



Board of Directors Meeting

May 23, 2023

2:00pm

BOARD OF DIRECTORS

Regular Meeting of the Board of Directors of the Rivanna Solid Waste Authority

DATE: May 23, 2023

LOCATION: Conference Room, Administration Building
695 Moores Creek Lane, Charlottesville, VA

TIME: 2:00 p.m.

AGENDA

1. CALL TO ORDER

2. AGENDA APPROVAL

3. MINUTES OF PREVIOUS BOARD MEETING ON MARCH 28, 2023

4. RECOGNITION

5. EXECUTIVE DIRECTOR'S REPORT

6. ITEMS FROM THE PUBLIC

Matters Not Listed for Public Hearing on the Agenda

7. RESPONSES TO PUBLIC COMMENTS

8. CONSENT AGENDA

a. Staff Report on Finance

b. Staff Report on Ivy Material Utilization Center/Recycling Operations Update

c. Approval of Fiscal Year 2023-2024 Pay Scale Adjustment, Restructuring and Regrading

d. Approval of Engineering Services –Baling Facility, Ivy MUC – TRC Companies

e. Approval of Engineering Services for FY 2024 Environmental Monitoring at the Ivy MUC- TRC Companies

f. Approval of Contract for Municipal Solid Waste Transportation and Disposal, Ivy MUC - BFI

g. Approval of Contract for FY 2024 Vegetative Waste Grinding - Royal Oak Farm, LLC

- h. Approval of Fiscal Year 2023-2024 Personnel Management Plan Update*

9. OTHER BUSINESS

- a. Presentation, Public Hearing, and Vote to Consider Approval of the Resolution to Adopt the FY 2023-2024 Rate Schedule, and Approval of the FY 2023 – 2024 Budget
Bill Mawyer, Executive Director*
- b. Presentation: Review of Special Collection Events
Phil McKalips, Solid Waste Division Director*

(Motion and vote to Recess the RSWA Board Meeting)

(Motion and vote to Reconvene the RSWA in a Joint Session with the RWSA)

- c. Presentation: Asset Management Program Update
Katie McIlwee, Asset Management Coordinator*
- d. Presentation: Leadership Development Program
Betsy Nemeth, Human Resources Manager*
- e. Presentation: Administration Building Renovation and Addition
Santino Granato, P.E., Senior Civil Engineer
Steve Davis, AIA, LEED Fellow – Principal, Thrive Architecture*

10. OTHER ITEMS FROM BOARD/STAFF NOT ON THE AGENDA

11. CLOSED MEETING

12. ADJOURNMENT

GUIDELINES FOR PUBLIC COMMENT AT RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please raise your hand or stand when the Chairman asks for public comments.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for “Items From The Public, Matters Not Listed for Public Hearing on the Agenda.” Each person will be allowed to speak for up to three minutes. When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group will be allowed to speak for up to five minutes.

During public hearings, the Board will attempt to hear all members of the public who wish to speak on a subject, but it must be recognized that on rare occasion comments may have to be limited because of time constraints. If a previous speaker has articulated your position, it is recommended that you not fully repeat the comments and instead advise the Board of your agreement. The time allocated for speakers at public hearings are the same as for regular Board meetings, although the Board can allow exceptions at its discretion.

Speakers should keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. For that reason, speakers are requested to speak from the podium and wait to be recognized by the Chairman. In order to give all speakers proper respect and courtesy, the Board requests that speakers follow the following guidelines:

- Wait at your seat until recognized by the Chairman.
- Come forward and state your full name and address and your organizational affiliation if speaking for a group;
- Address your comments to the Board as a whole;
- State your position clearly and succinctly and give facts and data to support your position;
- Summarize your key points and provide the Board with a written statement, or supporting rationale, when possible;
- If you represent a group, you may ask others at the meeting to be recognized by raising their hand or standing;
- Be respectful and civil in all interactions at Board meetings;
- The Board may ask speakers questions or seek clarification, but recognize that Board meetings are not a forum for public debate; Board Members will not recognize comments made from the audience and ask that members of the audience not interrupt the comments of speakers and remain silent while others are speaking so that other members in the audience can hear the speaker;
- The Board will have the opportunity to address public comments after the public comment session has been closed;
- At the request of the Chairman, the Executive Director may address public comments after the session has been closed as well; and
- As appropriate, staff will research questions by the public and respond through a report back to the Board at the next regular meeting of the full Board. It is suggested that citizens who have questions for the Board or staff submit those questions in advance of the meeting to permit the opportunity for some research before the meeting.

The agendas of Board meetings, and supporting materials, are available from the RWSA/RSWA Administration office upon request or can be viewed on the Rivanna website.

Rev. September 7, 2022



RSWA BOARD OF DIRECTORS
Minutes of Regular Meeting
March 28, 2023

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, March 28, 2023, at 2:00 p.m. via Zoom.

Board Members Present: Mike Gaffney, Michael Rogers, Jeff Richardson, Brian Pinkston, Jim Andrews, Stacey Smalls, Lance Stewart.

Board Members Absent: None.

Rivanna Staff Present: Bill Mawyer, Phil McKalips, Lonnie Wood, Jennifer Whitaker, Deborah Anama, Jacob Woodson, Jeff Southworth, Betsy Nemeth.

Attorney(s) Present: Carrie Stanton.

1. CALL TO ORDER

Mr. Gaffney convened the March 28, 2023 regular meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:00 p.m.

Mr. Gaffney read the following statement aloud:

"This is Mike Gaffney, Chair of the Rivanna Solid Waste Authority. I would like to call the March 28, 2023 meeting of the Board of Directors to order.

"This virtual meeting today is being held pursuant to and in compliance with Virginia Code § 2.2-3708.3.

"The opportunities for the public to access and participate in the electronic meeting were posted on the Rivanna Authority's website. Participation will include the opportunity to comment on those matters not listed for public hearing on the agenda.

"All Board members are participating electronically. All Board members will identify themselves and state their physical location via electronic means during the roll call which we will hold next."

Mr. Gaffney called the roll.

Mr. Andrews stated he was located at his home, Spoon Hill Farm, Samuel Miller district.

Mr. Pinkston stated he was located at his office, 575 Alderman Road, Charlottesville.

Mr. Richardson stated he was located at the County Office Building, 401 McIntire Road, Charlottesville.

Mr. Rogers stated he was located at City Hall, 605 East Main Street, Charlottesville.

Mr. Smalls stated he was located at the Public Works Administrative Building, 305 Fourth Street NW, Charlottesville.

Mr. Stewart stated he was located at the County Office Building, 401 McIntire Road, Charlottesville.

Mr. Gaffney stated he was located at 3180 Dundee Road, Earlysville.

2. AGENDA APPROVAL

There were no comments on or questions for the agenda.

Mr. Pinkston moved that the Board approve the agenda. The motion was seconded by Mr. Andrews and passed unanimously (7-0).

3. MINUTES OF PREVIOUS BOARD MEETING

a. Minutes of the Regular Meeting of the Board on January 24, 2023

There were no comments on or questions regarding the minutes for the meeting held on January 24, 2023.

Mr. Rogers moved that the Board approve the minutes from the January 24, 2023 Board meeting. The motion was seconded by Mr. Richardson and passed unanimously (7-0).

4. RECOGNITION

There were no recognitions.

5. EXECUTIVE DIRECTOR'S REPORT

Mr. Mawyer reported that former supervisor Ken Boyd recently passed away. He noted that Mr. Boyd had served on the RSWA Board for six years.

He stated that students from the Murray Elementary School Environmental Club visited the Ivy MUC to see the recycling convenience center. He stated that Mr. McKalips provided a tour for the students. He stated that groups were welcome to visit all of the facilities.

Mr. Mawyer stated that a new scale was installed on the outbound lane at the Ivy MUC. He stated that the old scale was over 20 years old and had reached the end of its service life. He stated that they shut the scale down on a Friday and Saturday, and the new one was operational on Monday. He stated that construction of the Southern Albemarle Convenience Center construction continued, and it was projected to open at the end of May.

Mr. Mawyer stated that the spring 2023 e-waste collection event would be held on April 15. He stated that 440 people made reservations to attend the event. He stated that the residential household hazardous waste event would be held on April 21 and 22, and the bulky waste amnesty days would be held on April 29, May 6, and May 13. He stated that there was an excess of mulch at the Ivy MUC, and they were giving it away to prevent mulch fires.

Mr. Pinkston noted that there was an incident with a vehicle and asked whether it had been fully resolved.

Mr. Mawyer stated it had been partially resolved. He stated that the truck was towed to a mechanic. He stated that the mechanic found several of the brakes were not working properly, and they attributed the accident to the brakes. He stated that the truck had been inspected 1,500 miles prior to the accident, and no identification of brake failure was noted on the inspection. He stated that the driver of the truck was not hurt, and the person who ran into the truck at the intersection of Dick Woods Road and the I-64 exit was taken in for emergency services. He stated that to the best of their knowledge, the other driver was doing okay.

Mr. Pinkston asked if there would be a follow-up from the inspector.

Mr. Mawyer stated that they turned the matter over to the insurance company, and the driver had received corrective action training.

Mr. Pinkston asked what sort of repairs would be involved.

Mr. Mawyer stated that the Authority's truck was hit from the side, and he had not received an estimate of the damage. He stated that the other vehicle was significantly damaged and may be totaled.

Mr. Pinkston asked if the other vehicles were being inspected.

Mr. Mawyer stated that they were checking with the manufacturers on the recommended maintenance schedules for the brakes.

6. ITEMS FROM THE PUBLIC

For matters not listed on the agenda for public hearing

Mr. Gaffney opened Items from the Public. He asked any speakers to identify themselves for the public record and noted. He asked Mr. Woodson if there was anyone from the public who wished to speak.

Mr. Woodson stated there was one speaker.

Mr. Brent Pannell, 1317 Carlton Avenue, Charlottesville, stated that he was interested in expanding the reach of private citizens to a multitude of government and private lands. He requested that an auxiliary meeting be scheduled to propose a set of guidelines and limitations to open the Authority at 4576 Dick Woods Road to some facet of public hunting. He stated that they should develop guidelines to allow state taxpayers access to the land.

Mr. Gaffney closed Items from the Public.

7. RESPONSES TO PUBLIC COMMENT

Mr. Mawyer stated that they would be glad to further discuss hunting with Mr. Pannell. He stated that the RWSA had a large property at Buck Mountain, but no one had been authorized to hunt on those properties. He stated that the topic had been discussed from time to time. He stated that they did not want people hunting where staff and public may be. He noted that the Ivy MUC was more congested than Buck Mountain. He stated that a meeting was scheduled with the attorney later in the week to discuss hunting. He stated that the Board's comments on the topic were welcome.

Mr. Gaffney recommended that Mr. Mawyer discuss the idea with the attorney to determine possibilities. He asked whether hunting was allowed in Virginia on Sundays.

Mr. Mawyer responded that hunting was allowed on Sunday in Virginia.

Mr. Pinkston stated that it was not wise to allow hunting on the Authority's land.

Mr. Gaffney noted the insurance companies may prevent hunting.

Mr. Stewart stated that the City and County adopted local ordinance to allow the Authority to erect signs on the properties specifically forbidding the carrying of firearms except for active-duty police officer acting in the performance of their duties. He stated that a firearm could be in the car, but not carried. He stated that he was unsure if the Authority adopted the policy.

Mr. Mawyer stated that they adopted the policy. He stated that there was a general administrative procedure which prohibited any firearms from being in Rivanna buildings. He stated that signs had been posted at all of the buildings. He stated that employees were prohibited from having a firearm or ammunition on Rivanna property other than locked inside a private vehicle.

8. CONSENT AGENDA

a. Staff Report on Finance

b. Staff Report on Ivy Material Utilization Center/Recycling Operations Update

c. Award of Term Contract for Geotechnical, Materials Testing, and Professional Engineering Services – Schnabel Engineering, LLC

Mr. Rogers moved that the Board approve the Consent Agenda as presented. The motion was seconded by Mr. Pinkston and passed unanimously (7-0).

9. OTHER BUSINESS

a. Presentation and Approval: Introduction of FY 2023-2024 Budget and Approval of the Resolution to Adopt the Preliminary Rate Schedule

Mr. Mawyer stated that the FY 2023-2024 budget totaled \$7.9M, about \$1M greater than the FY 23 budget, or a 16% increase. He stated that the revenues were expected to increase to \$4.3M, an \$835K increase, or about 24%. He stated that the net budget was a \$3.5M deficit, a \$262K increase, or 7.9%.

Mr. Mawyer stated that the County allocation was about \$2.9M, a \$176K increase, or 6.5%. He stated that the City allocation was \$594K, an \$85K increase, or 16.8%. He stated that the UVA allocation was about \$79K.

Mr. Mawyer stated that the Authority's budget was growing. He stated that they planned to complete the Southern Albemarle Convenience Center by the end of the fiscal year. He stated that they had managed the clean fill program which generated about \$875K in additional revenue. He stated that they sponsored the household hazardous waste, e-waste, and bulky waste programs. He stated that they had reduced staff turnover from 40% in FY 22 to about 8% currently. He stated that over the past three years, they had reduced the reportable safety incidents by 82%.

Mr. Mawyer stated that the Southern Albemarle Convenience Center would be operated for a full year in FY24, and funding for staff was included. He stated that the design of the new baling facility was expected to be completed, and the new baler would be relocated to the Ivy MUC. He stated they expected Dominion Power to install solar panels on 16 acres of the closed landfill. He stated that they continued to produce mulch, and they were considering a proposal to make the free mulch at the landfill a permanent feature.

Mr. Mawyer stated that the largest component of the budget was the transfer station at 49%. He stated that the environmental program accounted for 16% of the budget, operations for 14%, recycling for 12%, and the convenience centers for 9%. He stated that Ivy MUC operations included accepting vegetation, furniture, tires, appliances, and the clean fill program. He stated that the clean fill program was the only program operated by the Authority with a positive net-income of about \$226K. He stated that the County was the sole supporter of the operations cost, so the revenue was credited toward its allocation.

Mr. Mawyer stated that the RWSA supported the RSWA through leadership, finance, technology, and human resource positions. He stated that the positions were funded through an allocation to the joint administrative group. He stated that the environmental program was associated with the closed landfill cells. He stated that they were in a post-closure program where they monitored the groundwater and the gas remediation. He noted that they hosted e-waste, household hazardous waste, and paint disposal programs from the environmental program. He stated that estimated revenue was \$0, and estimated expenses were \$1.2M.

Mr. Mawyer stated that the UVA allocation was \$79,982, a fixed cost. He stated that the City and County agreed to allocate the remaining costs at 64.5% to the County and 35.5% to the City. He stated that the 2005 MOU established that the program would support 30% of the administrative expenses. He stated that the Ivy MUC transfer operation took in refuse and construction debris and had it transported to a landfill in Henrico County. He stated that they anticipated about \$2.5M in revenues and \$3.8M in expenses. He stated that the transfer operation was 100% supported by the County. He stated that they did not expect a large increase in the transfer tonnage next year.

Mr. Mawyer stated that the convenience centers generated \$60K in revenue and about \$730K in expenses. He stated that the County supported 100% of the operations of the convenience centers. He stated that recycling was available at the McIntire Recycling Center and the Paper Sort Facility. He stated that they anticipated \$285K in revenues and over \$900K in expenses. He stated that the costs were shared by agreement between the County, 70%, and the City, 30%.

Mr. Mawyer stated that changes to the tipping fees were proposed. He stated that they had presented the proposed charges to the Board of Supervisors, and the Board approved the changes. He stated that they were required to consult with the Board of Supervisors regarding any proposed fee changes at the Ivy MUC. He stated that they proposed vegetation and yard waste debris costs increase by \$2, from \$48 to \$50.

Mr. Mawyer stated that they planned to remove per-appliance charges and shift to a weight-based charge. He stated that they proposed an increase of \$2 to the domestic waste charge and the construction debris charges, from \$52 to \$54. He stated that they proposed to eliminate the charge for mulch and make it free when available. He stated that they recommended removing the non-freon appliance charge.

Mr. Mawyer stated that the proposed rate changes would increase the total revenue by about \$90K. He stated that the changes were proposed to keep up with market rates and perform practical adjustments. He stated that the MSW/CDD rate had not been changed since January 2019 when it was reduced from \$66 to \$52. He stated that in 2018, they received about 40 tons per day, and now they received 140 tons per day.

Mr. Mawyer stated that workforce compensation had been evaluated where they considered the turnover rate. He stated that the strategic plan goal was a turnover rate of 10% or less. He stated that from FY 18 to FY 22, the RSWA averaged 19% in turnover, and in FY 22, the turnover was 40%. He stated that in FY 23, the turnover rate had been reduced to 8%. He stated that they attributed the reduction to a 10% cost of living and merit salary increase in 2023.

Mr. Mawyer stated that the Consumer Price Index indicated inflation increased by 6.9% since the last cost of living increase in February 2022. He stated that a cost of living and merit increase was proposed for July 2023. He stated that they had a network to coordinate with other utility services. He stated that the group had proposed merit and cost of living increases ranging from 4% to 10%, with an average of 7.4% for July. He stated that social security provided an 8.7% cost of living increase for retirees.

Mr. Mawyer stated that they proposed a 6% cost of living increase and 2% merit pool to be effective July 1. He noted the cost was about \$110K. He stated that the total workforce cost increase was about \$360K. He noted that there were potential increases to health and life insurance premiums and workers compensation. He stated that two additional operator attendant positions were proposed for the Ivy MUC. He stated that there were operations and maintenance cost increases. He stated that the cost to transport the refuse to Henrico had increased. He stated that they had more support for the RSWA from the RWSA for administrative and technology support. He stated they continued to increase the depreciation fund by about \$120K to replace the facilities.

Mr. Mawyer stated that recyclable products were distributed across Virginia and North Carolina, and roundtrip miles were estimated to be 462k. He stated that transferring refuse to Henrico was almost 420k trip miles per year. He stated that RWSA employees who helped support the RSWA operations were included in the organizational chart. He stated that RWSA employees helped process payments, contracts, and payroll, and they helped manage technology and HR functions. He stated that the RSWA would share a small portion of the costs for the joint administrative staff.

Mr. Mawyer stated that the RWSA paid 85% of the cost for the Executive Director's position, and the RSWA was allocated 15% of the cost. He stated that they determined an appropriate share of the positions to allocate to RSWA, and of the 22 joint administrative positions, 5.4 were allocated to RSWA as an expense. He stated that the budget was estimated to be \$7.9M with net allocation required of about \$3.5M. He stated that the net allocation increased by 7.9%. He stated that the County contribution increased by 6.5%, and the City allocation increased by 16.8%.

Mr. Mawyer stated that Board was requested to vote to approve the resolution to adopt the preliminary rate schedule to authorize the Authority to advertise the preliminary rates for a public hearing to be held at the regular meeting of the Board on May 23, 2023.

Mr. Andrews moved that the Board approve the resolution to adopt the preliminary rate schedule including authorization to advertise the preliminary rate schedule for a public

hearing to be held during the regular meeting of the Board of Directors on May 23, 2023. Mr. Rogers seconded the motion, which passed unanimously (7-0).

10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

There were none.

11. CLOSED MEETING

There was no closed meeting.

12. ADJOURNMENT

At 2:44 p.m., Mr. Rogers moved to adjourn the meeting of the Rivanna Solid Waste Authority. Mr. Pinkston seconded the motion, which passed unanimously (7-0).



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

DATE: MAY 23, 2023

STRATEGIC PLAN GOAL: PLANNING AND INFRASTRUCTURE

Solar Arrays at the IMUC

The State Corporation Commission approved a package of solar projects for Dominion Energy including one to be completed on our closed cells at the IMUC. We anticipate construction of the solar project to be completed in 2024.

New Southern Albemarle Convenience Center

Construction continues on the new Southern Albemarle Convenience Center, with completion anticipated in May 2023. Residents will be able to bring recycling materials and bagged refuse to this facility. Recycling materials will be trucked from the SACC to the Paper Sort facility for baling and processing. Refuse will be trucked to the Ivy Transfer Station, and then hauled to a landfill in Henrico County for disposal. A Grand Opening ceremony is planned for June 22 at 10 a.m.



Southern Albemarle Convenience Center



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

**FROM: LONNIE WOOD, DIRECTOR OF FINANCE AND
ADMINISTRATION**

REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: MARCH 2023 FINANCIAL SUMMARY

DATE: MAY 23, 2023

Total operating revenue for the first nine months of this fiscal year was \$3.494 million, and total operating expenses were \$5.497 million, which resulted in a \$2 million net operating loss. This is better than the estimated loss of \$2.482 million per the prorated budget. Total funding support for operations and remediation through March was \$2,578,000. The Authority processed 197,468 tons of refuse and recycling materials for this period. A breakdown of net revenue or cost per ton, including overhead and administrative support costs and excluding Ivy Environmental results, is shown below.

	<u>Ivy Operations</u>	<u>Ivy Transfer</u>	<u>Recycling</u>	<u>Total</u>
Tonnage	155,985	39,876	1,607	197,468
Net operating revenue (costs)	\$ 255,162	\$ (657,197)	\$ (880,977)	\$ (1,283,012)
Net revenue (cost) per ton	\$ 1.64	\$ (16.48)	\$ (548.21)	\$ (6.50)

Some highlighted items are noted below and reference to the appropriate line item in the statement:

- A –** Clean Fill, Vegetative Waste, and MSW continue to bring in higher than expected revenues.
- B –** Wood Grinding costs were the cause for Ivy Operations to be significantly over budget.
- C –** Recycling costs are running over budget primarily due to engineering consulting services for the Baling Facility that were unbudgeted.
- D –** Ivy Transfer Station disposal contract costs are over budget due to high MSW tonnages.
- E –** Vehicle and equipment maintenance costs have exceeded the annual budget for Ivy Operations, Ivy Transfer Station, and Recycling.

