburg Water and Wastewater upon obtaining specific professional licenses and certifications.

Lewisburg Water and Wastewater values employee development and recognizes the importance of licenses and certifications. To encourage skill advancement, the following pay adjustments will be awarded:

\$1.00 per hour increase will be granted to employees who obtain and maintain the following licenses:

- Commercial Driver's License (CDL)
- Distribution License
- Collection License

\$0.50 per hour increase will be granted to employees who obtain and maintain a Cross-Connection certification.

Employees must submit official documentation verifying the obtained license or certification. Pay increases will be effective starting the first full pay period after submission and verification. Licenses and certifications must remain valid and up to date for continued eligibility. Any changes or revocations to the license/certification must be reported immediately to management.

Adopted this 17th day of June 2025.



Board Chairman



Board Member



Board Member

**Lewisburg Water and Wastewater
Personnel Policy #42**

COMMERCIAL DRIVERS LICENSE

This policy outlines the expectations and requirements for new employees who are required to obtain a Commercial Driver's License (CDL) as part of their job responsibilities. New hires must obtain their CDL within one (1) year from the date of employment.

CDL Permit Requirements

- Employees will be given three (3) opportunities to pass the required written exams and obtain a CDL Permit.
- To receive a CDL Permit, employees must pass the following written tests:
 - General Knowledge Test
 - Air Brakes Test
 - Combination Vehicles Test
 - Tanker (optional)

CDL License Requirements

- After obtaining the CDL Permit, employees will have three (3) opportunities to obtain their full CDL license.
- Employees must complete Entry-Level Driver Training (ELDT) from an FMCSA-approved training provider.
- Upon completion of ELDT, employees must pass the CDL Skills Test, which includes:
 - Pre-trip inspection
 - Basic vehicle control
 - On-road driving

Compliance

Failure to meet the above requirements within the specified timeframes may result in disciplinary action, up to and including termination of employment.

Post-CDL Employment Commitment

- Upon successfully obtaining a CDL, employees are required to complete one (1) full year of employment from the date the CDL is issued.
- If an employee voluntarily resigns or is terminated for cause before completing one year, the company reserves the right to deduct the cost of CDL testing and related expenses from the employee's final paycheck, as permitted by state and federal labor laws.

Adopted this 8th day of July 2025.



Board Chairman



Secretary



Board Member



LEWISBURG WATER AND WASTEWATER
PERSONNEL POLICY #43

CUSTOMER CONFIDENTIALITY AND PRIVACY

The Department recognizes the importance of protecting customer information and maintaining the trust placed in Lewisburg Water and Wastewater by its customers. From time to time our employees have sensitive information such as someone's water has been shut off for non-payment of the bill. This information must be kept secret even if you know the customers' parents or friends. If this is fed out to the community as gossip it will be tracked back to you and you will face disciplinary action. This also applies to co-workers' information and gossip in general.

Employees have the responsibility to:

Maintain Confidentiality: Customer information obtained through employment shall be treated as confidential and shall not be discussed, disclosed, or shared except as necessary to perform assigned job duties.

Use Information Appropriately: Access customer information only when required to fulfill job responsibilities and only for legitimate Department business.

Protect Records and Data: Take reasonable precautions to secure paper records, electronic files, and other forms of customer information from unauthorized access.

Report Violations: Immediately report any unauthorized disclosure, loss, theft, or misuse of customer information to a supervisor.

Follow Established Procedures: Adhere to all policies and procedures relating to privacy, confidentiality, and records management.

Violation of this policy may result in disciplinary action up to and including termination of employment.

Adopted this 24th day of August 2026.

Handwritten signature of Linda Thomas in blue ink.

Board Chair

Handwritten signature of the Secretary in blue ink.

Secretary

Handwritten signature of Paul Taylor in blue ink.

Board Member