Attachments

**Rivanna Solid Waste Authority
Revenue and Expense Summary Report
FY 2023**

For March 2023

	Budget FY 2023	Budget YTD	Actual YTD	Variance \$	Variance %
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Revenues

Ivy Operations Tipping Fees	\$ 631,800	\$ 473,850	\$ 1,037,377	\$ 563,527	118.93%	A
Ivy Environmental Revenues	-	-	11,952	11,952		
Ivy MSW Transfer Tipping Fees	2,557,300	1,917,975	2,195,312	277,337	14.46%	A
County Convenience Centers	60,000	45,000	17,158	(27,842)	-61.87%	
Recycling Revenues	265,000	198,750	152,966	(45,784)	-23.04%	
Other Revenues Administration	20,000	15,000	79,058	64,058	427.05%	
Total Revenues	\$ 3,534,100	\$ 2,650,575	\$ 3,493,823	\$ 843,248	31.81%	

Expenses

Ivy Operations	\$ 668,327	\$ 501,245	\$ 619,951	\$ (118,706)	-23.68%	B, E
Ivy Environmental	792,311	594,233	535,649	58,584	9.86%	
Ivy MSW Transfer	3,283,892	2,462,919	2,690,245	(227,326)	-9.23%	D, E
County Convenience Centers	552,593	414,445	379,391	35,053	8.46%	
Recycling Operations	605,713	454,284	543,587	(89,303)	-19.66%	C, E
Administration	940,562	705,422	728,113	(22,691)	-3.22%	
Total Expenses	\$ 6,843,397	\$ 5,132,548	\$ 5,496,935	\$ (364,388)	-7.10%	

Net Operating Income (Loss)	\$ (3,309,297)	\$ (2,481,973)	\$ (2,003,113)	\$ 478,860	19.29%
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Other Funding Sources

Local Government Support	\$ 2,240,818	\$ 1,680,613	\$ 1,756,769	\$ 76,156	4.53%
Environmental Support	1,068,480	801,360	821,355	19,995	2.50%
Subtotal	\$ 3,309,298	\$ 2,481,973	\$ 2,578,124	\$ 96,150	3.87%

Net Income (Loss)	\$ 1	\$ 0	\$ 575,011	\$ 575,012
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Local Support Detail

			Annualized Payments	True-up Est. Due to / (Due from)
County - Ivy Operations	\$ 266,667	\$ 200,000	\$ 200,000	\$ 455,163
County - Ivy Transfer	956,733	717,550	717,550	60,353
County - Convenience Centers	492,593	369,445	369,445	7,211
County - Recycling	367,378	275,533	275,533	(87,587)
County - Environmental MOU	637,581	478,186	478,185	-
	\$ 2,720,951	\$ 2,040,713	\$ 2,040,713	\$ 435,139
City - Recycling	\$ 157,448	\$ 118,086	\$ 118,086	(37,537)
City - Environmental MOU	350,917	263,188	263,188	-
	\$ 508,365	\$ 381,273	\$ 381,273	\$ (37,537)
UVa - Environmental MOU	\$ 79,982	\$ 59,987	\$ 79,982	-
Total Local Support	\$ 3,309,298	\$ 2,481,973	\$ 2,501,968	\$ 397,602

Rivanna Solid Waste Authority
Fiscal Year 2023 - March 2023
Revenue and Expense Summary Report

FY 2023			Variance \$	Variance %
Budget FY 2023	Budget YTD	Actual YTD		

Ivy Operations

Revenues

Clean fill material	\$ 200,000	\$ 150,000	\$ 671,109	521,109	347.41%	A
Grindable material	264,000	198,000	256,548	58,548	29.57%	A
Tires whole	22,800	17,100	31,058	13,958	81.63%	
Tires and white good per item	45,000	33,750	29,367	(4,383)	-12.99%	
Material Sales	100,000	75,000	49,295	(25,705)	-34.27%	

Total Operations Revenues

\$ 631,800	\$ 473,850	\$ 1,037,377	\$ 563,527	118.93%
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Expenses

Personnel Cost	\$ 274,552	\$ 205,914	\$ 203,096	\$ 2,818	1.37%	
Professional Services	-	-	350	(350)		
Other Services and Charges	27,700	20,775	22,083	(1,308)	-6.30%	
Communications	1,800	1,350	1,408	(58)	-4.32%	
Information Technology	6,275	4,706	13,885	(9,179)	-195.03%	
Vehicles and Equip. Maintenance	47,000	35,250	59,759	(24,509)	-69.53%	E
Supplies	1,000	750	2,035	(1,285)	-171.29%	
Operations and Maintenance	175,000	131,250	216,084	(84,834)	-64.64%	B
Environmental Remediations	-	-	-	-		
Equipment Replacement	135,000	101,250	101,250	-	0.00%	

Total Operations Expenses

\$ 668,327	\$ 501,245	\$ 619,951	\$ (118,706)	-23.68%
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Allocation of Administration Costs

230,141	172,605	162,264	10,342	5.99%
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Expenses With Admin Allocations

\$ 898,467	\$ 673,850	\$ 782,214	\$ (108,364)	-16.08%
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Net Operating Income (Loss)

\$ (266,667)	\$ (200,000)	\$ 255,162	455,163	-227.58%
			455,163	

Summary of Local Support

County	\$ 266,667	\$ 200,000	\$ 200,000	\$ -
	\$ 266,667	\$ 200,000	\$ 200,000	\$ -

Estimated True-up

\$ 455,163

Rivanna Solid Waste Authority
Fiscal Year 2023 - March 2023
Revenue and Expense Summary Report

Ivy Environmental

FY 2023			Variance \$	Variance %
Budget FY 2023	Budget YTD	Actual YTD		

Revenues

Forestry Management Revenue	\$ -	\$ -	\$ 11,952	11,952
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Total Operations Revenues

\$ -	\$ -	\$ 11,952	\$ 11,952	
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Expenses

Personnel Cost	\$ 192,711	\$ 144,533	\$ 144,123	\$ 410	0.28%
Professional Services	-	-	7,277	(7,277)	
Other Services and Charges	12,700	9,525	3,301	6,224	65.35%
Communications	1,000	750	169	581	77.51%
Information Technology	1,000	750	-	750	100.00%
Vehicles and Equip. Maintenance	19,900	14,925	19,626	(4,701)	-31.50%
Supplies	-	-	8	(8)	
Operations and Maintenance	176,500	132,375	115,965	16,410	12.40%
Environmental Remediations	233,500	175,125	127,900	47,225	26.97%
Equipment Replacement	155,000	116,250	117,280	(1,030)	-0.89%

Total Operations Expenses

\$ 792,311	\$ 594,233	\$ 535,649	\$ 58,584	9.86%
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Allocation of Administration Costs

276,169	207,126	194,716	12,410	5.99%
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Expenses With Admin Allocations

\$ 1,068,479	\$ 801,360	\$ 730,365	\$ 70,994	8.86%
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Net Operating Income (Loss)

\$ (1,068,479)	\$ (801,360)	\$ (718,413)	82,947	-10.35%
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Summary of Local Support				
County	\$ 637,581	\$ 478,186	\$ 478,185	\$ 1
City	350,917	263,188	263,188	-
Uva	79,982	59,987	79,982	(19,996)
	\$ 1,068,480	\$ 801,360	\$ 821,355	\$ (19,995)

Rivanna Solid Waste Authority
Fiscal Year 2023 - March 2023
Revenue and Expense Summary Report

Ivy Transfer Station

FY 2023			Variance \$	Variance %
Budget FY 2023	Budget YTD	Actual YTD		

Revenues

MSW / Construction Debris	\$ 2,392,000	\$ 1,794,000	\$ 2,106,598	\$ 312,598	17.42%	A
Compostable Material	62,300	46,725	-	(46,725)	-100.00%	
Service Charges / other revenues	103,000	77,250	88,714	11,464	14.84%	
Total Operations Revenues	\$ 2,557,300	\$ 1,917,975	\$ 2,195,312	\$ 277,337	14.46%	

Expenses

Personnel Cost	\$ 575,035	\$ 431,276	\$ 417,575	\$ 13,701	3.18%	
Professional Services	-	-	-	-		
Other Services and Charges	111,650	83,738	22,460	61,278	73.18%	
Communications	2,000	1,500	903	597	39.79%	
Information Technology	12,500	9,375	2,003	7,372	78.64%	
Vehicles and Equip. Maintenance	55,000	41,250	79,580	(38,330)	-92.92%	E
Supplies	3,000	2,250	6,092	(3,842)	-170.75%	
Operations and Maintenance	2,426,207	1,819,655	2,083,347	(263,692)	-14.49%	D
Environmental Remediations	3,500	2,625	10,786	(8,161)	-310.88%	
Equipment Replacement	95,000	71,250	67,500	3,750	5.26%	
Total Operations Expenses	\$ 3,283,892	\$ 2,462,919	\$ 2,690,245	\$ (227,326)	-9.23%	
Allocation of Administration Costs	230,141	172,605	162,264	10,342	5.99%	
Expenses With Admin Allocations	\$ 3,514,033	\$ 2,635,525	\$ 2,852,509	\$ (216,984)	-8.23%	

Net Operating Income (Loss)	\$ (956,733)	\$ (717,550)	\$ (657,197)	60,353	-8.41%
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Summary of Local Support

County	\$ 956,733	\$ 717,550	\$ 717,550	\$ -
City	-	-	-	-
	\$ 956,733	\$ 717,550	\$ 717,550	\$ -

Estimated True-up	\$ 60,353
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Rivanna Solid Waste Authority
Fiscal Year 2023 - March 2023
Revenue and Expense Summary Report

County Convenience Centers

Revenues

	Budget FY 2023	Budget YTD	Actual YTD	Variance \$	Variance %
Material Sales	\$ 60,000	\$ 45,000	\$ 17,158	\$ (27,842)	-61.87%
Total Operations Revenues	\$ 60,000	\$ 45,000	\$ 17,158	\$ (27,842)	-61.87%

Expenses

Personnel Cost	\$ 378,293	\$ 283,720	\$ 280,634	\$ 3,086	1.09%
Professional Services	-	-	-	-	
Other Services and Charges	10,300	7,725	2,502	5,223	67.61%
Communications	-	-	353	(353)	
Information Technology	-	-	-	-	
Vehicles and Equip. Maintenance	105,000	78,750	47,398	31,352	39.81%
Supplies	-	-	17	(17)	
Operations and Maintenance	4,000	3,000	7,237	(4,237)	-141.23%
Environmental Remediations	-	-	-	-	
Equipment Replacement	55,000	41,250	41,250	0	0.00%
Total Operations Expenses	\$ 552,593	\$ 414,445	\$ 379,391	\$ 35,053	8.46%
Allocation of Administration Costs	-	-	-	-	
Expenses With Admin Allocations	\$ 552,593	\$ 414,445	\$ 379,391	\$ 35,053	8.46%

Net Operating Income (Loss)	\$ (492,593)	\$ (369,445)	\$ (362,233)	7,211	-1.95%
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Summary of Local Support					
County	\$ 492,593	\$ 369,445	\$ 369,445	\$ -	
	\$ 492,593	\$ 369,445	\$ 369,445	\$ -	

Estimated True-up	\$ 7,211
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Rivanna Solid Waste Authority
Fiscal Year 2023 - March 2023
Revenue and Expense Summary Report

FY 2023			Variance \$	Variance %
Budget FY 2023	Budget YTD	Actual YTD		

Recycling

McIntire & Paper Sort

Revenues

Material Sales & other revenues	\$ 230,000	\$ 172,500	\$ 88,259	\$ (84,241)	-48.84%
Grants	35,000	26,250	64,707	38,457	146.50%

Total Operations Revenues	\$ 265,000	\$ 198,750	\$ 152,966	\$ (45,784)	-23.04%
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Expenses

Personnel Cost	\$ 309,413	\$ 232,059	\$ 230,950	\$ 1,109	0.48%
Professional Services	-	-	23,700	(23,700)	C
Other Services and Charges	49,100	36,825	41,516	(4,691)	-12.74%
Communications	2,150	1,613	2,894	(1,281)	-79.45%
Information Technology	-	-	-	-	0.00%
Vehicles and Equip. Maintenance	68,000	51,000	94,298	(43,298)	-84.90%
Supplies	1,050	788	1,264	(476)	-60.45%
Operations and Maintenance	76,000	57,000	72,277	(15,277)	-26.80%
Environmental Remediations	-	-	-	-	0.00%
Equipment Replacement	100,000	75,000	75,000	0	0.00%
Total Operations Expenses	\$ 605,713	\$ 454,284	\$ 541,899	\$ (87,614)	-19.29%
Allocation of Administration Costs	184,112	138,084	129,811	8,273	5.99%
Expenses With Admin Allocations	\$ 789,825	\$ 592,369	\$ 671,710	\$ (79,341)	-13.39%

Net Operating Income (Loss)	\$ (524,825)	\$ (393,619)	\$ (518,744)	(125,125)	31.79%
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Summary of Local Support					
County	\$ 367,378	\$ 275,533	\$ 275,533	\$ -	
City	157,448	118,086	118,086	\$ -	
	\$ 524,825	\$ 393,619	\$ 393,619	\$ -	

Estimated True-up - County	\$ (87,587)
Estimated True-up - City	\$ (37,537)

Rivanna Solid Waste Authority
Fiscal Year 2023 - March 2023
Revenue and Expense Summary Report

Administration

Revenues

		FY 2023				
	Budget FY 2023	Budget YTD	Actual YTD	Variance \$	Variance %	
Interest revenues	\$ 5,000	\$ 3,750	\$ 65,871	\$ 62,121	1656.56%	
Late Fees	15,000	11,250	13,187	1,937	17.22%	
Total Operations Revenues	\$ 20,000	\$ 15,000	\$ 79,058	\$ 64,058	427.05%	

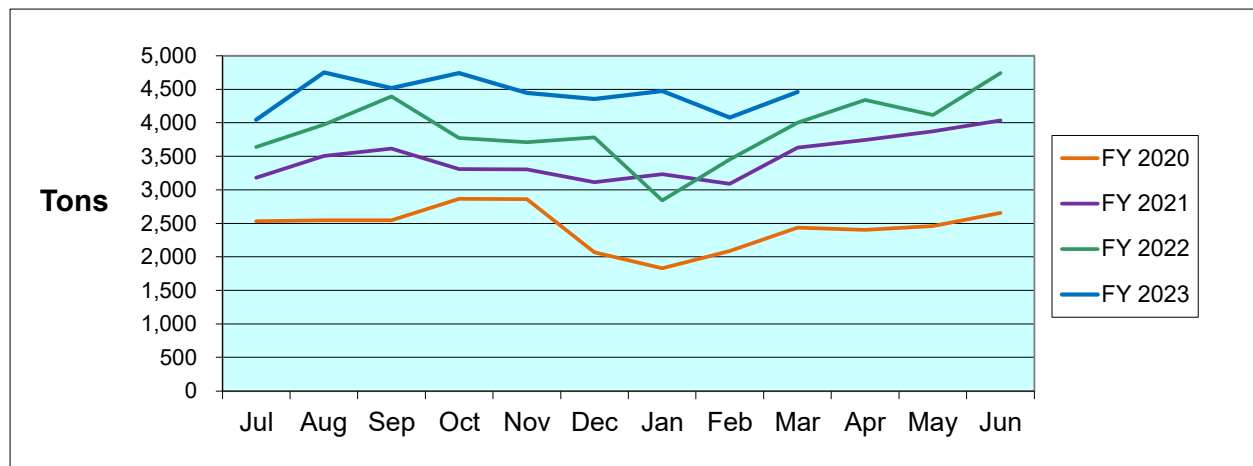
Expenses

Personnel Cost	\$ 171,662	\$ 128,747	\$ 136,799	\$ (8,053)	-6.25%	
Professional Services	50,000	37,500	42,838	(5,338)	-14.23%	
Other Services and Charges	708,700	531,525	542,641	(11,116)	-2.09%	
Communications	5,200	3,900	2,077	1,823	46.76%	
Information Technology	3,500	2,625	2,174	451	17.16%	
Vehicles and Equip. Maintenance	-	-	-	-		
Supplies	1,500	1,125	1,583	(458)	-40.74%	
Operations and Maintenance	-	-	-	-		
Environmental Remediations	-	-	-	-		
Equipment Replacement	-	-	-	-		
Subtotal Before Allocations	\$ 940,562	\$ 705,422	\$ 728,113	\$ (22,691)	-3.22%	
Net Operating Income (Loss)	\$ (920,562)	\$ (690,422)	\$ (649,055)	41,367	-5.99%	

Allocation to Cost Centers (per agreement)

	Allocation %						
Ivy Operations	25%	\$ 230,141	\$ 172,605	\$ 162,264	\$ 10,342	-29.49%	
Ivy Environmental	30%	276,169	207,126	194,716	12,410	-29.49%	
Ivy Transfer	25%	230,141	172,605	162,264	10,342	-29.49%	
County Convenience Centers	0%	-	-	-	-		
Recycling	20%	184,112	138,084	129,811	8,273	-29.49%	
Total Allocation to Cost Centers	100%	\$ 920,562	\$ 690,422	\$ 649,055	\$ 41,367	-29.49%	

Rivanna Solid Waste Authority
Ivy MSW Transfer Tonnages
FY 2020 - 2023



March 1-31, 2023

Days of

Operation: 25

Operation: 25		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
03/01/23	Wednesday	328	320	0.26	55.98	146.60	202.84	1,046.46
03/02/23	Thursday	260	269	0.38	51.08	144.25	195.71	500.72
03/03/23	Friday	184	235	0.10	39.28	97.59	136.97	68.58
03/04/23	Saturday						-	
03/05/23	Sunday						-	
03/06/23	Monday						-	
03/07/23	Tuesday	475	507	1.00	104.94	117.88	223.82	1,009.84
03/08/23	Wednesday	340	329	0.63	105.89	96.82	203.34	481.32
03/09/23	Thursday	325	345	0.65	75.19	143.52	219.36	796.71
03/10/23	Friday	267	352	0.56	64.88	71.84	137.28	582.64
03/11/23	Saturday	355	421	0.80	23.64	50.90	75.34	61.95
03/12/23	Sunday						-	
03/13/23	Monday	263	294	0.53	54.87	142.18	197.58	828.24
03/14/23	Tuesday	279	263	0.39	52.50	114.61	167.50	717.32
03/15/23	Wednesday	248	263	0.28	72.88	110.85	184.01	434.08
03/16/23	Thursday	271	267	0.41	92.55	145.34	238.30	355.68
03/17/23	Friday	280	270	0.28	44.13	88.16	132.57	341.81
03/18/23	Saturday	342	377	0.89	21.17	49.02	71.08	91.74
03/19/23	Sunday						-	
03/20/23	Monday	278	253	0.30	79.91	127.84	208.05	335.33
03/21/23	Tuesday	297	322	0.43	76.12	93.27	169.82	554.90
03/22/23	Wednesday	292	297	0.32	60.15	98.79	159.26	500.07
03/23/23	Thursday	257	254	0.48	70.08	133.98	204.54	363.70
03/24/23	Friday	262	280	0.35	55.72	99.30	155.37	217.53
03/25/23	Saturday	202	225	0.84	47.26	62.64	110.74	20.43
03/26/23	Sunday						-	
03/27/23	Monday	279	268	0.11	61.76	148.71	210.58	403.44
03/28/23	Tuesday	322	314	0.51	61.22	103.73	165.46	440.67
03/29/23	Wednesday	299	287	0.33	146.52	109.71	256.56	517.51
03/30/23	Thursday	282	319	0.33	96.66	126.73	223.72	256.18
03/31/23	Friday	309	290	0.66	100.85	102.41	203.92	409.11
Total		7,296	7,621	11.82	1,715.23	2,726.67	4,453.72	11,335.96
Average		292	305	0.47	68.61	109.07	178.15	453.44
Median		280	290	0.41	61.76	109.71	195.71	434.08
Maximum		475	507	1.00	146.52	148.71	256.56	1,046.46
Minimum		184	225	0.10	21.17	49.02	71.08	20.43

Material Type & Description

Citizen-Can: Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags

Construction: Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)

Count: Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)

Domestic: Business/residential general or household waste

MSW: Materials processed/handled at the Transfer Station

Non-MSW: Materials processed/handled on-site

Vehicle: Transactions or vehicles processed in a day

April 1-30, 2023

Days of

Operation: 25

Operation: 25			MSW collected at Transfer Station (tons)				Non-MSW	
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
04/01/23	Saturday	274	280	0.72	11.84	51.21	63.77	66.36
04/02/23	Sunday						-	
04/03/23	Monday	346	364	0.47	76.44	223.98	300.89	393.63
04/04/23	Tuesday	294	352	2.98	84.41	93.99	181.38	358.58
04/05/23	Wednesday	319	395	2.89	71.55	146.97	221.41	1,106.10
04/06/23	Thursday	344	387	3.20	72.75	142.10	218.05	769.15
04/07/23	Friday	291	332	0.65	75.17	86.15	161.97	713.99
04/08/23	Saturday	314	290	3.10	27.96	53.53	84.59	110.52
04/09/23	Sunday						-	
04/10/23	Monday	328	322	0.39	114.39	158.89	273.67	732.35
04/11/23	Tuesday	342	334	0.46	65.73	109.29	175.48	981.45
04/12/23	Wednesday	352	373	0.40	69.96	115.21	185.57	1,313.94
04/13/23	Thursday	311	282	0.31	43.86	129.52	173.69	503.68
04/14/23	Friday	345	328	0.22	52.96	91.54	144.72	711.04
04/15/23	Saturday	340	337	0.95	15.08	63.77	79.80	69.99
04/16/23	Sunday						-	
04/17/23	Monday	345	328	1.87	69.50	208.54	279.91	989.08
04/18/23	Tuesday	315	300	0.34	67.24	70.97	138.55	948.20
04/19/23	Wednesday	301	327	0.33	52.19	134.07	186.59	848.51
04/20/23	Thursday	255	253	0.29	64.23	112.76	177.28	248.73
04/21/23	Friday	300	334	0.65	68.98	121.17	190.80	328.92
04/22/23	Saturday	260	304	0.56	19.65	72.17	92.38	9.31
04/23/23	Sunday						-	
04/24/23	Monday	307	327	2.94	69.92	228.02	300.88	955.13
04/25/23	Tuesday	307	315	0.27	104.76	106.14	211.17	1,049.15
04/26/23	Wednesday	259	291	0.50	72.49	115.33	188.32	672.03
04/27/23	Thursday	267	322	0.40	94.47	157.46	252.33	262.55
04/28/23	Friday	126	141	0.28	60.70	103.23	164.21	0.87
04/29/23	Saturday	256	338	1.01	18.59	93.73	113.33	14.55
04/30/23	Sunday						-	
Total		7,498	7,956	26.18	1,544.82	2,989.74	4,560.74	14,157.81
Average		300	318	1.05	61.79	119.59	182.43	566.31
Median		307	327	0.50	68.98	112.76	181.38	672.03
Maximum		352	395	3.20	114.39	228.02	300.89	1,313.94
Minimum		126	141	0.22	11.84	51.21	63.77	0.87

Material Type & Description

Citizen-Can: Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags

Construction: Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)

Count: Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)

Domestic: Business/residential general or household waste

MSW: Materials processed/handled at the Transfer Station

Non-MSW: Materials processed/handled on-site

Vehicle: Transactions or vehicles processed in a day



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

**FROM: DAVID RHOADES, SOLID WASTE MANAGER
PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: IVY MATERIAL UTILIZATION CENTER REPORT/
RECYCLING OPERATIONS UPDATE**

DATE: MAY 23, 2023

Ivy Material Utilization Center (IMUC) : DEQ Permit 132: 450 tons/day MSW limit

March 2023

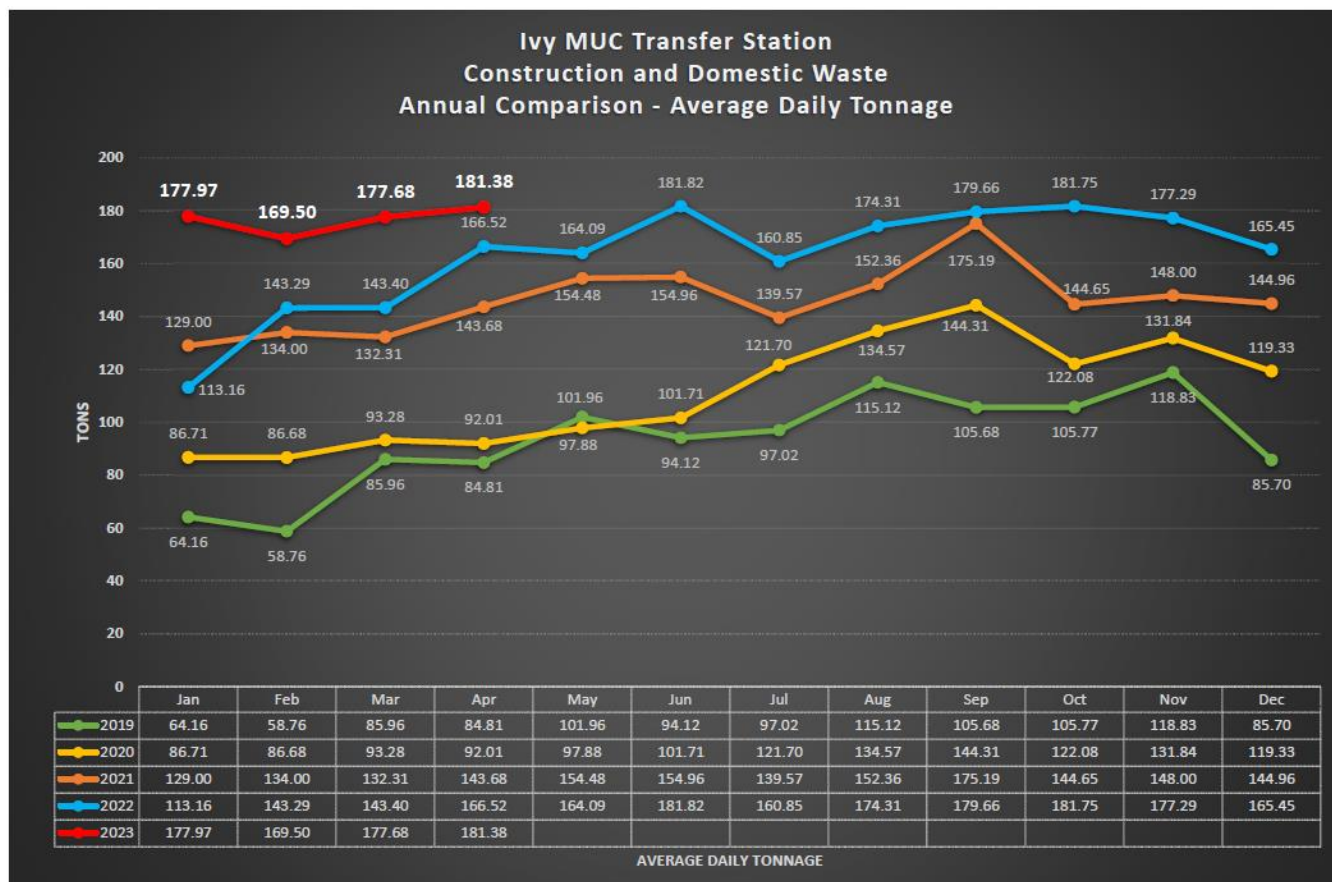
- **7,296 vehicles crossed the scales**
- The IMUC transfer station operated for 25 days and received a total of 4,453.72 tons of municipal solid waste (MSW), an average of 178.15 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 11,335.96 tons of non-MSW materials were received
- 15,789.68 tons were received as a combined total tonnage (MSW + non-MSW)

April 2023

- **7,498 vehicles crossed the scales**
- The IMUC transfer station operated 26 days and received a total of 4,560.74 tons of municipal solid waste (MSW), an average of 182.43 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 14,157.81 tons of non-MSW materials were received
- 18,718.55 tons were received as a combined total tonnage (MSW + non-MSW)

Transfer Station Update

We are generally receiving about 20% more waste each day than last year. Our average daily tonnages are generally following seasonal trends, as shown on the following figure.



Large Clean Fill Project Program

Faulconer Construction Company entered into the initial Large Clean Fill Program Agreement to bring clean fill material from several construction projects in the local area in May 27, 2022. A current agreement with Faulconer Construction will continue until August 2023, and a renewal is anticipated.

As of May 4, 2023, Ivy has received 210,414.84 tons of clean fill material. At the \$3.50 per ton tipping fee, this equates to \$727,784 of revenue (\$483,249 so far during Fiscal Year 2023).

Southern Albemarle Convenience Center

Construction continues on the Southern Albemarle Convenience Center. The Contractor, Findley Asphalt and Concrete, continues to complete concrete, piping, and paving as the weather allows. Completion of the facility is expected to occur in May 2023.

Spring HHW and Bulky Waste Totals:

Saturday, April 15, 2023: *E-Waste*

A total of 337 vehicles participated, including 253 from the County and 84 from the City.

Thursday, April 20, Friday, April 21, and Saturday, April 22, 2023: *Special Collections*

The Very Small Quantity Generator (VSQG) Special Collection for business hazardous waste was held on Thursday, April 20, 2023. The VSQG collection program is a pre-registration, fee-based program with sign-up information and instructions on the Rivanna.org website. Seven customers participated.

Household Hazardous Waste Day was a two-day event this Spring. The hours were from 9am-2pm on Friday, April 21 and Saturday, April 22, 2023. There were no wait times on either day. The total customer count for the two-day event was 832 City/County/Nelson residents. Friday: the split was 305 County, 70 City, and 6 Nelson County. Saturday: the split was 347 County, 90 City, and 14 Nelson County residents participated.

Saturday, April 29, 2023: *Furniture / Mattresses*

A total of 181 vehicles participated, including 144 from the County and 37 from the City. 23,340 lbs. of furniture and mattresses were collected from the county. 5,820 lbs. of furniture and mattresses were collected from the City.



Pictures from Spring 2023 Household Hazardous Waste Day (4-22-2023)



Pictures from Spring 2023 Appliance Amnesty Day (5-6-2023)

MEMORANDUM

TO: RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS
RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS

FROM: LONNIE WOOD, DIRECTOR OF FINANCE & ADMINISTRATION
BETSY NEMETH, HUMAN RESOURCES MANAGER

SUBJECT: FISCAL YEAR 2023-2024 PAY SCALE ADJUSTMENT,
RESTRUCTURING AND REGRADING

DATE: MAY 23, 2023

This request is to authorize:

- A 10% increase in the pay ranges included in our pay scale to help us hire and retain a highly qualified workforce, reduce compression, and keep pace with high inflation in a competitive hiring market. The budget impact for this scale increase is \$2800 for the RSWA and \$12,000 for the RWSA to bring all salaries to the scale minimum.
- Restructuring of our unified pay scale from grades 30 – 240 to grades 10 – 270, which includes adding four higher level pay grades to the top of our pay scale to be more comparable with other local government agencies, three new positions included in the FY 2024 proposed budget, and career ladder positions for our Utility Locator and Engineering Inspectors. There is no impact to the budget resulting from these changes.
- Changing the pay grade for a number of positions to more accurately reflect market pay ranges. There is no impact to the budget resulting from these changes.

Background

The Rivanna Authorities Personnel Management Plan establishes a procedure for the Executive Director to recommend adjustments to the pay scale. This recommendation supports our [Strategic Plan – Workforce Development goal](#) of attracting and retaining a highly-skilled team of professionals, by increasing starting pay at the lower end of our pay scale and reducing compression at the higher end of our pay scale. Based on the continued significant inflation in our country and area, we recommend the pay scale be increased by 10% and that four additional pay grades be added on July 1, 2023. While the national unemployment rate in April 2023 was 3.4%, Virginia (3.2% in March) and the Charlottesville area (2.6% in March) have lower unemployment rates which continues to make the local job market very competitive. These changes will also help us to maintain the lower turnover rate of 7.4% for this fiscal year to date, which meets our Strategic Plan goal of keeping turnover below 10%. For the past five years we have averaged an annual turnover rate of 19% for RSWA and 15% for RWSA. This change allows the Authorities to attract and retain high-level management talent and remain comparable to other salaries in our area for that level of management. As shown by the chart below, Rivanna pay ranges are significantly less than other local agencies for director- level employees.

Local Salary Ranges - Department Director

	Charlottesville	Albemarle County	ACSA	RWSA/RWSA
Current	\$92K - \$197K	\$108K - \$217K	\$113K - \$182K	\$98K - \$163K
Proposed FY2024	\$101K - \$244K*	\$107K - \$226K*	\$121K - \$195K	\$103K - \$198K
Positions	Directors/Deputies	Directors/Deputies	Directors	Directors

* = Approved salary range

Taking this into account, and to make the pay scale easier to understand, we have started the proposed FY 2024 pay scale at pay grade 10, instead of pay grade 30. We have also added four pay grades to the top of the scale which allows the Authorities to be more competitive in the market for high level management talent. The new paygrades are highlighted below.

Current Adopted FY2023 Pay Scale			
Grade	Min	Mid	Max
30	\$33,672	\$44,785	\$55,898
40	\$35,357	\$47,023	\$58,692
50	\$37,125	\$49,375	\$61,626
60	\$38,980	\$51,844	\$64,707
70	\$40,929	\$54,436	\$67,943
80	\$42,975	\$57,159	\$71,340
90	\$45,125	\$60,016	\$74,907
100	\$47,381	\$63,018	\$78,652
110	\$49,750	\$66,168	\$82,585
120	\$52,238	\$69,476	\$86,714
130	\$54,849	\$72,950	\$91,050
140	\$57,593	\$76,598	\$95,603
150	\$60,472	\$80,427	\$100,383
160	\$63,496	\$84,448	\$105,402
170	\$66,670	\$88,670	\$110,672
180	\$70,004	\$93,105	\$116,206
190	\$73,503	\$97,760	\$122,015
200	\$77,178	\$102,648	\$128,117
210	\$81,037	\$107,780	\$134,523
220	\$85,090	\$113,169	\$141,249
230	\$89,345	\$118,827	\$148,311
240	\$93,811	\$124,768	\$155,727
250	\$98,502	\$131,007	\$163,512

Current Pay Scale with 4 Additional Grades			
Grade	Min	Mid	Max
10	\$33,672	\$44,785	\$55,898
20	\$35,357	\$47,023	\$58,692
30	\$37,125	\$49,375	\$61,626
40	\$38,980	\$51,844	\$64,707
50	\$40,929	\$54,436	\$67,943
60	\$42,975	\$57,159	\$71,340
70	\$45,125	\$60,016	\$74,907
80	\$47,381	\$63,018	\$78,652
90	\$49,750	\$66,168	\$82,585
100	\$52,238	\$69,476	\$86,714
110	\$54,849	\$72,950	\$91,050
120	\$57,593	\$76,598	\$95,603
130	\$60,472	\$80,427	\$100,383
140	\$63,496	\$84,448	\$105,402
150	\$66,670	\$88,670	\$110,672
160	\$70,004	\$93,105	\$116,206
170	\$73,503	\$97,760	\$122,015
180	\$77,178	\$102,648	\$128,117
190	\$81,037	\$107,780	\$134,523
200	\$85,090	\$113,169	\$141,249
210	\$89,345	\$118,827	\$148,311
220	\$93,811	\$124,768	\$155,727
230	\$98,502	\$131,007	\$163,512
240	\$103,427	\$137,557	\$171,688
250	\$108,598	\$144,435	\$180,272
260	\$114,028	\$151,657	\$189,286
270	\$119,729	\$159,240	\$198,750

Proposed FY2024 Pay Scale - 10% Increase			
Grade	Min	Mid	Max
10	\$37,040	\$49,263	\$61,488
20	\$38,892	\$51,726	\$64,561
30	\$40,837	\$54,313	\$67,788
40	\$42,878	\$57,028	\$71,178
50	\$45,022	\$59,880	\$74,738
60	\$47,273	\$62,875	\$78,474
70	\$49,637	\$66,017	\$82,398
80	\$52,119	\$69,320	\$86,518
90	\$54,725	\$72,785	\$90,843
100	\$57,461	\$76,424	\$95,386
110	\$60,334	\$80,245	\$100,155
120	\$63,352	\$84,257	\$105,163
130	\$66,519	\$88,470	\$110,421
140	\$69,845	\$92,893	\$115,942
150	\$73,337	\$97,537	\$121,739
160	\$77,004	\$102,415	\$127,826
170	\$80,853	\$107,536	\$134,217
180	\$84,896	\$112,913	\$140,928
190	\$89,141	\$118,558	\$147,975
200	\$93,599	\$124,486	\$155,374
210	\$98,279	\$130,710	\$163,143
220	\$103,192	\$137,245	\$171,299
230	\$108,352	\$144,108	\$179,864
240	\$113,770	\$151,313	\$188,857
250	\$119,458	\$158,879	\$198,299
260	\$125,431	\$166,823	\$208,215
270	\$131,702	\$175,164	\$218,625

We have also assigned new pay grades to each position. Because we started our proposed pay scale at pay grade 10 instead of pay grade 30, all positions need to be moved down two grades to remain in the same pay range. We have moved some positions to higher grades based on the current hiring market to make them comparable to similar positions internally or with other local agencies. The education or licensing credential requirements have also been increased for some of the positions. The positions we recommend moving up to a higher pay grade include:

Position	Proposed FY24 New Grade	Minimum	Midpoint	Maximum
RSWA Operator/Attendant	20	\$38,892	\$51,726	\$64,561
Scale Clerk	30	\$40,837	\$54,313	\$67,788
Administrative Assistant	30	\$40,837	\$54,313	\$67,788
AP Associate	70	\$49,637	\$66,017	\$82,398
AR Associate	70	\$49,637	\$66,017	\$82,398
Payroll & Benefits Coordinator	70	\$49,637	\$66,017	\$82,398
Accounting Associate	70	\$49,637	\$66,017	\$82,398
RSWA Driver/Equipment Operator	80	\$52,119	\$69,320	\$86,518
Executive Assistant	90	\$54,725	\$72,785	\$90,843
Water Quality Specialist	90	\$54,725	\$72,785	\$90,843
Assistant IT Administrator	130	\$66,519	\$88,470	\$110,421
Laboratory Manager	180	\$84,896	\$112,913	\$140,928
Maintenance Manager	180	\$84,896	\$112,913	\$140,928
Senior Civil Engineer	180	\$84,896	\$112,913	\$140,928
Senior IT Administrator	180	\$84,896	\$112,913	\$140,928
Solid Waste Manager	180	\$84,896	\$112,913	\$140,928
Wastewater Manager	180	\$84,896	\$112,913	\$140,928
Water Manager	180	\$84,896	\$112,913	\$140,928
Engineering Manager	210	\$98,279	\$130,710	\$163,143
IT Manager	210	\$98,279	\$130,710	\$163,143
Director of Solid Waste	240	\$113,770	\$151,313	\$188,857
Director of Engineering & Maintenance	250	\$119,458	\$158,879	\$198,299
Director of Finance & IT	250	\$119,458	\$158,879	\$198,299
Director of Operations & Environmental Services	250	\$119,458	\$158,879	\$198,299

We have also added three new positions that will be filled in the upcoming fiscal year if approved by the Board of Directors. Those positions include the Director of Administration & Communications, a Finance Manager, and an Engineering Inspection Supervisor. Also, in keeping with our Workforce Development strategy for succession management, we have created a career ladder for the Engineering Inspector position to the following positions: Utility Locator; Engineering Inspectors 1, 2, and 3. These new positions are designed to allow our Engineering Inspectors to have a career path through which they progress based on their continued learning and the certifications they obtain. These new positions and corresponding pay grades are listed below.

Position	Proposed Pay Grade	Minimum	Midpoint	Maximum
Utility Locator	40	\$42,878	\$57,028	\$71,178
Engineering Inspector 3	60	\$47,273	\$62,875	\$78,474
Engineering Inspector 2	80	\$52,119	\$69,320	\$86,518
Engineering Inspector 1	100	\$57,461	\$76,424	\$95,386
Engineering Inspection Supervisor	140	\$69,845	\$92,893	\$115,942
Finance Manager	180	\$84,896	\$112,913	\$140,928
Director of Administration & Communication	240	\$113,770	\$151,313	\$188,857

Board Action Requested:

Approve the following changes to our Personnel Management Plan, effective July 1, 2023:

- a 10% increase in the pay ranges included in our pay scale to help us hire and retain a highly qualified workforce, reduce compression, and keep pace with high inflation in a competitive hiring market.
- Restructuring of our unified pay scale from grades 30 – 240 to grades 10 – 270, which includes adding four higher level pay grades to the top of our pay scale, three new positions, and career ladder positions for our Utility Locator and Engineering Inspectors
- Change the pay grade for a number of positions to more accurately reflect market pay ranges

**MEMORANDUM**

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF ENGINEERING SERVICES –BALING FACILITY, IVY
MUC – TRC COMPANIES**

DATE: MAY 23, 2023

This request is to authorize the Executive Director to execute a Work Authorization with TRC Companies (TRC; formerly Draper Aden Associates) totaling \$532,700 to provide design and construction administration services to complete the Baling Facility project to be located at the Ivy Material Utilization Center (Ivy MUC). The facility is scheduled for construction from June 2024 – December 2025 for a total estimated project cost of \$6.4 million.

Background

This project will construct a 16,800 sf Baling Facility at the Ivy MUC to replace the Paper Sort facility located on leased property off Meade Avenue in the City of Charlottesville. At this baling facility, recycled materials collected at locations around the City and County will be baled and placed in trailers for distribution to recycling vendors or end users. A feasibility study completed in December 2019 reviewed the existing facility and explored options to meet RSWA's growing volume of recycled materials. TRC was retained to complete a conceptual design for a new Baling Facility in December 2022, which recommended a site located at the Ivy MUC.

RSWA entered into a term agreement with TRC on June 25, 2020, for Professional Landfill Engineering and Groundwater Services. Under this contract, TRC would provide Professional Engineering Services for the Baling Facility project to include design, permitting, bidding, construction administration and part-time field inspection services. Engineering staff has negotiated an initial scope of work to include:

- Survey Services
- Geotechnical Investigation Services
- Environmental Services
- A programming review of conceptual designs
- Schematic design to confirm options and layouts.
- Detailed design and regulatory permitting
- Site plan design & development and assistance through Albemarle County approval
- Development of construction documents and bidding assistance
- Construction administration services

Board Action Requested:

Authorize the Executive Director to execute a Work Authorization totaling \$532,700 with TRC for professional engineering services to complete the Baling Facility project and any amendments needed to complete the tasks identified above, not to exceed 25% of the original contract amount, provided the resulting total cost is within the approved CIP project budget.



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF ENGINEERING SERVICES FOR FY 2024
ENVIRONMENTAL MONITORING AT THE IVY MUC – TRC
COMPANIES**

DATE: MAY 23, 2023

This request is to authorize a Work Authorization totaling \$203,850 to TRC Companies (TRC; formerly Draper Aden Associates) for completion of tasks required by our VDEQ permit for environmental monitoring as well as maintenance of the landfill gas flare at the Ivy Material Utilization Center.

Background

RSWA entered into a term agreement with TRC on June 25, 2020 for Professional Landfill Engineering and Groundwater Services. Under this agreement, TRC will provide services to complete groundwater and surface water monitoring activities that are required under the operating permit for the Ivy MUC closed landfill cells. These activities include the collection of samples from a variety of groundwater wells and surface water sampling locations, completion of laboratory analysis of these samples, and preparation and submission of required reports to the VDEQ. Maintenance of the on-site landfill gas flare is also included in this work authorization.

Board Action Requested:

Authorize the Executive Director to execute a Work Authorization totaling \$203,850 with TRC for professional engineering services to complete the permit-required environmental monitoring and landfill gas maintenance activities needed during FY 2024 and any further amendments needed to complete the tasks identified above, not to exceed 25%.

**MEMORANDUM**

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF CONTRACT FOR MUNICIPAL SOLID WASTE
TRANSPORTATION AND DISPOSAL, IVY MUC - BFI**

DATE: MAY 23, 2023

This request is to authorize renewal of a unit price contract with BFI Waste Systems of Virginia (BFI) to transfer and dispose of municipal solid waste (MSW), including construction debris, from the Ivy Material Utilization Center (IMUC) for an additional one-year term. This one-year term will begin on July 1, 2023. MSW will be transferred for \$53.23/ton, with an estimated annual cost of \$2.4 M.

Background

A Request for Bid (RFB 390) was developed and advertised on February 23, 2022 for a contract with qualified MSW transportation and disposal firms to serve the IMUC Transfer Station. Two bids were received on March 18, 2022. The lowest bidder was BFI with a bid of \$50.50/ton. On May 31, 2022 a term contract was executed between BFI and RSWA which allows up to 4 one-year term renewals.

BFI provides MSW transportation and disposal services from the IMUC to Republic Services' Old Dominion Landfill in Henrico County. This represents the first one-year term contract renewal and will extend services from July 1, 2023 through June 30, 2024. Based on the FY 2023-2024 budget estimate of 46,000 tons for disposal from the IMUC Transfer Station, this contract will have a cost of approximately \$2.4 M.

Board Action Requested:

Authorize the Executive Director to execute a renewal of an existing term contract with BFI for a unit price of \$53.23/ton to provide MSW Transportation and Disposal services for FY 2023-2024.

**MEMORANDUM**

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF CONTRACT FOR VEGETATIVE WASTE
GRINDING – ROYAL OAK FARM, LLC**

DATE: MAY 23, 2023

This request is to authorize execution of a unit price contract to Royal Oak Farm, LLC to provide periodic vegetative waste grinding services at the Ivy Material Utilization Center (IMUC). This one-year contract will begin in June 2023. Vegetative waste will be ground at a unit cost of \$23.45 per ton, with an estimated annual cost of \$211,000.

Background

A Request for Bid (RFB 406) was developed and advertised on April 24, 2023 for a contract with vegetative waste grinding firms to process the vegetative material that we collect each year at the IMUC. In CY 2022, we collected almost 7,800 tons of this material and ground it into landscaping mulch. Over the past several years, the amount of vegetative waste has generally increased by 15 to 20 percent from year to year. We estimate that we will receive approximately 9,000 tons during the one-year term of this contract. Five bids were received on March 15, 2023. The lowest bidder was Royal Oak Farm, LLC of Evington, Virginia with a bid of \$23.45/ton, a 4.5% decrease compared to the current unit price of \$24.50/ton. Based on the FY 2023-2024 budget estimate of 9,000 tons, this contract will have a cost of approximately \$211,000.

Board Action Requested:

Authorize the Executive Director to execute a contract with Royal Oak Farm, LLC for a unit price of \$23.45/ton to provide vegetative waste grinding services for a one-year period starting June 19, 2023.



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS
RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

**FROM: LONNIE WOOD, DIRECTOR OF FINANCE & ADMINISTRATION
BETSY NEMETH, HUMAN RESOURCES MANAGER**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF FISCAL YEAR 2023-2024 PERSONNEL
MANAGEMENT PLAN UPDATE**

DATE: MAY 23, 2023

The Personnel Management Plan (PMP) is the policy guidance of the Authorities to document and communicate labor regulations, management practices, and overall personnel policies approved by the Board. It covers many topics ranging from employee hiring procedures, compensation, and benefits to grievance rights, substance abuse and code of conduct.

Annually, staff must review and update the PMP to reflect recent changes in the labor laws and benefits, and to provide a general review for best practices. This year's updates are a mixture of regulatory changes and administrative clarifications which support our Strategic Plan goals of Workforce Development, Optimization and Resiliency, and Communication and Collaboration. Significant changes include:

- Adds a Skill Development Bonus Award of up to \$500 for our Mechanics who complete skilled trades training courses outside of their normal working hours. Many of our Mechanics attend courses to further their knowledge and this will recognize that they do so on their personal time.
- Allows all employees to take three days of paid Bereavement Leave without requiring them to use their accrued sick or vacation leave time.
- Gives employees eight hours of paid Volunteer Time Off (VTO) per calendar year to allow them to volunteer with community organizations of their choosing. This supports our Strategic Plan goal of Communication and Collaboration and encourages community involvement by our employees.
- Removes the requirement of random drug testing for employees who are not required to have a Commercial Driver's License for their job. This change will save the Authority approximately \$2500 per year.

Below is a summary of the changes proposed for the PMP.

Section A. – Introduction and Organization chart

A.1. Authority – Delegates the authority to hire temporary employees to the Executive Director as necessary.

Section B. – Recruitment and Hiring Policy

B.6. Post Offer Physicals - Eliminated the requirement of a physical for all new hires. All new hires must still complete a pre-employment drug test.

Section D. – Compensation Plan and Administration

D.7. Other Forms of Compensation – Adds a Skills Development Bonus Award for Mechanics who complete skilled trades training courses outside of their normal work hours.

Section F. – Leave Policies and Rules

F.7. Bereavement Leave – Allows all employees to take three days of paid bereavement leave for the death of an immediate family member without requiring them to use their sick or vacation leave.

F.10. Volunteer Time Off – Gives employees eight hours of paid time off per calendar year to do volunteer work at an organization of their choice, within the guidelines of the policy.

Section I. – Administrative Policies

I.8. Technology System Acceptable Use Policy – Eliminated. This is a General Administrative Policy and no longer needs to be in this Manual.

I.9. Fitness for Duty – Eliminates language regarding the requirement for a pre-employment physical.

I.13. Safety Shoe Program – Eliminated. This is a General Administrative Policy and no longer needs to be in this Manual.

I.14. Prescription Safety Glasses Program – Eliminated. This is a General Administrative Policy and no longer needs to be in this Manual.

Section L. – Substance Abuse Policy

L.3. Drug and Alcohol Testing Requirements – Eliminated the requirement for random drug and alcohol testing for employees who are not required by law to be randomly tested. The testing requirement for employees who are required to have a Class A Commercial Driver's License for their job will continue as it is required by federal law.

Board Action Requested:

Approve the recommended updates to the Personnel Management Plan to be effective on July 1, 2023.

Attached: Redline of changes to the PMP

RIVANNA AUTHORITY

PERSONNEL MANAGEMENT PLAN

Adopted May 2023~~2~~

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RIVANNA AUTHORITY

PERSONNEL MANAGEMENT PLAN

Adopted May 202~~3~~²

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A. Introduction and Organization Chart

It is the policy of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority that a fair and uniform personnel management system be established and maintained in order to ensure effective service to our customers and community.

1. Authority

The policies and procedures in this Manual are intended to cover all aspects of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority (the Authority) personnel management system. They have been adopted or revised by the Authority's Boards of Directors (Boards) on the dates noted in each chapter or section. Administrative authority has been delegated to the Executive Director. The authority to revise or add to this manual remains with the Boards with ~~day to day~~ day-to-day supervision by the department managers, or as delegated, with the exception that *Section D.3., "Compensation Plan and Administration, Job Descriptions"* may be revised as needed by the Executive Director. The authority to add full-time and part-time equivalent permanent staff (FTE'S) and departments remains with the Boards. The authority to retain temporary employees who meet the criteria as temporary, part-time employees as designated by the Virginia Retirement System and the Affordable Care Act (See section D.2 – Compensation Plan and Administration Definitions), has been delegated to the Executive Director Nothing in this Personnel Manual is to be construed as a contract of employment.

2. Work Service

All employees work under these policies as approved by the Authority's Boards and administered by the Executive Director. The followings categories of work service do not fall under these provisions:

- a. Consultants, contractors, and counsel;
- b. Volunteers, or persons appointed to serve without pay;
- c. Members of Boards, commissions, or committees;
- d. Other positions as designated by the Board.

3. Organizational Chart

The Executive Director may request or recommend changes to the organizational charts from time to time. When this occurs, the organizational charts shall be presented to the Board for review and approval. Once approved, the organizational charts will be updated accordingly. For Authority organizational charts see *Section M. Forms and Attachments*.

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B. Recruitment and Hiring Policy

1. Policy

It is the policy of the Authority to hire employees through a systematic recruitment and selection process that identifies, attracts, and selects the most qualified applicants for employment. All applicants are considered on the basis of job requirements and applicant qualifications and otherwise without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, disability, hairstyles, hair texture, or any other non-job-related factor. The Authority's programs and practices seek to foster internal advancement opportunities for current employees. The Human Resources Department is responsible for overseeing the recruitment and selection process. All recruitment and selection will be done in accordance with applicable policies and laws and no selection decision will be made that would constitute unlawful discrimination in violation of state or federal laws.

2. Job Posting

- a. Open positions can be posted in one of the following ways:
 - 1) The job may be opened to Authority personnel only, in which case interested employees will notify the appropriate department manager or the Human Resources Manager of their interest.
 - 2) The job may be filled by evaluating applications already filed by qualified persons.
 - 3) The job may be advertised by contacting local schools, agencies, the Virginia Employment Commission, or by paid advertisements in appropriate newspapers, journals or Web posting and/or television.
- b. All open positions will be posted until filled.
- c. Job advertisement is under the direct supervision of the Human Resources Manager. No position may be opened and filled without notifying the Human Resources Manager and following one of the above procedures. This policy is to ensure that job openings are publicized adequately, both in the interest of fairness and of finding the best candidate for a job opening.

3. Application Policy

- a. All applicants must complete an Authority employment application, either an online application or a paper application, or submit a complete resume. All employment applications and resumes are submitted to the Human Resources Manager.
- b. All applications and resumes received for any position must be retained as stated in the retention policy of the Library of Virginia. Destruction of employment applications and resumes at the end of the retention period must be confidential.
- c. All applicant data will be tracked by the Human Resources Department.

4. Job Offer Policy

The Executive Director has final approval of all hiring decisions. A recommendation will be made to the Executive Director by the hiring department manager and/or the Human Resources Manager for all open positions.

5. Criminal Background Checks

All applicants who are offered positions shall be required, as a condition of employment, to authorize the Authority to have a criminal background check investigation performed and additionally a motor vehicle investigation check when driving a motor vehicle is an essential function of the position.

- a. When an applicant has a prior conviction, the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought will be reviewed. The Authorities may withdraw a job offer based on what type of offense an applicant was convicted of in the past.
- b. If an applicant should refuse to permit a background check, the applicant will be removed from further employment consideration.

6. ~~Post-Offer Physicals~~ Pre-employment Drug Testing

~~a. A post offer physical is required of the successful candidate. The candidate must meet the physical requirements of the position and must successfully pass a medical examination prior to the first day of employment. All medical records are confidential and shall comply with HIPPA guidelines.~~

~~b.~~ A post offer drug screening is required of the successful candidate within 2 business days of accepting a job offer. ~~At the time of the physical examination t~~The candidate will submit a urine specimen for drug screening purposes. The candidate must test negative for any illegal drug use to be eligible for employment. All drug and alcohol records are confidential and are maintained in a file separate from the employee's personnel file. See Section L., "Substance Abuse Policy" for additional information on the Authority's drug testing policy.

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7. Orientation Policy

All new employees will receive a copy of the Authority Employee Handbook prior to their first day of employment. New employees will attend an orientation session with the Human Resources Manager, the Payroll and Benefits Coordinator and the Safety Manager on their first day of employment. During this time, new employees will review all of their employment documentation, complete Employment Eligibility forms, and receive a comprehensive review of safety procedures.

C. Personnel File Policy

1. Policy

This policy establishes guidelines for the personnel files for each employee of the Authority and governs the access, dissemination, and purging of information contained within this file.

2. Description

The Personnel File contains personal information relevant to the individual's employment. These files are maintained under the supervision of the Human Resources Manager and are kept in a file cabinet which is locked at all times except when the files are inspected, or materials are added.

The personnel file shall be the only file which is to be considered official and complete in matters related to wages and salary, employee selection, employee relations, and arbitration hearings. Information pertaining to any personnel related aspect of employment (personnel action forms, letters of reprimand, letters of commendation, unemployment compensation requests, and any other pertinent information) shall be contained within the file.

All documents containing employee health information shall be maintained in a separate locked file and only those individuals with a need to know shall have access to these files as defined in the HIPAA Security Rule.

3. Access

The access, dissemination, and purging of information contained within a personnel file shall be in accordance with the federal Privacy Protection Act of 1974 and may from time to time be amended.

- a. The following individuals or agencies shall be designated as having regular access to the personnel files:
 - 1) The Executive Director.
 - 2) The Director of Finance and Administration, the Human Resources Manager, and the Payroll & Benefits Coordinator (for administrative purposes).
 - 3) Federal, State, or local law enforcement agencies during a properly warranted investigation of a violation or potential violation of the law.
- b. The following individuals or agencies may inspect a limited number of personnel files:
 - 1) An individual employee or former employee may inspect his or her own official personnel file after presenting proof of identity.
 - 2) An immediate department manager or Divisional Director may inspect portions of the official personnel file of any employee under their supervision.
 - 3) The members of a Grievance Appeals Board may inspect relevant files.
 - 4) The Virginia Employment Commission Unemployment Compensation Division may inspect relevant files.

All personnel files shall be reviewed in the presence of the Executive Director, a Division Director, ~~the Director of Finance and Administration~~ or the Human Resources Manager. No files shall be removed from the Administration Building unless needed for a grievance or court hearing.

There will be no release of any personal information contained within a personnel file to any individual or organization not having regular or limited access unless the employee has authorized the release of the information. The authorization from the employee must be in writing and signed by the employee.

Wage and salary information is not considered confidential under Freedom of Information Act laws and may be released as a part of a Freedom of Information Act (FOIA) request.

4. Official Personnel Forms

a. The following forms will be maintained in an employee's personnel file:

- 1) Performance Evaluation forms
- 2) Personnel Action forms
- 3) Employee pay history
- 4) Tax forms
- 5) Any policy sign-off forms
- 6) Any documentation of performance issues, to include reprimands and suspensions
- 7) Original hiring documents such as offer letters and applications
- 8) Any other confidential documents pertaining to that specific employee

b. The following forms will not be maintained in an employee's personnel file:

- 1) Any health-related documents, to include health insurance applications, doctor's notes, physical and drug testing results and Family & Medical Leave forms
- 2) Employment Eligibility Verification Form I-9
- 3) Requests for employment verification

D. Compensation Plan and Administration

1. Policy

By these rules and regulations, the Authority intends to establish a means of providing fair compensation to its employees while ensuring orderly and cost-effective operations. Employees shall be paid based on the value of work that they perform. Job performance shall be the major factor in determining wage and salary adjustments. Requests and appeals by employees regarding the application of these rules and regulations are to be submitted through appropriate channels, reaching to the Executive Director if necessary.

2. Definitions

Base Pay: An employee's normal hourly rate or annual salary, to include merit and administrative increases through the tenure of their employment. Base pay does not include overtime rates and premium rates. Base pay does include any relief or night shift operator differential pay.

Employee: Individual within a position.

Full-time Employee: A person with a work schedule of 40 hours per week. Treatment plant operators who work the 12-hour rotating shift schedule are also considered full time. Full time employees are eligible to receive benefits.

Intern: A student/trainee who works in a particular position full time for a restricted period of time or part-time, in order to gain work experience in a particular field. All interns will be paid at least the federal minimum wage and are considered temporary employees.

Job Title: A specific job that may have more than one position within it. (Note: a job title is defined by its job description that details the duties, qualifications and skills needed to perform the work.)

Part-time Employee: A part-time employee is an employee with a work schedule of less than 30 hours per week.

Position: An individual job. All positions must be approved by the Board of Directors.

Night Shift Operator – A water or wastewater operator who works a rotating schedule of shifting from day shifts to overnight shifts on a regular basis. Night shift operators must be permanent employees.

The Manager of each Water and Wastewater Department or the Divisional Director shall designate for each department the employees assigned as Night Shift Operators. There shall be only 8 designated night shift operators at any given time in each of the two operating departments, for a total of 16 designated night shift operators.

Pay Grade/Grade: A single pay range within a pay scale to which one or more job titles may be assigned.

Pay Range: The minimum, midpoint and maximum annual salary range within a pay grade paid for a specific job/position.

Pay Scale: A system that determines how much an employee in a job/job title can or may be paid as a base wage/salary for the job/position.

Performance or Merit Increase: An increase within grade to reward performance which meets or exceeds expectations of the position.

Separation or Termination: An employee ceasing to be employed by the Authority, either by resigning or by being dismissed.

Temporary Employee: A person whose employment with the Authority will last no longer than 90 days. These employees are not considered to be part of the Authorities' authorized permanent full-time equivalent staff and not eligible for participation in the Authority benefits program.

Workweek: A fixed and regular recurring period of 168 hours – seven consecutive 24-hour periods. Different workweeks may be established for different employees or groups of employees.

The Authority uses a pay scale of numbered pay grades, with each grade approximately 5% above the previous grade. The pay range for each position has a total spread from the minimum to the maximum of approximately 66%. The determination of a pay grade in which a particular position falls will take into account pay equity for work performed and consistency in pay with positions that perform similar work. The assignment of positions to pay ranges and the pay rates within each grade may be modified both by reclassification, such as through a classification study, or by across-the-board adjustments added to all pay rates as approved by the Authority Boards.

The Executive Director will recommend adjustments to the pay scale annually as needed. All adjustments to the pay scale must be approved by the Board of Directors.

The Authority will conduct a Compensation and Classification Study a minimum of every five years, or sooner as needed, to ensure the internal and external equity of the pay scale.

3. Job Descriptions

Each job title has a specific job description. In the job description, the following items are outlined:

- a. Job Summary: A statement that contains overall job function/duties, department manager responsibilities, if any, and the job title of the department manager of the position.
- b. Essential Job Functions: A detailed list of job responsibilities for the job title.
- c. Minimum Education and Experience: A list of the minimum education and work experience expected of the employee in the job.
- d. Knowledge, Skills and Ability: A list of the basic abilities an employee must possess in order to effectively perform the job.
- e. Physical Requirements: A list of physical acts that the employee must be able to perform in the job.
- f. Work Environment: A summary of the working conditions in which the job is performed.
- g. Special Requirements: Any requirements for the job that are not listed elsewhere in the job description or that are unique to the job.

4. Determination of Pay Grade

All job titles are assigned a pay grade based on:

a. Complexity of the Work

- 1) Unskilled: Work requiring the performance of uncomplicated tasks, physical work.
- 2) Semi-Skilled: Work requiring the performance of uncomplicated work, specialized physical work.
- 3) Skilled: Work requiring specialized physical skills used in the performance of complicated tasks.
- 4) Clerical: Work requiring the use of basic language, mathematical and social skills in orderly duplication, processing, recordation and maintenance of information documents.
- 5) Skilled Clerical: Work requiring the use of basic language, mathematical and social skills in orderly duplication, processing, recordation and maintenance of information and financial documents and requiring typing skills.
- 6) Technical: Work requiring the specific application of detailed procedures and techniques to recurring situations or problems. Work may also require specialized physical skills.
- 7) Paraprofessional: Work requiring the application of advanced knowledge and often advanced social skills in support of professional activities and may include research and data collection, client assistance or other activities.
- 8) Professional: Work requiring the application of advanced knowledge and personal ingenuity, creativity, estimation or related input and often advanced social skills, to the solution of complex problems or situations.
- 9) Administrative: Work requiring the application of general procedural knowledge and advanced social skills in the planning, organizing, coordinating, directing and/or control of agency activities, procedures and practices.

b. Level of Work

- 1) Routine: This is the lowest level of the type of work performed requiring the employee to handle a restricted scope of simple or more basic assignments or problems.
- 2) Responsible: This is the senior and often department manager level of this type of work requiring the employee to handle a variety of typical assignments or problems.
- 3) Difficult: This is the senior and often department manager level of this type of work requiring the employee to handle all assignments or problems except those requiring unit or departmental policy or procedural change.
- 4) Complex: This is the highest level of mastery of this type of work and is often a managerial position. It requires the employee to handle or direct the handling of all assignments or problems.

c. Supervision Received

- 1) Immediate Supervision: The employee works under close supervision and work is checked regularly.
- 2) Regular Supervision: The employee generally works independently, following standard practices requiring only occasional supervision, work is checked periodically for quality accuracy and quantity; department manager normally available for consultation and advice upon request.
- 3) General Supervision: The employee requires only general direction, working from broad policies and on general objectives. Refer specific matters to superior only when interpretation of municipal or agency policies is deemed necessary; sets own standard of performance, limited only by general policies and budget; direct responsibility for final results.
- 4) Supervision Exercised: The employee is responsible for the supervision of others. This is determined by the number of employees supervised – a small group being less than six employees, a medium group being between six and twenty employees and a large group being over 20 employees supervised.

d. Knowledge, Skills, and Abilities

- 1) Some Knowledge: the employee has sufficient familiarity with the subject to know elementary principles and terminology and to understand simple problems.
- 2) General Knowledge: The employee has sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations.
- 3) Thorough Knowledge: The employee has almost complete coverage of the subject matter; work calls for sufficient comprehension to solve unusual as well as common-place work problems.
- 4) Comprehensive Knowledge: The employee has the most advanced degree of knowledge likely to be found; work calls for complete mastery and understanding of the subject.

e. Education and Experience

Level of education required for the job, as stated in the job description.

- 1) Some Experience: Sufficient to enable employee to acquire some familiarity with methods and nomenclature in common work situations of the occupational field (usually six months to two years).
- 2) Considerable Experience: Sufficient experience in an occupational field to perform work as assigned with little direct supervision, work calls for a journeyman comprehension of standard work situations (usually two to five years).
- 3) Administrative Experience: Extensive experience as defined and develop or advise on major policy matters and independently direct the operations of a major agency.

f. Special Job Requirements

These are specific requirements that must be met by an employee working in a particular job, such as licensing and specific physical requirements.

g. Current Pay Scale & Position Table

For current pay scale and position table, *see Section M., "Forms and Attachments"*.

h. The Authority will conduct a comprehensive classification and compensation study every five years at a minimum. The Executive Director may, if warranted, recommend an adjustment to the overall pay scale during a year that a survey is not completed, which must be approved by the Board of Directors.

5. Pay Rates

a. Starting Pay

The Executive Director is authorized to hire employees at any point within the salary range based on market conditions and the qualifications of the individual.

Original appointment above the minimum pay rate for a class may be recommended, subject to approval by the Executive Director, if any of the following conditions exist:

- 1) The qualifications and/or experience of the applicant exceed the basic requirements for the position.
- 2) The applicant is a former employee.
- 3) Difficulty of recruitment requires offering a higher pay rate.

b. Promotion, Demotion and Transfer

When an employee is promoted from one job to another having a higher pay range/pay grade and additional responsibilities, the employee shall receive an increase of at least ten percent (10%).

See 7.d. of this Section, "Other Forms of Compensation, Operator License Incentive Program" regarding license increases, which are not considered promotions under these rules and regulations.

When a position is filled by demotion, the employee shall be paid at any rate in the pay grade assigned to the position the employee is demoted to, as determined by the Executive Director.

When a position is filled by a transfer of an employee from a position assigned the same grade, the base pay rate normally shall not change. When an employee chooses to apply and transfers to a position in a lower pay grade, that employee may receive a reduction in base pay, as determined by the Executive Director.

c. Former Employee Hiring

A former employee who is hired to fill a position in the same pay grade in which they previously served, shall be paid the current base pay rate within the grade commensurate with their current work experience and qualifications.

A former employee who is hired to fill a position in a pay grade other than which they previously served, shall be paid the current base pay rate within the pay grade commensurate with his/her current work experience and qualifications, at the discretion of the Executive Director.

d. Reclassification

A reclassification is the change in a job title or the reassignment of a job title to a different pay grade because the previous title/pay grade/pay range no longer accurately reflects the duties performed. All reclassifications must be approved by the Executive Director.

Any employee whose position is reclassified into a higher pay grade as the result of a Compensation/Classification study or market survey will not automatically be entitled to an increase in base pay, unless their current rate of base pay is below the minimum of the new pay grade.

6. Employee Performance Appraisal and Merit Pay

a. Purpose

The annual employee performance appraisal is a process that allows an employee and their department manager to discuss the employee's performance from the prior year, as well as to set performance expectations for the following year. Employee performance that meets or exceeds expectations can result in an annual merit increase. Merit increases will take effect on July 1 for the review period of April 1 through March 31. Merit increase funding is a function of the annual budget process and must be reviewed and approved by the Boards of Directors. The total merit pool is a percentage of total salaries.

Specific policy and procedures related to the execution of employee performance appraisals are found in the Performance Evaluation System Manual, a separate manual from this policy, which is approved by the Board of Directors.

b. Appraisal Procedure and Merit Increase Eligibility

If the Boards approve a merit increase with the adopted annual budget, increases can be awarded to all eligible employees, to be allocated based on each employee's performance appraisal by a calculation method stated in the Performance Evaluation System Manual and formally approved by the Board or Directors.

No employee shall receive a salary increase that would cause the employee's base pay rate to exceed the maximum pay rate in the employee's pay grade. If an employee is ineligible for a salary increase because an increase would cause their annual salary to exceed to top

of their pay grade; the employee may receive a performance bonus. *See Section 7.b.1. of this Section, "Other Forms of Compensation, Bonuses, Performance Bonus".*

New employees in a probationary status as of March 31 are not eligible for a merit increase in the next fiscal year; however, the same employee may be eligible of a one-time administrative increase after a successful six-month probation period, pending Executive Director approval. *See 7.c. of this Section, "Other Forms of Compensation, Administrative Increase".*

Eligibility for performance increases shall not be affected by other salary increases, including administrative, promotion, and bonus increases or by a transfer or reclassification provided there remain sufficient range in the grade.

Employee performance information is personal information and shall be handled in a confidential manner and retained in their personnel file.

7. Other Forms of Compensation

a. On-Call Pay

Certain positions are required to participate in an after-hours on-call schedule. In the event of an emergency, the on-call employee is expected to respond immediately and be fit for duty. Employees that are on-call will receive a wage rate of 10% of their hourly base pay rate for every hour waiting to be called outside of their normal work schedule. Lunchtime during the normal workweek is not considered on-call time. Should the employee be required to come into work during their on-call schedule, he/she will receive Unscheduled Premium pay for two hours or the actual hours worked out of schedule. In the case of an emergency operation status, as determined by the Executive Director, other positions may temporarily be included in the on-call schedule. Department Managers shall designate any employee that is in On-Call status for each pay period.

b. Bonuses

1) Performance Bonus. An employee who is at the maximum of his or her pay grade shall be eligible for a performance bonus. If an employee is ineligible for a salary increase because an increase would cause their annual salary to exceed to top of their pay grade; the employee may receive a performance bonus as determined by the merit-based pay increases, if any. *See Section D.6.b., "Compensation Plan and Administration, Employee Performance Appraisal and Merit Pay, Appraisal Procedure and Merit Increase Eligibility".*

2) Meritorious Bonus Award. The Executive Director may make a cash award to an employee(s) for extraordinary ~~events~~events, such as, extraordinary performance or significant money saving suggestions conceived outside the usual and normal expectations of their position(s). The award is a one-time, lump sum bonus of \$100 to \$3000. Only the Executive Director has the authority to award such a bonus.

- 2) 3) Skills Development Bonus Award. Any employee in the Mechanic position who completes skilled trades courses outside of their normal working hours and earns a grade of a B or higher will be eligible for a bonus of up to \$500 per class.

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c. Administrative Increase

An employee who performs the duties and responsibilities of his position in a consistently superior manner deserving recognition beyond what is provided through pay for performance increases, as determined by the Executive Director, shall be eligible to be considered for an administrative increase where a promotion may not be possible and/or may not be warranted. An administrative increase may also be used to adjust any inequities, which may arise from the application of these rules and regulations. An administrative increase shall have no effect upon eligibility for pay for performance increases.

An administrative increase to advance an employee when such action seems justifiable may be recommended to or by a divisional director and/or the Executive Director. Such a recommendation shall be submitted in writing to the Executive Director for approval and shall state the reason for the recommendation.

An administrative increase shall not exceed 15% within grade.

An administrative increase may be granted in the case of a temporary promotion or transfer, limited to the duration of the temporary assignment. ~~See 7.c. of this Section, "Other Forms of Compensation, Administrative Increase".~~

d. Operator License Incentive Program

Persons in an Operator position who pass a licensing exam for a higher-class license than the one currently held will be reclassified and be paid either the minimum for the new pay grade or a rate in the new range 7% above the current salary/base pay, whichever is greater, if the experience requirements have been met.

Granting of a license increase shall not be considered a promotion under these rules and regulations.

e. Overtime

Overtime shall be utilized to relieve specific occasional peak workloads or emergencies, and as a part of the Authority's day-to-day operations.

Non-exempt employees are paid overtime for hours worked in excess of 40 hours in a workweek. Overtime pay is based on the employee's base rate of pay for hours actually worked. This includes compensation for hours worked while in unscheduled premium and compensation while in on-call pay status, which is added to the base rate of pay (or blended). It also includes compensation for relief operator differential pay and nighttime shift differential pay within in any given week. It does not include compensation or time for sick, vacation, holiday or other leave granted, holiday premium pay, or discretionary

bonuses received within the workweek. Pay for these items is added after overtime is calculated.

This will result in non-exempt employees receiving a Blended Overtime rate each week there is applicable time worked beyond the statutorily required 40 hours per week.

Regular part-time employees and interns receive overtime pay for work hours exceeding 40 hours in a workweek.

All overtime specified above, must be preauthorized by the immediate department manager on a daily basis.

Vacation leave is available to non-exempt employees in lieu of overtime pay. In all instances of overtime, the employee may request in lieu of overtime pay, a vacation leave credit at a rate of 1.5 times the overtime hours worked. An employee may request up to a total of 30 hours of vacation leave time instead of overtime pay (instead of 20 hours of overtime pay) per calendar year as allowed by law. An employee's department manager must approve the request for vacation leave in lieu of overtime.

f. Premium Pay

Holiday Premium Pay: Hourly employees will receive premium pay at the rate of 0.5 times their hourly rate of base pay, in addition to their regular base pay for any hours worked in the workweek that are on an Authority designated regular holiday.

Unscheduled Premium Pay: Hourly employees will receive premium pay at the rate of 0.5 times their hourly base pay rate, in addition to their regular base pay, for any hours worked in the workweek that are unscheduled hours worked due to emergency call-in, special workload needs or covering another employee's work schedule. (Examples: line breaks, plant shutdowns, special construction needs requiring nighttime work.)

g. Pay Differential – Relief Operators

In recognition of the additional demands with the Relief Operator assignment and to implement an incentive to retain qualified operators in Relief Operator assignment, the Relief Operator will be eligible to receive a 10% pay differential above their hourly base pay rate once fully trained at all related facilities as determined by the department manager. This new pay rate becomes their base pay. Relief operators are not eligible for Unscheduled Premium Pay.

At such time when a water or wastewater operator ceases to perform the assignment of a Relief Operator, the 10% pay differential for the Relief Operator assignment will no longer be paid.

h. Night Shift Pay Differential – Water and Wastewater Night Shift Operators

In recognition of the additional demands on water and wastewater operators who are working overnight shift schedules, these operators will be eligible to receive a 2% pay

differential above their hourly base pay rate. This new pay rate becomes their base pay. Overnight shift operators must be designated by the Water and Wastewater Managers.

When a water or wastewater operator no longer works the overnight shift schedule, the 2% pay differential for the shift assignment will no longer be paid.

8. Benefits Briefly Explained

a. Retirement

The Authority is a member of the Virginia Retirement System (VRS). The Authority makes contributions into the plan as determined and instructed by VRS. In addition, the employee pays a minimum 5% employee member contribution as a pre-tax deduction from their creditable compensation. An employee's creditable compensation is their annual salary, or their hourly base pay rate multiplied by 2,080 hours (which is 40 hours per week for a year). Participation in VRS is a condition of employment for all eligible employees.

b. Retirement Pay Out

In recognition of employee service to the Authority, employees who are eligible to retire under the Virginia Retirement System will be paid one of the following upon their retirement based on the VRS Plan in which they participate:

- 1) VRS Hybrid Plan participants will be paid a Service Bonus of \$200 per year of continuous service to the Authority, up to a maximum of \$5,000.
- 2) VRS Plan 1 and Plan 2 participants will be paid a percentage of their accrued sick leave time at the time of retirement, based on the table below, up to a maximum of \$5,000.

Years of Service	%	Benefit Calculation
<3	0	No cash benefit
3 to <5	10	Sick leave balance x employee hourly rate x 10%
5 to <10	15	Sick leave balance x employee hourly rate x 15%
10 to <15	20	Sick leave balance x employee hourly rate x 20%
15 to <20	25	Sick leave balance x employee hourly rate x 25%
20 +	30	Sick leave balance x employee hourly rate x 30%

c. Life Insurance

All Authority employees must participate in a group life insurance plan tied to the retirement plan. The premium and benefits are based upon each employee's base gross salary. The Authority pays the premium cost. The contribution made by the Authority is subject to change as part of the Authority's annual budget. Employees may also elect to purchase additional life insurance and extend coverage to family members. This additional optional life insurance is at the employee's expense.

d. Medical/Dental Insurance

The Authority participates in a major medical and dental plan for employees and their families. The Authority makes a contribution towards the premiums and the employee pays the remaining amount through a payroll deduction. The specific features of this plan are normally subject to change annually.

e. Workers' Compensation

Under State Law, the Authority maintains workers' compensation insurance to pay for treatment of work-related injuries and to protect against loss of income resulting from a job-related injury. See Section F.10., "Leave Policy and Rules, Workers' Compensation Leave".

f. Leave

The various types of leave are covered in Section F., "Leave Policy and Rules".

g. Other Optional Benefits

In addition to optional life insurance noted above, other optional benefits include dependent and health care flexible spending accounts, health savings accounts, optional critical care insurance, a 457 Deferred Compensation Account and gym memberships at a reduced rate.

The Authority retains the right to change, alter or discontinue benefits offered where applicable.

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E. Harassment Policy

1. Policy

It is the policy of the Authority to provide a working environment that is free from all forms of discrimination and conduct that is considered harassing, coercive, intimidating, or disruptive, to include sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age (over 40), religion, disability, genetic information, sexual orientation, gender identity, pregnancy, childbirth and related medical conditions, hairstyles, hair textures, and any other legally protected characteristic will not be tolerated. This policy includes reporting procedures and remedies in the event of harassing behavior.

2. Workplace Harassment

Offensive behavior toward an employee may constitute workplace harassment if:

- a. The conduct occurs because of a person's inclusion in a legally protected class;
- b. The conduct is unwelcome;
- c. The conduct results in a tangible employment action against the alleged victim (termination, demotion, denial of promotion, decrease in pay, or altering that individual's duties in a way that blocks the individual's opportunity for promotion or salary increase);
- d. Or if the conduct is sufficiently severe or pervasive to create a hostile, intimidating or offensive work environment, to unreasonably interfere with a person's work performance, or to otherwise adversely affect terms, conditions, or opportunities of a person's employment.

Such behavior can include, but is not limited to:

- a. Repeating stereotypical jokes or making stereotypical comments related to race, age, sex, sexual orientation, gender identity, national origin, religion or disability or any other legally protected characteristic;
- b. Displaying derogatory pictures or offensive printed material;
- c. Insults, name-calling, and any other words or comments that demean, stigmatize, intimidate, or single out a person because of one's sex, sexual orientation, gender identity, race, religion, national origin, age, disability or other legally protected status;
- d. Physical contact, invading one's physical space, damaging one's personal property, offensive gestures, or any other demeaning physical act directed at someone based on their legally protected status.

3. Sexual Harassment

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment. The following is a partial list of sexual harassment examples:

- a. Unwanted sexual advances;

- b. Offering employment benefits in exchange for sexual favors;
- c. Making or threatening reprisals after a negative response to sexual advances;
- d. Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters;
- e. Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes;
- f. Verbal sexual advances or propositions;
- g. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations;
- h. Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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

- a. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- b. submission or rejecting of the conduct is used as a basis for making employment decisions; or
- c. the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

4. Employee Responsibilities

All employees are responsible for assisting in the prevention of harassment by refraining from participation in, or encouragement of, actions that could be perceived as harassment. An employee who feels they have experienced or witnessed sexual or other unlawful harassment in the workplace is required to immediately report such incidents. Employees are required to report incidents to either their immediate department manager, their divisional director or any other divisional director, the Human Resources Manager, or the Executive Director. Employees are assured that concerns and reports can be made without fear of reprisal or retaliation.

5. Department Manager Responsibilities

Each department manager and divisional director is responsible for assisting in the prevention of harassment by monitoring the work environment for signs that harassment may be occurring, counseling employees on the types of behavior prohibited, and knowing and following procedures for reporting and resolving complaints of harassment.

6. Complaint Procedures

All allegations of sexual or other unlawful harassment will be quickly and discreetly investigated. To the extent possible, confidentiality of the complainant and any other witnesses, as well as the harasser, will be protected against unnecessary disclosure.

- a. Any employee encountering harassment is encouraged to tell the person directly responsible that their actions are unwelcome and offensive. The employee should document all incidents of harassment in order to provide the fullest basis for investigation.
- b. If the incident is serious (i.e., physical advance), unacceptable or repeated, especially if the employee has asked the offender to refrain from such behavior in the past, a written complaint should be filed immediately.
- c. A complaint should be reported to one's immediate department manager, a department manager from another department, their divisional director or any other divisional director, the Human Resources Manager, or the Executive Director. The employer representative taking such complaint must document all information including dates, times, places, names, and quotes.
- d. The employee will be informed as to how and when the employer representative intends to follow up on the complaint. If the situation warrants, immediate steps to protect the employee from further harassment may be taken.

7. Corrective and/or Disciplinary Action

Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, including one or more of the following:

- a. A verbal reprimand
- b. A written reprimand
- c. Suspension with or without pay
- d. Discharge Dismissal

In addition, the filing of a false complaint, or false statements during an investigation will be subject to disciplinary action as stated above.

8. Recourse Through Other Policies/Agencies

Employees who have encountered harassment, or employees accused of harassment, are not precluded by this policy from filing a complaint with the Equal Employment Opportunity Commission (EEOC). Employees may also file an appeal or grievance through the Authority's grievance policy, see *Section H., "Grievance Procedure"*.

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F. Leave Policy and Rules

1. Policy

Department managers shall grant leave in accordance with these policies, on the basis of the work requirements, and whenever possible in accordance with the wishes of the employee. Employees are encouraged to plan use of their cumulated annual leave far enough in advance that full consideration can be given to their requests.

2. Holiday Leave

It is the policy of the Authority to ensure that all regular employees enjoy the same number of holidays each year, irrespective of the provisions of the section below on granting holiday leave. The standard shall be the number of holidays in a year which will be celebrated by regular employees.

The following holidays are observed by the Authority and shall be granted to all full-time employees with pay, and to part-time, non-benefited employees without pay, unless such employees are required to be on duty as scheduled:

- New Year's Day, January 1
- *Martin Luther King Day, Third Monday in January (Floating)
- *Presidents' Day, Third Monday in February (Floating)
- Memorial Day, Last Monday in May
- *Juneteenth, June 19 (Floating)
- Independence Day, July 4
- Labor Day, First Monday in September
- *Veterans Day, November 11 (Floating)
- Thanksgiving
 - Fourth Wednesday of November, close at 12:00 pm
 - Fourth Thursday and Friday of November
- Christmas Eve, December 24
- Christmas Day, December 25

*The RWSA/RSWA offices will be open. Holiday leave may be taken on the formal holiday with the department manager's approval. If leave is not taken on the holiday, it will become 8 hours of annual leave and will be treated as such. Holiday premium pay will not be paid for time worked on Martin Luther King Day, Presidents' Day, Juneteenth or Veterans Day.

Holidays observed by the Authority shall be subject to the following rules:

- a. Holiday on weekend. In the case of non-shift employees when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. Employees working shift schedules (water operators, wastewater operators) will observe the holiday on the actual day and be paid accordingly.
- b. Holiday on a mandatory workday. Any hours worked on a holiday will be paid at a rate noted in *Section D., "Compensation and Plan Administration"*. The employee will also

receive 8 hours of holiday pay at their base pay rate. Temporary employees are not eligible for holiday pay.

- c. Holidays during paid leave. A holiday falling within a period of paid leave shall not be counted as a workday when computing the amount of leave debited. When an employee takes unauthorized leave on a holiday, time shall be deducted from his/her sick leave or annual leave or be charged as leave without pay. *See Item 9. of this Section, "Unauthorized Absence/Leave".*
- d. Holiday during unpaid leave. When a holiday falls within a period of leave without pay or immediately preceding or following such leave, the employee shall receive no pay for the holiday.
- e. Employment or separation on a holiday. The employment or separation of a regular or part-time employee shall not be affected by a holiday, except when the employee works that day.

3. Annual Leave

Annual leave is intended to be used for personal leave and for vacations. Annual leave must be scheduled with and approved by the appropriate department manager at least one business day prior to the employee taking the leave time. Final approval rests with the department manager, divisional director or as delegated.

a. Accrual

Annual leave shall normally be accrued to regular full-time employees at the following rates (employees on unpaid leave will not receive an accrual during leave):

Years of Service	<5 Years	5 to <10 Years	10 to <15 Years	15 to <20 Years	20 to <25 Years	25 + Years
Annual Accrual Rate	96 hours	120 hours	144 hours	168 hours	192 hours	216 hours

b. Annual Carry Over

Annual leave may be carried over to the next calendar year at the following rates:

Years of Service	<5 Years	5 to <10 Years	10 to <15 Years	15 to <20 Years	20 to <25 Years	25 + Years
December 31 Maximum	192 hours	240 hours	288 hours	336 hours	384 hours	432 hours

Employees may carry over twice their annual accrual as of January 1st each year. Annual leave in excess of these limits on January 1st shall be lost. Only the Executive Director or his designate may grant an extension to this date.

c. Taking

The following rules pertain to taking annual leave:

- 1) Annual leave shall normally be granted each calendar year. Any annual leave taken

-should be approved by the employee's department manager prior to the leave being taken.

2) Annual leave taken shall not exceed the annual leave time that has been accrued by the employee at the time they are taking annual leave. Exceptions must be approved by the Executive Director. Such excess leave granted will be debited against future annual leave credits. Any such negative accumulation at the time of separation must be reimbursed.

3) Failure to return from an approved annual leave may result in an unauthorized leave or in disciplinary action, up to and including termination.

d. Debiting

The amount of annual leave debited will be computed on the basis of the days or hours an employee is scheduled to work during the period when leave is taken. Holidays and other regular days off will not be included.

e. Effect of Separation

1) Provided that an employee has given a two-week notice at the time of resignation and worked through those two-weeks, any unused annual leave shall be paid to the employee at their current hourly base pay.

2) Annual leave credits shall be prorated through the employee's effective date of separation.

3) Upon separation, all annual leave hours shall be cleared from the employee's leave record.

4) Employees shall reimburse the Authority for any unearned or excess leave taken, regardless of leave type, upon separation. Any reimbursement to the Authority or any nonpayment for hours taken shall be documented for the record and appropriate action taken in accordance with these rules and regulations and the documentation filed in the employee's personnel file.

4. Sick Leave

Sick leave is leave with pay granted to an employee for an illness, bodily injury resulting in temporary disability, medically required confinement, medical/dental appointments and the care of a sick family member, to include individuals residing in the same household. Up to 40 hours of sick leave may also be used for bereavement leave in the event of the death of a family member or loved one, per instance. The FMLA policy may apply in some instances of sick leave after the first 12 months of employment.

A doctor's certificate or other documentation of illness may be required by a department manager should absence exceed three days or when misuse of sick leave is suspected. This certificate or documentation will include the nature of the employee's condition and the expected date on which the employee will be able to return to work and perform their normal job duties.

a. Accrual

All employees will accrue sick leave time at a rate of 12 days annually or 3.69 hours per pay period. New employees will be given 20 hours of sick time on their date of hire.

b. Annual Carry Over

- 1) VRS Plan 1 and VRS Plan 2 participating employees do not have any limit to the amount of sick time that they may carry over.
- 2) VRS Hybrid Plan participating employees may accrue up to 480 hours of sick leave time. Accrual of sick leave time will stop when an employee has accrued 480 hours and will begin again if they drop below 480 hours of sick leave time.

c. Taking

The following rules pertain to taking sick leave:

- 1) Sick leave taken shall not exceed the total cumulated sick leave hours earned by the employee.
- 2) Leave without pay may be granted for sickness extending beyond the use of all sick or other leave. *See Item 5 of this Section, "Family and Medical Leave Act (FMLA) Provisions".*
- 3) ~~Employees may~~Employees may use annual leave hours when sick leave hours have been exhausted.

d. Debiting

The amount of sick leave debited will be computed on the basis of the days or hours an employee is scheduled to work during the period when the leave is taken. Holidays and other regular days off will not be included when computing debits.

e. Other Rules and Regulations Regarding Sick Leave

- 1) Reporting of sickness
 - a) An employee who is absent from duty for reasons which entitle them to sick leave shall notify his/her department manager at least four (4) hours before his/her usual reporting time, or as required by his/her department manager, if physically able. Failure to do so may result in unauthorized *leave*. *See Items 2.b. and 3.a. below.*
- 2) Investigation of sickness
 - a) A department manager may verify the questionable illness of an employee using sick leave by requesting a note from the employee's physician.
 - b) Failure by the employee to cooperate in sick leave investigating or to return from sick leave when expected may result in an unauthorized leave or in disciplinary action.
- 3) False or fraudulent use of sick leave

- a) Use of sick leave for other than the purposes stated above shall be cause of disciplinary action (including suspension or dismissal) against the offending employee.
- 4) Conversion of sick leave
 - a) the use of sick leave for annual leave purposes shall not be permitted.
- f. Sick Leave Pay Out Upon Separation

Accrued sick leave will not be paid out in the event of a termination or resignation. For sick leave pay out upon retirement, see *Section D.8.b., "Compensation Plan and Administration, Benefits Briefly Explained, Retirement Pay Out"*.

5. Family and Medical Leave Act (FMLA) Provisions

Notwithstanding any other provision of this Manual, eligible employees may take up to 12 workweeks of paid or unpaid leave under the provisions of the Family and Medical Leave Act, subject to the following rules and regulations. The twelve (12) month period during which an employee may take up to twelve (12) workweeks of leave under the Family and Medical Leave Act will begin on the first day that leave is taken. *In this Section, see: Item 3, "Annual Leave"; Item 4, "Sick Leave"; and, if eligible, Item 6, "Sick Leave Bank".*

a. General Description

An eligible employee may take family/medical leave, continue any paid medical/dental insurance during such leave and be restored to the same position upon their return (or a position equivalent in pay, benefits and terms of employment) in any of the cases of:

- 1) Birth, adoption or foster placement of a child;
- 2) Care of a spouse, child or parent with a serious medical condition;
- 3) Serious health condition of the employee rendering the employee unable to perform an essential function of his/her position;
- 4) Covered military active duty; and
- 5) Care of a covered service member with a serious injury or illness when the employee is the spouse, child, parent or next of kin of the service member, as defined by the Family and Medical Leave Act. This type of leave may be for up to 26 workweeks.

b. Definitions

Child: Includes son or daughter under the age of 18 or son or daughter over 18 who is disabled and cannot care for themselves, legal wards, stepchildren and others for whom the employee stands in the place of parent.

Eligible employee: An employee who has been employed at least one year and has worked at least 1,250 hours during the 12 months immediately preceding the proposed leave.

Health Care Provider: A licensed medical doctor or any other person determined by the U.S. Secretary of Labor to be capable of providing health care service.

Parent: Biological parents as well as any others who have acted in the place of a parent to the employee. This does not include parents-in-law.

Serious Medical Condition: A physical or mental illness or an injury requiring inpatient care at a hospital, hospice, or residential medical care facility; or continued treatment by a health-care provider.

Leave due to the birth or adoption must be completed within the 12-month period beginning on the date of birth or adoption. In addition, in cases where the married couple are both employed by the Authority, the two together may be limited to a combined total of twelve (12) workweeks of leave during any 12-month period for the birth or adoption of a child, or for the care of the same son, daughter, or parent.

c. Notice of Leave

If the need for family/medical leave is foreseeable, the employee must give his/her immediate department manager written notice at least 30 days prior to leave, except in extraordinary circumstances. Additionally, if medical treatment is planned the employee must first consult with his/her immediate department manager regarding the dates of such treatment. If this is not possible, the employee must at least give notice as soon as practicable (within one or two business days of learning of the need for leave). Failure to provide such notice may be grounds for delay of leave. As in all cases of leave, a leave request form must be submitted to the immediate department manager. Family/medical leave forms are available from department managers or the Human Resources Manager. These forms must be used when specifically requesting family/medical leave. In cases where family/medical leave has not been specifically requested, but has been determined as FMLA-qualifying leave, a family/medical leave form will be provided and must be completed as soon as possible so that FMLA leave may be approved.

d. Medical Certification

If leave is requested due to the employee's or a covered relation's serious health condition, the employee and relevant health care provider must supply appropriate medical certification. Medical Certification forms are available from the Human Resources Manager. When leave is requested, the Authority will notify employees of the requirement for medical certification and when it is due. Failure to provide requested medical certification in a timely manner may result in delay of leave until such time as it is received. The Authority, at its expense, may require an examination by a second health care provider designated by the Authority if initial medical certification is deemed incomplete or unsatisfactory. If the second health care provider's opinion conflicts with the original medical certification, the Authority, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final binding opinion. The Authority may require subsequent medical recertification.

e. Reporting While on Leave

In cases of leave for the employee's own serious health condition, or to care for a covered relation, the employee and the Human Resources Manager will determine how often the employee should contact their department manager regarding the status of their condition and their intention to return to work. In addition, notice must be given as soon as is practicable (within two business days if feasible) if the dates of leave change or are extended, or initially unknown.

f. Pay During FMLA Leave

Family/medical leave is legally unpaid leave (with the exception of worker's compensation benefits). The Authority requires an employee taking a leave covered by the FMLA to use first, their sick leave hours, and then their annual leave hours during their FMLA leave. Family/medical leave runs concurrently with other type of leave, including leave for work-related injury or illness.

g. Medical and Other Benefits

During an approved family/medical leave, the Authority will maintain health benefits for the employee, as in cases of active employment. The Authority will continue to deduct the health and dental insurance premiums from the employees pay. If the employee does not have leave time to use during their family/medical leave and the family/medical leave is unpaid, the employee is responsible to pay by the 25th of each month, the monthly employee portion of the premium. Employees will be notified if payments are more than 15 days late. If payments are not received within 15 days from the date of the late notice, coverage will cease, effective on the last day for which premiums have been paid.

Membership with the Virginia Retirement System will not be affected by family/medical leave; however, no wages will be reported during periods of unpaid leave. In addition, life insurance premiums will not be paid by the Authority during periods of unpaid leave and must be paid by the employee, as well as applicable premiums for optional life insurance, as set forth above. Upon return to work, the employee may be eligible to purchase the lost service with VRS, if the leave is necessitated by birth or adoption, as defined by VRS policies. The Authority will resume its contribution to life insurance and wage reporting to VRS, with no lapse in credited service.

h. Exemption for Highly Compensated/Key Employees

Highly compensated or key employees (the highest paid 10 percent of employees) may not be returned to their former or equivalent position following a leave if the employee's restoration to their position will cause substantial and grievous economic injury to the Authority. This determination is not based on whether the absence of the employee will cause such substantial and grievous injury to the Authority. The Authority will make this fact-specific determination on a case-by-case basis. The Authority will notify the employee at the time of a leave request if he/she qualifies as a "highly compensated" employee, if

the Authority believes that the restoration of the employee to their position may be denied, and of the employee's rights in such instances.

i. Intermittent and Reduced-Schedule Leave

Leave due to a serious health condition, or to care for a covered relation with a serious health condition, can be taken intermittently (in separate blocks of time, due to a single health condition) or on a reduced-leave schedule (reducing the usual number of hours worked per workday or workweek), if medically necessary. Requests for intermittent or reduced leave schedule for birth or adoption of a child must be approved in advance and will be approved on a case-by-case basis. If leave is unpaid, the Authority will reduce the employee's salary based on the amount of time actually worked. In addition, while on intermittent or reduced-schedule leave, the Authority may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave, and which has equivalent pay and benefits.

j. Record Keeping and Anti-Retaliation

The Human Resources Manager shall maintain records necessary to demonstrate compliance with FMLA. A doctor's note is not required for each absence under a FMLA leave. FMLA requires that no employee be subject to any penalty for seeking rights under FMLA or for testifying for or otherwise helping other employees seek rights under FMLA.

6. Sick Leave Bank

Each Authority will maintain a sick leave bank to be used when a member of the bank becomes incapacitated by long-term and/or chronic illness or injury as long as one-third of the eligible employees agree to participate in accordance with the terms contained herein. The sick leave bank is not for use for any other type of illness or injury leave, such as that of a family member.

Membership in the sick leave bank shall be voluntary and open to all eligible personnel who accrue sick leave. Each employee of the Authority who accumulates sick leave is eligible for membership and agrees to donate eight (8) hours of their sick leave to join the bank.

The Human Resources Manager is designated as the administrator of the sick leave bank.

a. Enrollment Procedures

- 1) An eligible employee may enroll within the first thirty days of employment by completing a Sick Bank Donation Form.
- 2) An employee who does not enroll when first eligible may do so between any subsequent January 1 to January 31 period by completing a Sick Bank Donation Form and providing satisfactory evidence of good health from a doctor to the Human Resources Manager.
- 3) An employee gains membership into the sick leave bank by contributing eight (8) hours of their sick leave time to the bank and eight (8) hours thereafter whenever an assessment is required. The donated leave will be deducted from the employee's

accumulated days of sick leave. Employees will be notified of an assessment two (2) weeks prior to any deduction to their sick leave hours.

b. Rules of Use

- 1) The first twenty (20) working days of illness or disability will not be covered by the bank and must be covered by the member's own accumulated leave or leave without pay.
- 2) Requests for use of the sick leave bank must be made in writing by the employee (or representative if the employee is unable to submit the request) prior to the absence for which the leave days are to be used. In extenuating circumstances, retroactive request may be considered. Requests must be supported by a medical doctor's certification.
- 3) A maximum of 180 hours each rolling 12-month period can be used by any one member.
- 4) Hours drawn from the sick leave bank for any one period of eligibility do not need to be used consecutively but must be for the same illness.
- 5) A member of the bank will not be able to use the sick leave bank benefit until all of the employee's leave balances decline to zero.
- 6) Members of the bank will be assessed an additional eight (8) hours of sick leave when the bank is depleted to 40 hours unless they choose not to participate further in the bank. Members who have no sick leave to contribute at the time of assessment will be assessed eight (8) hours and allowed to temporarily maintain a negative balance. Should an employee drop membership at the time of an assessment, the member will not be eligible to rejoin the bank until open enrollment in January of each year and only after providing satisfactory evidence of good health.
- 7) Members utilizing sick leave from the bank will not have to replace hours used except as a regular contributing member of the bank.

c. Termination

Upon termination of employment or membership in the sick leave bank, a participating employee may not withdraw the hours he/she has contributed to the bank.

7. Bereavement Leave

Bereavement Leave is intended to provide full-time employees with paid time off following the death of an immediate family member. An employee may take up to 24 hours per occurrence or loss. Immediate family is defined as spouse, child, step-child, parent, brother, sister, grandparent, grandchild, guardian, any persons residing in the same household as the employee and spouse's immediate family. After an absence of 24 hours, the employee then may use up to an additional 40 hours of their accrued sick leave, followed by the use of annual leave if sick leave time is exhausted or if 40 hours of sick leave have been used.

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7.8. Military Leave

This policy provides employees with the time required to perform any form of military service for the Armed Forces of the United States, National Guard or Naval Militia whether voluntary or involuntary, called or activated, such as being placed on active duty and for training.

Any full-time employee who is also a member of the organized reserve forces of any of the armed services of the United States, National Guard, or Naval Militia, is entitled to a leave of absence from their duties without loss of accumulated leave or regular salary on all days when in training or when called to duty by the Governor of Virginia, in accordance with the Code of Virginia, Article 10, Section 44-93 and Title 38 of the United States Code, Chapter 43, Section 2024 (d). Up to fifteen (15) days, or time as required by federal law, of Military Leave per calendar year is available to those employees who are called for training with their military units. Employees are required to submit a copy of their orders, prior to the effective date of the leave, to the Executive Director for approval. The Authority will pay to the employee the difference between the employee's military pay and their regular Authority base pay for the period of time that the employee is on Military Leave. It is not intended that the employee receive an amount of compensation greater than he would normally have received from their regular employment for the period of the Military Leave.

The Authority will make all efforts to accommodate National Guard weekend drills.

8.9. Court Leave

A regular employee shall be granted court leave when summoned to jury duty. Employees serving jury duty will receive full salary and may retain compensation received from the court. Employees are expected to give their department manager notice of jury duty and submit a copy of the official summons for jury duty. If the employee's presence is required for less than a full workday, the employee is required to contact the department manager concerning return to work.

Employees who are subpoenaed to appear as witnesses in legal proceedings in their capacity as an Authority employee will be entitled to treat time spent in such proceedings as compensable working time. However, employees who initiate or are otherwise involved in private legal actions of any kind (excluding employee grievance proceedings) will not be permitted to treat time spent during working hours in connection with such actions as compensable working time. Employees will be required to use accrued annual or compensatory time for all hours spent in connection with such action that occur during working hours.

10. Volunteer Time Off (VTO)

All regular full-time employees can volunteer up to 8 hours per calendar year with a charitable institution or association, if such institution or association is not controlled in whole or in part by any church or sectarian society (in compliance with Virginia Code § 15.2-953.). More than one organization may be chosen. Time off must be requested as far in advance as possible for scheduling purposes and can be taken in increments of 2 hours. Employees will be paid at their normal rate of pay for any volunteer hours used and will not be eligible for premium or overtime pay for any time spent volunteering. VTO will be refreshed at the beginning of each calendar year and cannot be carried over. Unused VTO will not be paid out at time of separation from employment.

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VTO may not be used for organizations that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin, or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.

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9.11. Unauthorized Absence/Leave

Unauthorized absence includes:

- a. Failure to report for a scheduled shift without notifying your department manager.
- b. Failure to report to work at the end of an authorized leave.
- c. Absence without leave time available.

An employee shall receive no pay for the duration of any unauthorized leave and may be subject to disciplinary action, using the following procedure as a guide:

- a. The first occurrence of absence without approved leave shall result in a written reprimand.
- b. The second occurrence of absence without approved leave shall result in a suspension without pay.
- c. The third occurrence of absence without approved leave shall result in immediate dismissal.
- d. Failure to report for three consecutive scheduled shifts without department manager notification shall be considered a voluntary resignation.

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10.12. Workers' Compensation Leave

All Authority employees receive benefits provided by the Virginia Workers' Compensation Act (referred to in this policy as "WCA") if they suffer a work-related injury or disease, and covered employees who are entitled to benefits under the WCA also are eligible for supplemental benefits provided by the Authority.

If an employee suffers a workplace injury that causes them to miss time from work, they will be placed on sick leave. If the disability continues past seven working days, workers' compensation insurance will provide compensation from that point forward. An employee may not receive payment from worker's compensation and sick leave at the same time. If an employee does not have enough sick and/or annual leave hours to cover the first seven days of absence, the employee will be placed on leave without pay.

Temporary modified duty or a reasonable accommodation (a modification or adjustment to the work environment, or to the manner or circumstances under which the position held is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position) may be offered to an injured employee, once the treating physician states that it is safe for the employee to return to work and once the physician provides information in regard to the employee's capabilities. When an employee is released to modified duty the Authority:

- a. May assign a temporary modified/light duty work assignment for the employee.

- b. May offer temporary modified duty at a reduced wage.
- c. May offer temporary modified duty in a different department than the employee's pre-injury job.
- d. May offer temporary modified duty at a reduced number of hours.
- e. May modify an employee's pre-injury job to accommodate the employee's restrictions.

The Authority will make every effort to place the employee in an available position for which he/she is qualified for. In all cases, the Authority will comply with the Americans with Disabilities Act and will make reasonable accommodations to maintain the individual as an employee.

11.13. Procedures for Requesting Leave

For all leave except holiday and unplanned sick leave, a request indicating the type of leave, and duration of leave to include start date and time and end date and time must be approved in advance by the appropriate department manager. The request should be made at least one business day prior to the planned leave time that is being requested. This time is to allow the department manager to make any schedule or workload adjustments necessary to accommodate the request. Unless an absence for voluntary leave is approved by the appropriate department manager, the absence will be regarded as unauthorized leave. All time away from work requires either the use of leave time or prior approval from the Executive Director for unpaid leave.

12.14. Maintenance of Leave Records

The Human Resources Manager is responsible for maintaining accurate leave records in a form acceptable to the Executive Director. Questions regarding leave should be addressed to the Human Resources Manager or the appropriate department manager.

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G. Disciplinary Policy

1. Policy

This policy provides a guideline to effectively correct an employee's unsatisfactory work performance or misconduct in an effort to promote maximum employee potential. All employees will be covered under this policy. Any disciplinary matters involving drugs or alcohol are covered in *Section L, "Substance Abuse Policy"*.

2. Unsatisfactory Work Performance or Misconduct

Each need for discipline has varying circumstances and requires the exercise of discretion on the part of the employee's department manager. Disciplinary action may be taken for any of the following examples of unsatisfactory work performance and misconduct. These examples are not in any way to be construed as a comprehensive listing of possible violations nor are they to be considered as rigid guidelines.

- a. Recurring tardiness
- b. Absence without leave
- c. Violation of the Substance Abuse Policy
- d. Sleeping on the job
- e. Serious neglect of work
- f. Serious neglect of duty
- g. Insubordination, defined as refusal to comply with a direct order from a department manager
- h. Deliberate or careless conduct endangering the safety of oneself or other employees
- i. Pattern(s) of safety violations, severity of risk to be determined
- j. Negligence in the care and handling of Authority or customer property
- k. Theft or unauthorized use of Authority property or of another employee's property
- l. Incompetence or inefficiency in the performance of required job duties
- m. Use of offensive, abusive, threatening, coercive, indecent or discourteous language toward department managers, divisional directors, other employees, or members of the public
- n. Intentional falsification of personnel records, time records, or any other Authority records or reports
- o. Provoking, instigating or participating in a fight while on duty or on Authority property or in an Authority vehicle
- p. Harassing other employees
- q. Violation of *Section I.1., "Administrative Policies, Conflict of Interest/Accepting Gifts"*.
- r. Violation of Authority Policies

3. Progressive Discipline Policy

The Authority will support the practice whereby all employees will be disciplined by the same process. The discipline of an employee will be a progressive process in most cases, where disciplinary actions of lesser severity than dismissal/involuntary separation can be taken in an attempt to correct an employee's unsatisfactory work performance or misconduct before a dismissal/involuntary separation is initiated. However, the Authority reserves the right to bypass the progressive discipline policy to address breaches of law, Authority policy and actions by employees which hinder the goals and or public perception of the Authority. Disciplinary actions may take any of the following forms and are not necessarily restricted to the order set forth below:

- a. Verbal reprimand
- b. Written reprimand
- c. Suspension
- d. Executive Director Inquiry
- e. Administrative decrease
- f. Demotion
- g. Dismissal/Involuntary Separation

All formal disciplinary actions, as listed above, should be documented. In the case of all of the above, except for a verbal reprimand, the employee should receive a copy of the written notice that will be placed in their personnel file. Any written notice should contain a statement of reasons for the disciplinary action, a warning of what further disciplinary action could result if the situation is not corrected and a statement of the employee's right to appeal in accordance with the Authority's Grievance Procedure, *See Section H., "Grievance Procedure"*.

- a. Verbal Reprimand: A verbal reprimand is a discussion between the department manager and the employee during which the employee is advised and cautioned in reference to unsatisfactory work performance or misconduct. Department managers are required to document the date, subject and details of the conversation for future reference if needed.
- b. Written Reprimand: A written reprimand is a written documentation to the employee from the department manager during which the employee is advised and cautioned with reference to unsatisfactory work performance or misconduct. A copy of the written reprimand should be signed by the employee and retained in their personnel file.
- c. Suspension: A suspension is the temporary prohibiting of an employee to perform his/her duties. The suspension period shall be without pay, to include sick or annual leave time, for just cause or with pay for investigative purposes. All suspensions must be approved by the Executive Director. A copy of the suspension letter should be signed by the employee and retained in their personnel file.
- d. Executive Director Inquiry: Prior to any demotion or dismissal recommendation from the department manager or divisional director, the Human Resources Manager/Director of Finance & Administration and the Executive Director will conduct a formal interview with

the employee and applicable management staff regarding the merits of the recommendation regarding the employee's unsatisfactory work performance or misconduct. Any disciplinary action that takes place will be approved by the Executive Director and documented in the employee's personnel file.

- e. Administrative Decrease: An administrative decrease is a reduction in an employee's pay. All administrative decreases must be approved by the divisional director and the Executive Director. The letter of notification of an administrative decrease stating the specific reason for the decrease and signed by the employee should be retained in the employee's personnel file.
- f. Demotion: A demotion is a reduction in the pay range of an employee in conjunction with a change in job duties and responsibilities. All demotions must be approved by the divisional director and the Executive Director. The letter of notification of a demotion stating the specific reason for the demotion and signed by the employee should be retained in the employee's personnel file.
- g. Dismissal/Involuntary Separation: A dismissal is an involuntary termination from employment initiated by the Authority as a result of the employee's unsatisfactory work performance or misconduct. All dismissals/involuntary separations must be approved by the divisional director and the Executive Director and are subject to appeal or Loudermill hearing/grievance.

All formal disciplinary actions, as listed above, should be documented. In cases above, except for a verbal reprimand, the employee should receive a copy of the written notice that will be placed in their personnel file. Any written notice should contain a statement of reasons for the disciplinary action, a warning of what further disciplinary action could result if the situation is not corrected and a statement of the employee's right to appeal in accordance with the Authority's Grievance Policy. *See Section H., "Grievance Procedure".*

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H. Grievance Procedure

1. Policy

The Authority Grievance Procedure affords an immediate and impartial method for the resolution of disputes that may arise between the Authority and employees in the Authority service.

2. Coverage of Grievance Procedure

This procedure applies to all non-probationary employees in permanent full-time and permanent part-time positions in the Authority.

This procedure shall not apply to the following employees:

- a. Appointees of the Board of Directors;
- b. Employees in temporary or seasonal positions;
- c. Student interns, volunteers, or persons appointed to serve without pay;
- d. Probationary employees; and
- e. The Executive Director

3. Definitions

Executive Director: shall mean either the Executive Director or his/her designee.

Grievance: shall mean a complaint or dispute by an employee eligible to use this procedure relating to his or her employment, including but not limited to:

- a. disciplinary actions, including dismissals, demotions and suspensions, provided that dismissals shall be grievable only when resulting from formal discipline or unsatisfactory job performance;
- b. the application of personnel policies, procedures, rules and regulations;
 - 1) acts of retaliation as the result of using the grievance procedure or of participation in the grievance of another Authority employee;
- c. acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, or has reported an incidence of fraud, abuse, or gross mismanagement; and
- d. complaints of discrimination on the basis of sex, sexual orientation, gender identity, race, color, creed, political affiliation, religion, national origin, age, disability or other legally protected status.

Grievant: shall mean an eligible employee who has filed a complaint under this procedure.

Human Resources Manager: shall mean either the Human Resources Manager or his/her designee.

Management: shall mean the Board of Directors and its designees who establish policy for the Authority.

4. Management Responsibilities

Management retains the exclusive right to manage the affairs and operations of the Authority. Accordingly, the following complaints are non-grievable:

- a. establishment and revision of wages or salaries, position classification or general benefits;
- b. work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content;
- c. the contents of established personnel policies, procedures, rules and regulations;
- d. failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly;
- e. the methods, means and personnel by which or by whom work activities are to be carried out;
- f. termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job elimination, except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance;
- g. the hiring, promotion, transfer, assignment and retention of employees within the Authority; and
- h. the relief of employees from duties of the Authority in emergencies.

In any grievance brought under the exception to Section 4.f above, the Authority's action shall be upheld upon a showing by the Authority that:

- a. there was a valid business reason for the action, and
- b. the employee was notified of the reason in writing prior to the effective date of the action.

5. Human Resources Department Responsibilities

The Authority Human Resources Department shall serve as an impartial administrator of this process. Upon the filing of a grievance, the Human Resources Department shall do the following:

- a. establish and maintain a file;
- b. ensure that all parties are aware of the process;
- c. monitor procedures and time frames;
- d. notify either party of noncompliance;
- e. be informed of the status of the grievance by both parties at each step;
- f. maintain appropriate documentation; and
- g. perform all other responsibilities as specified in this Procedure.

6. Grievance Procedure Generally

For purposes of this procedure, “days” shall be defined as calendar days and time periods shall begin to run on the day following that on which any action is taken, or report rendered, without regard to weekends or Authority-observed holidays. If a time period specified in this procedure ends on a weekend or holiday, the last day of the time period shall be the next full business day following the weekend or holiday.

For example, a written grievance under Step 1 must be presented to the grievant’s immediate department manager within five (5) days of the department manager’s verbal reply to the informal grievance. The five (5) days shall begin to run on the day after receipt of the department manager’s verbal reply and shall terminate on the fifth day following. If the fifth day is a weekend or holiday, the time period shall terminate at the end of the next full business day.

Time limits established under this procedure are intended to be strictly construed and enforced. However, in the interests of fairness, such time limits may be extended if both parties agree to such extensions in writing.

All stages of this procedure beyond Step 1 shall be reduced to writing on forms supplied by the Human Resources Department. With the exception of the final management step, the only persons who may normally be present in the management step meetings are the grievant, the appropriate Authority official and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. At Step 4 and above, the grievant may, at his option, choose to have a representative of his choice, including legal counsel. If the grievant is represented by legal counsel or other person(s), the Authority likewise has the option of being represented by legal counsel, provided that a person may not serve as both a witness and a representative at any Step under this procedure.

The grievant shall bear any and all costs involved in employing representation and preparing his case at all steps of this procedure, including but not limited to attorneys’ fees and expenses and any costs of judicial filings or appeals.

After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of this procedure, without just cause, shall result in a decision in favor of the other party on any grievable issue, provided that the noncomplying party fails to correct the noncompliance within five (5) days of receipt of written notification by the other party of the compliance violation.

However, the right of the grievant to correct compliance violations shall not apply to any determinations under Steps 1 through 3, or to grievability determinations, provided that the grievant has previously received written notice of the applicable deadlines for appealing such determinations at the time the determination was rendered but has failed to respond in a timely fashion.

The Executive Director may require a clear written explanation of the basis for any requests for just cause extensions or exceptions and shall determine all compliance issues. Such determinations by the Executive Director are subject to appeal by the grievant by filing a petition with the Circuit

Court of Albemarle County within thirty (30) days of the compliance determination. The grievant shall be solely responsible for filing such petition.

7. Grievability

Decisions regarding grievability, including the question of access to this procedure, shall be made by the Executive Director. Grievability decisions shall be made at the request of the grievant or his divisional director or immediate department manager within ten (10) days of such request. A copy of the Executive Director's decision concerning grievability shall be sent to the grievant, to the divisional director and/or immediate department manager and to the Human Resources Manager.

Decisions by the Executive Director that an issue or complaint is not grievable may be appealed by the grievant to the Circuit Court of Albemarle County for a hearing de novo on the issue of grievability as provided in Virginia Code § 15.2-1507(A)(9).

Proceedings for the review of the Executive Director's decision regarding grievability shall be instituted by filing a notice of appeal with the Executive Director within ten (10) days from the date of receipt of the decision and giving a copy thereof to all other parties. Within ten (10) days thereafter, the Executive Director shall transmit to the Clerk of the Circuit Court of Albemarle County a copy of his decision, a copy of the notice of appeal, and any exhibits that may have been provided in connection with the resolution of the issue of grievability. A list of the evidence furnished to the court shall also be furnished to the grievant.

The failure of the Executive Director to transmit the record shall not prejudice the rights of the grievant. If the Executive Director fails to transmit the record within the time required, the Circuit Court, on motion of the grievant, may issue a writ of certiorari requiring the Executive Director to transmit the record on or before a certain date.

The Circuit Court, sitting without a jury, shall hear the appeal on the record transmitted by the Executive Director and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The Court, in its discretion, may receive such other evidence as the ends of justice require. The Court may affirm, reverse or modify the decision of the Executive Director. The decision of the Court is final and is not appealable.

The issue of grievability may be raised at any step of the Grievance Procedure prior to the panel hearing provided in Section 13 of this procedure, or it shall be deemed waived by all parties. Once raised, the issue shall be resolved before further processing of the complaint. A request that grievability be determined shall toll the time limits under this procedure. Time limits shall begin to run again the day after the decision on grievability is made by the Executive Director or the Circuit Court.

The classification of a complaint as nongrievable by either the Executive Director or the Circuit Court of Albemarle County shall not be construed to restrict any employee's right to seek, or management's right to provide, customary administrative review of complaints outside the scope of the Grievance Procedure.

8. Consolidation of Grievances

If more than one grievance is filed arising from the same factual circumstances, the Executive Director may, at any time prior to a panel hearing, consolidate those grievances for joint processing, including grievability determinations. If consolidation occurs, all time limits set forth in this procedure shall thereafter be calculated from the date of the last filed grievance. Once consolidated, the grievances shall all be processed as a single matter pursuant to this procedure.

9. Step 1 Procedure - Immediate Department Manager

No later than fifteen (15) days after the occurrence or condition giving rise to the grievance, the employee affected shall identify the grievance verbally to his immediate department manager. Within ten (10) days of such identification, the immediate department manager shall give his response to the employee with respect to the particular grievance. The failure of an employee to identify the grievance within the time specified above shall constitute forfeiture and a waiver of any rights to proceed further and shall terminate the grievance.

If a satisfactory resolution is not reached by this informal process, the employee shall notify the Human Resources Department of the intent to file a grievance and shall obtain a copy of Grievance Form, see *Section M., "Forms and Attachments"*. The employee shall reduce the grievance to writing on the Grievance Form, Part A, identifying specifically and in detail the nature of the grievance and the requested remedy. Should he prevail in the grievance, an employee is entitled only to the relief specifically requested. Such written grievance shall be presented to the immediate department manager within five (5) days of the department manager's verbal reply to the oral grievance. The department manager shall then reply in writing to this written grievance within five (5) days of receiving it.

If the employee's immediate department manager is also his department manager, he shall pass by Step 2 of this procedure and proceed immediately to Step 3. If the employee's immediate department manager is the divisional director, he shall pass by Steps 2 and 3 and proceed to Step 4. If the employee's immediate department manager is the Executive Director, he shall pass by Steps 2, 3 and 4 and proceed to Step 5.

10. Step 2 Procedure - Department Manager

If a satisfactory resolution is not reached at the conclusion of Step 1 as outlined above, the grievant shall have the right to appeal as follows. Within five (5) days following receipt of the Step 1 (written reply), the grievant shall notify his department manager and the Human Resources Department in writing on the Grievance Form, Part A that resolution has not occurred and shall supply the reasons why the grievant believes that resolution has not occurred. The department manager shall schedule and hold a meeting with the grievant to review the grievance within five (5) days of receipt of such submission, or on such other date as the parties may mutually agree.

The only persons who may be present at this meeting are the grievant and the department manager. The Human Resources Manager may be present if requested by either party. The meeting may be adjourned to another time or place by agreement of the parties. A written reply to the grievance shall be provided to the employee and the Human Resources Department within five (5) days after the meeting.

11. Step 3 Procedure - Divisional Director

If a satisfactory resolution is not reached at the conclusion of Step 2 as outlined above, the grievant shall have the right to appeal as follows. Within five (5) days following receipt of the Step 2 written reply, the grievant shall notify the divisional director and the Human Resources Department in writing on the Grievance Form, Part A that resolution has not occurred and shall supply the reasons why the grievant believes that resolution has not occurred. The divisional director shall schedule and hold a meeting with the grievant to review the grievance within five (5) days of receipt of such submission, or on such other date as the parties may mutually agree.

The only persons who may be present at this meeting are the grievant and the divisional director. The Human Resources Manager may be present if requested by either party. The meeting may be adjourned to another time or place by agreement of the parties.

A written reply to the grievance shall be provided to the employee and the Human Resources Department within five (5) days after the meeting.

12. Step 4 Procedure - Executive Director Level (Final Management Step)

If a satisfactory resolution is not reached at the termination of Step 3 as outlined above in Section 11, the grievant shall notify the Human Resources Department, indicate on the Grievance Form, Part A that resolution has not occurred and submit the grievance to the Executive Director within five (5) days following receipt of the Step 3 reply. The Executive Director or his designee shall schedule and hold a meeting with the grievant to review the grievance within ten (10) days of receipt of such submission, or on such other date as the parties may mutually agree.

The grievant may have legal representation or another representative present at the Step 4 meeting. If the grievant is represented by legal counsel or another representative, the Executive Director may also have legal counsel or another representative present. The grievant shall inform the Authority in writing of the name of his legal counsel or other representative at least five (5) days prior to the Step 4 meeting and failure to do so shall result in a waiver by the employee of his right to representation. The Executive Director or designee shall, in his sole discretion, determine whether the testimony of a witness is relevant or, if witnesses have testified, whether additional testimony by other witnesses is necessary.

A written reply to the grievance shall be provided to the grievant and the Human Resources Department within ten (10) days after the Step 4 meeting, or on such other date as the parties may mutually agree.

13. Step 5 Procedure - Grievance Panel

If a satisfactory resolution is not reached at the termination of Step 4 as outlined above in Section 12, the grievant shall notify the Human Resources Department, indicate on the Grievance Form, Part A that resolution has not occurred and request a hearing before a Grievance Panel ("Panel"). The request shall be submitted to the Human Resources Manager within five (5) days following receipt of the Step 4 reply.

An impartial Grievance Panel shall be constituted and selected for each grievance hearing. The Human Resources Manager shall arrange for the Panel selection. If the Human Resources Manager

is a party to the grievance, the request form shall be submitted to the Director of Administration, who shall make the necessary arrangements.

14. Composition of the Grievance Panel

The Panel shall be composed of three (3) members who shall be chosen in the following manner: one member shall be appointed by the grievant, one member shall be appointed by the Executive Director and a third member shall be selected by the first two Panel members. To ensure an objective, impartial Panel, no persons having direct involvement with the grievance being heard by the Panel, or with the complaint or dispute giving rise to the grievance, shall serve on the Panel. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew and first cousin.

Both the grievant and the Executive Director shall make their appointments to the Panel within ten (10) days after the request for a panel hearing is filed. The Human Resources Manager shall be notified of the appointments on the Grievance Form Part B. The two panel members chosen by the grievant and Executive Director shall select the third panel member within ten (10) days after the request for a panel hearing is filed and shall notify the Human Resources Manager of their selection. Unless it is necessary to involve the Circuit Court in the selection of the third member, a complete panel shall be selected within ten (10) days after the request for a panel hearing is filed.

In all cases where the first two members cannot reach an agreement as to the third member within ten (10) days, the Human Resources Manager, after confirming such fact, shall immediately notify the Director of Administration who shall request the Chief Judge of the Circuit Court of Albemarle County to appoint the third member pursuant to the selection procedures outlined in paragraph one of this section. The Authority and grievant shall share equally in the costs and expenses, if any, of the third panel member.

The Authority, at its sole option, may use an administrative hearing officer in employee termination or retaliation cases. When the Authority elects to use an administrative hearing officer as the third panel member in an employee termination or retaliation case, the administrative hearing officer shall be appointed by the Executive Secretary of the Supreme Court. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to Va. Code § 9-6.14:14.1. If the Authority elects to use an administrative hearing officer, it shall bear the expense of such officer's services.

In all cases, the third member shall serve as chairperson of the panel. The chairperson shall set the time for the hearing and notify the Human Resources Manager, who shall in turn notify the grievant and Executive Director. The grievant and the Executive Director shall each be responsible for arranging the presence of their respective witnesses. The hearing shall be held as soon as possible after the date of the original request for a hearing, allowing sufficient time for access to records as specified in paragraph six below. Either party may have an attorney or other representative of his choice present at the Panel hearing.

The Human Resources Manager shall provide the Panel with copies of the grievance record prior to the hearing and provide the grievant with a list of documents furnished to the Panel. At least ten (10) days prior to the hearing, the grievant and his attorney or other representative shall be allowed access to, and copies of all relevant documents intended by the Authority to be used in the hearing. At least five (5) days prior to the hearing, the grievant and the Authority shall exchange lists of witnesses and exhibits to be called or introduced at the proceeding.

15. Conduct of Grievance Panel Hearing

The Panel is constituted solely for the purpose of determining whether a grievance filed by an employee is substantiated and what remedy, if any, should be provided. The Panel may not formulate or change Authority policy, rules or procedures. The Panel shall determine whether the grievant has demonstrated, by a preponderance of the evidence, that the action complained of was without cause, or done in violation of a law, rule, regulation or other policy. The Panel shall not otherwise substitute its judgment for that of management.

The Panel shall conduct the hearing as follows:

- a. At the request of either party, the hearing shall be private and limited to the grievant, the Panel members, the legal counsel or other representative of the grievant and the Authority, appropriate witnesses as they testify, and any court reporters or other official recorders of the hearing. At the request of either party, witnesses shall be separated from the hearing room and allowed to be present only during the time that they actually testify.
- b. The Panel shall consider the grievance without regard to any proposed disposition (including offers of settlement) by any lower authority, unless the grievant and the Executive Director shall agree in writing that the issue(s) shall be so limited. In all other cases, the Panel shall consider the matter as if presented to it in the first instance.

The Panel may at any time ask the parties or their representatives for statements clarifying the issues involved in the grievance.

Exhibits, when offered by the grievant or the Authority, may be received as evidence by the Panel, and when so received shall be marked and made a part of the record.

Both parties shall have the right to make opening statements, starting with the grievant. After opening statements, the order of the hearing shall be as follows: the grievant shall proceed first and shall bear the ultimate burden of persuasion. At the conclusion of the grievant's evidence, the Authority shall have the opportunity to present its evidence. At the conclusion of the Authority's presentation, the Chairperson shall specifically inquire of all parties whether they have any further evidence to offer or witnesses to be heard. Upon receiving a negative response, the Chairperson shall permit the parties to summarize their cases (beginning with the grievant) and shall then declare the hearing closed.

Both parties have the right to offer evidence, cross-examine witnesses, and shall produce such additional evidence as the Panel deems necessary for understanding and ruling upon the dispute. There shall be no formal rules of evidence at the hearing; however, the Panel shall have the right

to determine the relevancy of any evidence offered. All evidence shall be taken in the presence of the Panel and the parties, except by mutual consent of the parties.

The hearing may be reopened by the Panel on its own motion or upon application of either party for good cause shown at any time before a final decision is made.

Upon the request of the Panel, the Authority or the grievant, the Human Resources Manager shall insure that a verbatim record of the hearing is made and retained in his/her custody for not less than 12 months. The record may be in writing or by a taped recording. The party requesting the record shall bear the costs of preparation and transcription, including any costs associated with attendance of a court reporter. If both the grievant and the Authority request such a record, they shall share equally in all costs incurred.

The Human Resources Manager or his/her designee may be called upon by the Panel or either party as a witness at any time to provide specific policy interpretation or clarification of applicable Authority policy and these procedures.

In any matters not covered by this section, the Panel shall determine the applicable procedures to be followed.

16. Decision of Grievance Panel Hearing

The decision of the Panel shall be filed in writing by the Chairperson with the Executive Director and the grievant no later than thirty (30) days after the completion of the hearing. The decision shall summarize the grievance and the evidence, shall make specific findings of fact, and shall state in full the reasons for the decision, and the remedy (if any) to be granted. Decisions shall be made by majority vote of the entire Panel. The decision of the Panel shall be final and binding and shall be consistent with law and written policy.

The question of whether the relief granted by the Panel is consistent with written policy shall be determined by the Executive Director, or his designee, unless such person has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Commonwealth's Attorney of Albemarle County. The Executive Director or Commonwealth's Attorney shall request the Panel to reconsider any decision which in his judgment is inconsistent with the laws or written policy applicable to grievance resolution. He shall not disturb any decision consistent with the laws or written policy.

If the Panel determines that the grievant prevails on any grievable complaint or dispute, it may remedy that complaint or dispute by ordering that the grievant be reinstated to a former position; awarding back pay; or ordering expungement of information contained in the grievant's personnel file(s) maintained by the Authority Human Resources Department or individual department; or rendering opinions specifying the application or interpretation of Authority personnel policies and procedures as they may relate to the specific facts of the grievance. The grievant shall not, however, be entitled to any relief that he has not specifically requested in the original written grievance form, unless the parties have mutually agreed otherwise as to alternative relief.

If, in response to a grievable complaint or dispute, the Panel finds that a divisional director or other Authority official failed to follow established procedures governing promotion, demotion, transfer,

hiring or layoff, the Panel shall remand the grievance back to the divisional director or official with instructions that the actions taken be rescinded, and proper procedures be followed for the matter at issue. In connection with such remand, the Panel may make appropriate provisional orders concerning the case.

17. Implementation of Grievance Panel Decision

The Executive Director shall implement any remedy that may be ordered by the Panel, provided that such remedy is consistent with applicable law and Authority personnel policies. If the Executive Director determines that the Panel decision is not consistent with applicable law or Authority personnel policies, the following steps shall be taken:

- a. The Executive Director shall inform the Panel and the grievant of his determination within ten (10) days of his receipt of the Panel's written decision; and,
- b. The Executive Director shall not implement the decision of the Panel.

Either party may petition the Albemarle County Circuit Court for an order requiring implementation of the Panel decision. The review of the Circuit Court shall be limited to the question of whether the panel's decision is consistent with provisions of law and written policy.

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I. Administrative Policies

1. Conflict of Interest/Accepting Gifts

All employees are expected to make business decisions that are in the best interest of the Authority and the customers it serves. Employees are prohibited from engaging in any private business or professional activity, or having a financial interest in such activity, which would be or appear to be in conflict with their public responsibilities. Any employees having official responsibility for procurement transactions will conduct themselves in a manner that avoids the appearance of impropriety or unlawful conflicts of interest.

An employee cannot accept money, loans, trips, gifts, gift cards, reward cards, favor, service, business or professional opportunity of any value that might influence them in the performance of their official duties, or when it is known there is a reasonable likelihood that the item is being offered to influence an Authority employee in the performance of their duties. Employees are responsible for avoiding any impropriety or the appearance of impropriety. If there is a question as to what is permissible, the final decision will be made by the Executive Director.

2. Service Awards

This is a program that recognizes employees' years of work service. Awards are presented for service in five-year increments. All awards are presented annually in a mass setting.

Gift cards or cash are fully taxable under IRS regulations; all appropriate federal, state and other taxes will be withheld from the employee's next payroll.

3. De Minimis Fringe Benefits

De minimis fringe benefits are defined by the Internal Revenue Service as any property or service given to an employee by the employer which, after taking into account the frequency provided, whose value is so small as to make accounting for it unreasonable or administratively impracticable. Any benefit, with the exception of cash or gift cards, with a value of under \$25 will be considered as a de minimis fringe benefit by the Authority and will not be subject to taxation. In accordance with Internal Revenue Service regulations, any cash or gift cards given to employees as awards or benefits will be subject to taxation.

4. Termination of Employment

Any employee who voluntarily terminates their employment with the Authority is expected to give two-weeks' notice to their department manager. All Authority property, to include phones, uniforms and any other equipment supplied to the employee by the Authority, is to be returned prior to any employee's last day of employment. If the employee fails to return any Authority property, they will be expected to reimburse the Authority for the cost of the property through a payroll deduction from their last paycheck.

5. Voluntary Early Retirement Incentive Program (VERIP)

a. Eligibility

Participants in the VERIP must be regular full-time employees eligible for benefits and meet the following requirements:

- 1) Be eligible for early or full retirement under the provisions of the Virginia Retirement System (VRS). Part-time employees must meet the same criteria as if covered under VRS.
- 2) Have been employed by the Authority for 10 of the last 13 years prior to retirement and meet the VRS requirements.
- 3) Employees retiring under the disability provisions of VRS and/or Social Security shall not be eligible for the VERIP.

b. Benefits

VERIP benefits shall be paid monthly for a period of five years after retirement or until age 65, whichever comes first.

Benefits under VERIP will be calculated as follows:

- 1) Compute the annual VRS benefit. This computation shall include any reductions for early VRS retirement if appropriate;
- 2) Recompute the annual VRS benefit with the addition of five more years of service, or the number of additional years needed to reach age 65, whichever is the lesser;
- 3) The difference between these two calculations shall be the annual VERIP benefit to be paid on a monthly basis.

The Board will pay the employee the amount of the Board's contribution toward an individual employee's health insurance as long as the employee is covered by VERIP benefits. The benefit will be paid to the retiree on a monthly basis.

If the retiree returns to work in a part-time position with the Authority and chooses to participate in the Authority's health care program while receiving VERIP benefits, there will be no additional Board contribution towards the individual's health insurance.

c. Application

Applications for VERIP must be made to the Executive Director prior to December 1st of the year preceding the fiscal year the VERIP takes effect. Applications received after December 1 may be approved based on the needs of the Authority.

d. VERIP Contract

Any employee retiring under the VERIP program must read and sign a VERIP Contract. The contract is administered by the Human Resources Manager, and it reviews all of the provisions and rules of the VERIP program, as well as information specific to the employee.

e. Administration

Administration of the VERIP policy is delegated by the Board of Directors to the Executive Director.

f. Duration

Once an employee has been approved for VERIP, the benefits will continue without interruption as outlined in this policy. Subsequent alternations or deletion of this policy shall not affect the benefits of those who have retired under these provisions.

This policy automatically continues unless the Board acts to discontinue the policy for another year.

6. Anti-Nepotism Policy

No administrator or any other person in a department manager position shall have under his or her direct supervision any employee whose relationship is that of father, mother, brother, sister, spouse, son, daughter, son in law or daughter in law, aunt, uncle, or same relative of spouse and any other relatives or individuals residing with the employee. In the event of a promotion which brings about the conditions thus described, the employee of lower rank shall be transferred to another position for which he or she is qualified when and if such a vacancy occurs.

7. Personal Use of Authority Vehicles

Personal use of Authority vehicles is not permitted. Employees who use vehicles for personal errands or chores not incidental to work assignments are subject to disciplinary action.

8. ~~Technology System Acceptable Use Policy~~

~~All employees will have access to the Authority's Technology System, which can include computers, printers, phones, cell phones, networks, software, internet access, email, voicemail, radios, Supervisory Control and Data Acquisition systems for industrial process control and any other technology used by the Authority. The following policies apply to all employees of the Authority:~~

- ~~a. All employees are expected to follow the Technology System Acceptable Use Policy.~~
- ~~b. All employees will receive a copy of this policy during their new hire orientation and will sign an acknowledgement of receipt of this policy at that time.~~
- ~~c. All employees will maintain their own secure passwords, and they will keep them confidential.~~
- ~~d. Use of these systems by any employee implicitly consents to the Authority's right to monitor their activity on the systems.~~
- ~~e. All employees using these systems to communicate are acting as representatives of the Authority.~~
- ~~f. All information/communications must be retained as required to comply with the Library of Virginia Records Retention and Disposition Guidelines.~~

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~~g. No electronic communication is assured to be confidential. Sensitive and/or confidential information should not be sent electronically unless it is encrypted.~~

~~Further details as related to the Technology System Acceptable Use Policy can be found in the policy document (see Section M., "Forms and Attachments"). Any violation of this policy can result in disciplinary action, up to and including termination of employment.~~

9.8. **Effect of Criminal Conviction or Arrest**

It is the policy of the Board not to employ or to continue the employment of personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction.

Any employee who is arrested for a criminal violation of any kind, whether misdemeanor or felony, is required to report such arrest promptly to their department manager or divisional director within one (1) business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including dismissal. In addition, all employees shall have the continuing duty to notify the Authority of any arrest or criminal conviction that occurs subsequent to being hired by the Authority.

Department managers or divisional directors shall contact the Executive Director or designee upon receiving notification that an employee has been arrested. The Authority reserves the right to determine appropriate disciplinary action in such cases, up to and including dismissal, depending upon the facts and circumstances surrounding the arrest.

10.9. **Fitness for Duty**

All job descriptions will clearly state the minimum physical and emotional health requirements of the particular job. Employees are responsible for familiarizing themselves with these requirements.

If there is a question about an employee's fitness for duty, the employee will be required to complete a fitness for duty examination at the expense of the Authority.

~~All new employees are required to have a fit for duty medical examination within two days of signing their job offer and prior to their first day of work. The results must be received by the Human Resources Manager before the employee begins working.~~

Results of the fitness for duty examination will be shared with the employee. If the fitness for duty examination indicates that the employee requires some treatment prior to resuming their employment responsibilities, the employee is responsible for obtaining treatment sufficient to qualify as again fit for duty before returning to work. The employee may use leave authorized by this policy during the period of absence to the extent leave is available. If the Authority physician or the EAP counselor indicates that the employee is not fit for duty on a permanent basis, the employee may also have benefits such as retirement disability.

If the fitness for duty examination indicates that the employee could perform their responsibilities with some reasonable accommodation to the job, the Executive Director will determine whether or not such modifications to the job can be made.

When employees return to work after hospitalization or prolonged absence for health reasons, a doctor's release to return to duty is required. Should circumstances dictate, the Executive Director may require that the employee be examined by the Authority physician prior to allowing the employee to return to duty.

11.10. ID Badges

As a vital part of the Authority's security system, an identification badge with the employee's name, photo and department will be issued to employees on their first day of employment. All employees are required to carry an ID badge during their shift or while conducting any Authority business on or off premises. All employees are required to produce said ID badge when requested.

If an identification badge is lost or stolen, the employee must report the loss to their supervisor immediately and obtain a replacement. A fee of \$5.00 will be assessed for all replacement badges. Lost or stolen cards should be reported to the department manager as soon as possible. Failure to be able to display or produce your ID badge when requested or excessive loss or damage to cards can lead to disciplinary action.

Upon termination, employees will be required to return ID badges to the Human Resources Department.

12.11. Dress Code/Personal Hygiene

All employees are expected to dress neat and professionally based on the needs of their position.

- a. Uniforms are provided to certain departments. Employees in those departments are expected to wear their uniforms. Uniforms are to be returned to the Authority upon termination of employment.
- b. Any Personal Protective Equipment required in a certain location or work environment must be worn.

13. ~~Safety Shoe Program~~

~~The Rivanna Water and Sewer Authority will provide all employees required to wear composite toed shoes with \$125 per fiscal year (July 1 – June 30) towards the purchase of their shoes. The Rivanna Solid Waste Authority will provide all employees required to wear composite toed, puncture resistant shoes with \$190 per fiscal year towards the purchase of their shoes. An employee may carry over up to \$250 by not using their annual voucher.~~

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14. ~~Prescription Safety Glasses Program~~

~~The Authority will provide all employees required to wear prescription safety glasses a voucher for \$250 for the purchase of those glasses. This program is administered by the Safety Manager.~~

15.12. Social Media Policy

The primary online presence for the Authority will be the Authority's website. If it is deemed necessary to establish an additional online presence via social media, the Communications Manager will be responsible for maintaining that presence. This policy will be further amended at that time.

16.13. Smoking/Vaping

Smoking and vaping are not permitted in any Authority building or vehicle. Additionally, employees are not permitted to smoke or vape at building entrances. Smoking and vaping will be permitted in designated areas and employees are expected to dispose of cigarette butts in the appropriate receptacles.

17.14. Transferring Between Authority

Employees may apply for open positions in the other Authority. If an employee transfers to the other Authority, they will maintain their years of service with the Authority. At the time of transfer, all annual and sick leave balances will be transferred to that Authority with no loss of accrued time. The employee will continue to accrue leave time based on their combined years of service.

18.15. Essential Employees

Employees who are designated as required to work when the main office is closed due to weather or other emergencies are considered essential. Essential employees generally must work to maintain ongoing and safe operations and basic public services, such as Water Operators, Wastewater Operators, Chemists and Mechanics. Occasionally, employees who are not normally considered essential may be required to work if the circumstances require it. This determination will be made by the Executive Director and/or the employee's Manager or Divisional Director.

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J. Employee Training, Development and Educational Assistance Program

1. Policy

The Authority promotes professional excellence and encourages employees to achieve their highest potential through education, training, and mentoring. The Authority encourages employees to use developmental opportunities to enhance their career progression, develop fully in their current position, and/or prepare for and become eligible to seek promotional opportunities within the organization. Training and education are separated into three categories: Essential Training, Advanced Development Training and Degree Programs.

2. Definitions

Advanced Development Training: Voluntary training and education that will assist the employee in their pursuit towards an advanced skill or licensing level.

Degree Program: Training and education that will result in credit or credit hours towards a college degree.

Essential Training: All training that is determined by the employee's department manager or divisional director to be necessary to perform duties of the employee's current position.

Financial Assistance: Financial assistance offered and paid for by the Authority, available to an employee participating in approved Advanced Development Training and Degree Programs.

Work Schedule: An employee's assigned hours to work as required by their position.

3. Employee Eligibility

Employees who have been employed for six months or less, are eligible to apply for Essential Training but are not eligible to participate in Advanced Development Training or Degree Programs. Employees who have been employed for more than six months are eligible to apply for Essential Training, Advanced Development Training and Degree Programs.

4. Essential Training

a. All training and education that is determined by the department manager and/or the divisional director as necessary to perform the duties of the employee's current position to include:

- 1) Training and education necessary to maintain and/or improve the employee's knowledge, skills and ability to perform the required job tasks;
- 2) Training and education mandated by law; and
- 3) Training and education necessary to keep up with technological or process changes.

b. Types of Essential Training includes:

- 1) Authority sponsored in-house training;
- 2) Off-site training;

- 3) Seminars or conferences; and
- 4) Webinars.
- c. Textbooks or study materials purchased for Essential Training may be:
 - 1) Prepaid and purchased by the Authority; or
 - 2) Prepaid and purchased by the employee, who will then be reimbursed by the Authority.
- d. Registration or Enrollment Fees will be:
 - 1) Paid for in advance by the Authority if possible; or
 - 2) Paid for by the employee and be reimbursed.
- e. Expense Reimbursement

Expenses paid by the employee related to the approved Essential Training are reimbursable. Request for reimbursement must be submitted to the Authority within 60 days after the expenses were incurred. Request for reimbursement must be clear, concise, itemized and include original receipts.

5. Advanced Development Training

- a. All training and education that will assist the employee in their pursuit towards an advanced skill or licensing level as well as enhancing the employee's contribution to the Authority.
- b. Types of Advanced Development Training includes but is not limited to:
 - 1) Authority pre-approved training and education programs for operator correspondence courses (Sacramento); and
 - 2) Authority pre-approved mechanic training programs.
- c. Textbooks and/or study materials purchased for Advanced Development Training may be:
 - 1) Prepaid and purchased by the Authority; or
 - 2) Prepaid and purchased by the employee.
- d. Registration or Enrollment Fees will be:
 - 1) Paid for in advance by the Authority if possible; or
 - 2) Paid for by the employee and to reimbursed.
- e. Expense Reimbursement

Expenses paid by the employee related to the approved Advanced Development Training are reimbursable. Request for reimbursement must be submitted to the Authority within 60 days after the expenses were incurred. Request for reimbursement must be clear, concise, itemized and include original receipts.

6. Degree Program

- a. All training and education that will result in the earning of credit or credit hours towards a college degree and will enhance the employee's contribution to the Authority.

- 1) A Degree Program is not required to maintain the employee's current position.
 - 2) A Degree Program must be directly related to the employee's current position.

- b. Registration, enrollment, tuition, textbooks and study materials must be paid for by the employee.

- c. Financial Assistance & Reimbursement Requirements

The Authority offers financial assistance to those employees participating in an approved Degree Program. Through the financial assistance program, employees may request reimbursement for expenses related to an approved Degree Program to include registration/enrollment/tuition fees, textbooks, study materials or other degree related expenses.

- 1) All reimbursements are conditional upon the approval of the Authority's annual budget.
 - 2) The Authority will reimburse up to a maximum of \$5,250 per calendar year (January 1 through December 31) for eligible educational expenses paid for by the employee.
 - 3) Reimbursements that exceed the maximum of \$5,250 per calendar year will be held and reimbursed in upcoming calendar years until all expenses have been reimbursed.

- d. Employee Requirements for Education Reimbursement

- 1) The employee's Degree Program and request for financial assistance must be pre-approved by the employee's department manager and divisional director;
 - 2) The employee must complete all course requirements within the prescribed timeframe;
 - 3) The employee must receive a passing grade of a C or higher for all undergraduate or business courses;
 - 4) The employee must receive a passing grade of a B or higher for all graduate college courses;
 - 5) The employee must submit an official grade transcript within 60 days of course completion;
 - 6) The employee must remain employed by the Authority; and
 - 7) In the event of voluntarily separation of employment the employee shall be required to repay all received reimbursed expenses from the prior 12-month period.

e. **Tax Liability for Tuition Reimbursements**

In some circumstances, education aid or reimbursement may be considered taxable income under the IRS regulations. Generally, educational assistance for job-related courses is not counted as taxable income. If an employee receives more than the annual IRS maximum allowable amount for educational assistance, the amount exceeding the IRS maximum will be subject to payroll taxes.

7. Pre-Approval

All employee requests for training, regardless of type, must be pre-approved by the employee's department manager or divisional director before registration.

8. Work Schedule Adjustment

Provided it is in the best interest of both the employee and the Authority, an adjusted work schedule may be approved if the Essential Training or Advanced Development Training is not allowed to be conducted during the normal work schedule hours. All requests will be approved on a case by case basis and must occur before training registration. Adjusted work schedules will not be granted for Degree Programs.

9. Authority Responsibilities

- a. Provide for the training and education necessary for employees to obtain or renew required certificates and licenses necessary for the position.
- b. Provide for the training and education necessary to keep up with changing work requirements.
- c. Provide for the training and education which is mandated by law.
- d. Provide timely payment and/or reimbursement upon receipt of all required expense reimbursement requests and transcripts if applicable.
- e. Register employees for training and education provided employee gives ample time to process. See employee's responsibilities below.

10. Employee Responsibilities

- a. Must submit a completed training request form to the department manager in enough time to process request.
- b. Complete all registration forms and if necessary, register in person at the training site.
- c. Complete all the required applications related to examinations.
- d. Employees seeking assistance from the Administration Office with registration, fees, travel and/or lodging arrangements must be made 30 days prior to travel and/or registration date.
- e. Must provide proof of successful completion.

- f. Expense Reimbursement Requests for reimbursement must be submitted to the Authority within 60 days after the expenses were incurred. Reimbursement requests must be clear, concise, itemized and include original receipts.

11. Human Resources Responsibilities

The Human Resources Manager or designee will maintain records of training, education and related requirements.

12. Department Manager Responsibilities

- a. The department manager will promptly review all employee requests for training and consistently apply the rules relating to this policy.
- b. The department manager will monitor the employee's progress.
- c. The department manager will develop an annual training and education needs assessment and request funds need in the department budget.

13. Divisional Director Responsibilities

The divisional director will ensure the rules of this policy are consistently applied.

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K. Travel Policy

1. Policy

This policy establishes guidelines for the approval and reimbursement of travel related expenses. The Authority will reimburse employees traveling on official Authority business for reasonable and necessary expenses incurred. It is the policy of the Authority to limit travel costs to expenses that are necessary for providing essential services to its customers. The use of Authority funds to accommodate personal comfort and convenience is not permitted. Travelers and travel planners must seek ways to reduce the cost of travel.

2. Travel Reimbursement Requirements

a. Travel Request

All travel outside of the Authority's service area (Charlottesville or Albemarle County) requiring reimbursable travel expenses must be approved in advance by the employee's department manager or divisional director. The employee traveling must complete a Travel Request Form. (Please note – if travel expenses are related to properly approved training, education or conference attendance, then the appropriate form for that approval will suffice for approval of related travel request. This is for the form approval only and all policies herein apply.) Each Travel Request Form should detail anticipated or estimated expenses for the trip. The USGSA can be used to estimate travel costs.

The Authority has a policy of reimbursement for reasonable costs actually incurred to exempt such payments to employees from federal and state taxation. When an employee is seeking reimbursement of expenses incurred during a trip, they should complete an Expense Reimbursement Form, and have it approved by their department manager. An approved Travel Request Form should be attached to all Expense Reimbursement Forms that include overnight trips.

b. Reservations

Whenever possible, travel reservations should be made in advance through the Administration department. This would include airline tickets, hotel reservations, conference fees and any other travel cost that can be paid in advance.

Itemized receipts must be provided for all reimbursed travel. Any travel costs submitted without an itemized receipt will not be reimbursed, to include meals. An Expense Reimbursement Form should be completed with all receipts attached.

c. Expense Submittal

- 1) An Expense Reimbursement Form must be submitted to an employee's department manager within 14 days of the completion of the trip. The following expenses are reimbursable for overnight stays:

- a) Mileage
 - b) Transportation (airfare, rail, bus, rental car, taxi)
 - c) Tolls and Parking
 - d) Lodging
 - e) Meals
 - f) Registration Fees (conferences)
- 2) The following expenses are not reimbursable:
- a) Lost or stolen property
 - b) Alcoholic beverages
 - c) Damages to personal items
 - d) Movies charged to hotel bill
 - e) All expenses related to personal negligence such as fines
 - f) Entertainment expenses
 - g) Towing charges
 - h) Expenses for children, spouses or other companions while traveling
 - i) Travel insurance

This list is not all inclusive and traveler should use prudent judgement regarding travel expenses. Department managers have a responsibility to question any costs that seem to be unreasonable and deny any costs that are unreasonable or undocumented.

3. Authority Vehicles

Employees are encouraged to use Authority vehicles for business travel whenever possible. Vehicles can be reserved in advanced and can be used for overnight travel. All Authority vehicles must be signed out by the employee who is driving the vehicle. Authority vehicles must be returned immediately when the employee returns from a trip.

Employees who have take-home Authority vehicles should use those vehicles for all business travel.

Authority vehicles should not be used for any personal travel unless approved by the Executive Director or the Divisional Director.

4. Mileage

When traveling outside the service area, employees are permitted to use their personally owned vehicle when an Authority owned vehicle is not available, or when the use of a personally owned vehicle is cost-beneficial to the Authority. Employees electing to use their personal vehicle as a matter of convenience will not be reimbursed for mileage unless approved by their department manager.

Mileage will be reimbursed (when traveling outside of the service area) at the current same rate as the Federal IRS published rate for business travel deduction.

Round trip mileage for reimbursement purposes will be total miles traveled to and from the destination from the employee's home or Administration Office location, whichever is shorter. (i.e any normal commuting costs are not reimbursable.)

5. Transportation

a. Air Travel

- 1) Any air travel booked should be at economy airfare unless approved by the Executive Director or if the difference between the airfare purchased and economy airfare is paid for by the employee.
- 2) All flight reservations must be made by the Administration department.
- 3) Any baggage fees incurred will be reimbursed for a checked bag. Any baggage fees that are incurred due to a bag being over the air carriers weight limits or multiple bags checked must have a legitimate business reason or they will not be reimbursed.
- 4) Any change fees incurred due to flight changes made by the employee must have a legitimate business reason or they will not be reimbursed.

b. Other Transportation

Other forms of transportation can be used for business travel is permissible if the reduction in cost is beneficial to the Authority.

c. Rental Cars

- 1) Employees traveling to attend conferences should book the hotel where the conference is being held or a hotel within walking distance whenever possible.
- 2) All rental car reservations will be made through the Administration department.
- 3) Any fees, other than basic car rental expenses will not be reimbursed.

6. Lodging

- a. Reimbursement for lodging will include hotel nightly rate and any hotel taxes, fees or surcharges. Any other charges will not be reimbursed unless approved by the employee's department manager and/or divisional director. An itemized hotel bill must be provided.
- b. If travel plans change and a hotel reservation needs to be cancelled, it is the responsibility of the employee to notify either the Administration department so that the reservation can be cancelled or to cancel it themselves so as to not incur a cancellation charge.

7. Meals and Incidentals

- a. The employee must provide itemized receipts in order to be reimbursed for meals and incidentals.
- b. Employees will be reimbursed for tips up to 15% on meals.

- c. Any meal or incidental expenses deemed excessive will not be reimbursed. The Authority will use the U.S. GSA per diem as a guideline when appropriate.

8. Compensation While Traveling, Overnight Travel

- a. Overnight travel is travel away from home community, as defined by the FLSA and the Code of Virginia.
- b. An employee will be compensated for travel away from home when it clearly cuts across the employee's normal workday or the hours that correspond to an employee's normal work hours on nonworking days.
- c. An employee will be compensated for any hours spent in a class or training that was mandated by a department manager or divisional director.
- d. An employee will be compensated for time spent driving other employees to a location in an Authority vehicle if the employee was directed to do so by a department manager or divisional director.
- e. If an employee is offered transportation (air, rail, etc.) for travel away from home and chooses to use his/her own vehicle, either the time spent driving their own vehicle or the time it would have taken to use the offered transportation will be compensated if the time clearly cuts across the employee's normal workday.

9. Travel Advances

Cash advance for travel should be avoided; however, occasionally there is a need for an employee to estimate the costs of travel and obtain a cash advance. Once a cash advance has been approved (request must be made 30 days in advance of need) the employee is responsible for handing in all receipts to document the costs incurred like any other travel event. If the cash advance was more than the documented receipts, the employee will be required to pay the difference to the Authority. If, however; there were more costs (documented by receipts turned in) than the cash advance, the Authority will pay the employee the difference.

Then all the rules for submitting the documentation of costs will apply per 4 above. Any excess the employee will have to reimburse the Authority any shortage the Authority will pay the employee.

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L. Substance Abuse Policy

1. Policy

It is the policy of the Authority to ensure that its' workplaces are free of alcohol, illegal drugs and controlled substances by prohibiting the use, possession, purchase, distribution, or sale of these substances. Although the sale and use of alcohol by an adult is legal, the possession, use, or distribution of alcohol in the workplace or in any Authority vehicle is strictly prohibited.

This policy is applicable while employees are engaged in any work-related activity which includes performance of Authority business or any services for or by the Authority.

The use or distribution of alcohol; reporting to work under the influence of alcohol, or having alcohol in the body system at work, whether the alcohol was consumed at work or away from work, are all prohibited in the workplace. The Authority prohibits the use of alcohol while assigned to "on call" duty.

The unlawful possession, use, manufacture, or distribution of a controlled substance or illegal drug; the reporting to work under the influence of a controlled substance or illegal drug; having an illegal drug in the body system; or possession of drug paraphernalia are all prohibited in the workplace.

All Authority employees must report the use of any prescribed controlled substance or prescribed drug which may affect their ability to perform any aspect of their job to their Supervisor.

All Authority employees must notify their supervisor of any arrests, charges and/or convictions for criminal drug statute violations or of any alcohol beverage control law or law that governs driving while intoxicated.

When reasonable suspicion exists that any employee has reported to work under the influence of alcohol, illegal drugs, or is impaired due to the abuse or misuse of controlled substances or prescribed medications, the employee may be subject to assessment, testing, and disciplinary action or termination of employment.

This policy establishes clear and uniform guidelines in accordance with federal and state regulations for the Commonwealth of Virginia regarding alcohol, drugs, or controlled substances, including the provisions of the Drug-Free Workplace Act of 1988.

- Further, the purpose of this policy is to make every effort to provide and maintain a drug and alcohol-free workplace. The policy shall cover all Authority employees.
- The policy is to establish an Anti-Drug/Alcohol Misuse Policy that complies with the Department of Transportation's (DOT) 49 CFR parts 382 and 40, which mandates that employers provide Drug and Alcohol testing for drivers who are required to hold commercial driver's licenses (CDL), for the use of alcohol and controlled substances. Part 40 outlines the manner in which and by whom these tests are conducted.

The policy's goal is to comply with the Drug Free Workplace statute to eliminate the presence and/or use of alcohol, controlled substances and illegal drugs in the workplace.

- The intent of this policy is to ensure that all Authority workplaces and sites are safe, productive and secure for employees and the public we serve.
- This policy prohibits the use of alcohol and/or illegal drugs in the workplace as such use may affect an employee's job performance; bring discredit upon the reputation of the Rivanna Authorities as the employer, threaten the safety of fellow employees, the general public, and expose the Rivanna Authorities to any liability.

The Authority shall:

- Maintain a copy of the Drug Use/Alcohol Abuse policy in an accessible location.
- Enforce the policy and take appropriate action against individuals who are convicted or violate the policy as soon as possible from the date of the conviction or violation.
- Promptly deal with any possession, consumption, and /or distribution of alcohol, an illegal drug or controlled substance in the workplace, in accordance with legal and administrative disciplinary procedures as outlined in the Personnel Management Plan. ~~Managers~~~~Supervisors~~ should contact their ~~Division Director~~~~Department Manager~~ or Human Resource Manager for guidance and/or access to the Substance Abuse Policy located in the Personnel Management Plan. However, in emergency situations supervisors should first ensure the safety of others and then, if necessary, contact 911 should the situation warrant such.

2. Definitions

Alcoholic Liquors/Alcohol: These include alcohol, beer, wine, and any liquid or solid containing alcohol and capable of being consumed.

Arrest/Charges: To be taken in custody or to be formally accused by law enforcement due to a violation of criminal statute.

Commercial Driver's License: Some maintenance and solid waste personnel are required to obtain and maintain a Class-A Commercial Driver's License as part of their job. Employees that have a Class-A License have a lower Breath Alcohol Concentration (BAC) limit of less than (0.04) while a non-CDL holder may have a (BAC) level of less than (0.08).

Controlled Substance: A federally regulated substance listed Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C.812) and Virginia Code (2.2) that when taken into the body, may impair one's mental faculties and /or physical performance.

Conviction: A finding of guilt, (including a plea of no contest) or the imposition of a sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: A criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

Employee: Any person who works full-time or part-time, or temporary staff who are directly engaged in the performance of work for the Authority.

Legal Drug: Legal drugs include medications prescribed by a physician (to included controlled substances), and over the counter medications which have been legally obtained and are being used solely for the purpose for which they were prescribed by a physician or manufactured.

Illegal Drug: Any drug which is not legally obtainable or is being used in a manner or for a purpose other than as prescribed. Illegal drugs include those controlled substances under federal law or State Law (Virginia) which are not authorized for sale, possession, use, and legal drugs which are obtained or distributed illegally.

Safety Sensitive Functions: ~~Any task performed where the employee performing the task has a responsibility for his/her own safety or the safety of others. The Authority has established the following list as Safety Sensitive Functions:~~

- ~~• All time working at any water or wastewater treatment facility.~~
- ~~• All time spent working at any Rivanna Solid Waste Authority facility.~~
- ~~• All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations.~~
- ~~• All time spent at the driving controls of any motor vehicle or any motorized equipment.~~
- ~~• All time spent performing any assigned duties at a confined space operation.~~
- ~~• All time spent performing duties involving locating utilities.~~
- ~~• All time spent operating power tools such as chainsaws, pipe saws, drills, grinders, welders, etc.~~
- ~~• All time spent working on electrical equipment.~~
- ~~• All time spent working above ground/floor level.~~
- ~~• All time spent "On Call". On call will be considered "ready to perform safety sensitive functions;" therefore failure to be available for an emergency due to drug use or alcohol misuse while on scheduled call will result in disciplinary action up to and including termination.~~

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy), or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Workplace: A worksite where service or work is conducted in the performance of an employee's employment. The workplace shall include jobsite, facilities, properties, buildings, offices, structures, automobiles, trucks, and any location that work is performed as a representative of the Authority.

3. Drug and Alcohol Testing Requirements

~~a. Employee Testing Groups~~

~~Employees will be divided in to two testing groups:~~

~~1) Employees whose position requires them to have a Class A Commercial Driver's License and who operate vehicles requiring a Commercial Driver's License (CDL Pool) shall be tested in accordance with federal requirements as provided by the Federal Motor Carrier Safety Administration. Other types of employee drug testing and reasons for employee drug and alcohol testing are outlined below. Employees who are not required to have a Class A Commercial Driver's License are not required to be randomly tested, however may be tested post-accident or due to reasonable suspicion. All newly hired employees are required to take a drug test prior to their first day of employment.~~

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~~2) Employees whose position does not require them to have or Commercial Driver's License and who do not operate vehicles requiring a Commercial Driver's License (Non-CDL Pool).~~

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~~b.f. Types of Drug and Alcohol Testing~~

- 1) Random Testing – All fulltime and part time employees will be subject to unannounced drug and alcohol testing based on random selection by an outside contractor.
 - The percentage of employees tested from the CDL Pool will be determined by requirements from the Federal Motor Carrier Safety Administration and will be subject to changes based on these requirements.
 - ~~• The percentage of employees tested from the Non-CDL Pool will be 10% annually. This percentage can be changed by the Executive Director based on statistics from the prior year.~~
 - ~~• The Executive Director can, at any time, suspend random testing for the Non-CDL Pool.~~
- 2) Post-Accident – As soon as possible following an accident involving an Authority vehicle, the Authority shall test the employee driving the vehicle when any of the following apply:
 - The accident involves a fatality.

- The accident involves bodily injury to any person who receives immediate medical treatment away from the accident scene.
- The employee receives (or is expected to receive) a citation under state of local law for a moving violation arising from the accident.
- One or more motor vehicles incur damage requiring the vehicle(s) to be towed away from the accident scene.

It is the employee's immediate supervisor's responsibility to ensure that the above provisions for post-accident testing are followed. The employee involved should submit to the test within two hours of the accident if able. Any employee who does not remain available for testing, unless they are receiving emergency medical care, shall be deemed as refusing to submit to testing. If the employee is receiving medical care at an emergency facility, every attempt should be made to get a test performed however, any effort to get a test should stop after 32 hours.

- 3) Pre-Employment – Any person who has been offered a position with the Authority must take and pass a drug test, at the Authority's expense, within 2 business days of receiving the job offer. If an applicant does not pass the drug test, their job offer will be rescinded immediately, and they will not be eligible for employment with the Authority for a period of three years.
- 4) Reasonable Suspicion – The Authority will test any employee when there is reasonable cause to believe that the employee is under the influence of drugs or alcohol during work hours or while on call. Only an employee's supervisor, department manager or divisional director can send an employee for reasonable suspicion testing. If an employee is sent for drug or alcohol testing due to reasonable suspicion, they must be driven to and from the testing facility by another employee. Any factors leading to testing based on reasonable suspicion must be documented in writing. In making a determination of reasonable suspicion, the following should be considered:
 - Physical signs and symptoms that the employee is under the influence.
 - Evidence of alcohol or drug use, such as bottles, cans or drug paraphernalia.
 - Occurrence of a serious or potentially serious accident that may have been caused by flagrant violation of established safety, security or other policy/procedure.
 - Adequately documented pattern of unsatisfactory work performance for which no apparent non-impairment related reason exists, or a change in an employee's prior pattern of work performance, especially where there is some evidence of alcohol or drug related impairment at the workplace.

- 5) Return to Duty – An employee who has engaged in prohibited conduct based on this policy must undergo a return to duty test with a negative result before returning to their job duties. If an employee refuses to submit to return to duty testing, they will not be permitted to return to work.
- 6) Follow-Up – Any employee who has engaged in prohibited conduct based on this policy will be subject to unannounced random follow up testing. The testing will be conducted while the employee is on duty. A minimum of six tests will be conducted in the twelve months following an employee's return to duty or more if directed by a substance abuse professional (SAP). The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time if it is determined that the testing is no longer necessary.

c.g. Testing Notification

The Medical Review Officer (MRO) will notify the employee of the results of random, reasonable suspicion, and post-accident drug/alcohol tests if the results are verified as positive, prior to notification of the employee's department head. The MRO will notify a job candidate of results from a pre-employment drug test that are verified to be positive before notifying the Authority.

Should the employee want the split sample retested as the result of a positive test, the employee needs to make arrangements with the Medical Review Officer's (MRO) staff for prepaying to have the test redone. The Authority will not be responsible for the expense of the retest.

d.h. Refusal to Test and Uncompleted Tests

Compliance with this drug/alcohol testing policy is a condition of employment. Refusal to take a required drug/alcohol test, failure of a drug/alcohol test, or attempting to adulterate a sample may result in the termination of employment by the Authority.

e.i. Recordkeeping

The Authority will maintain all records and documentation in the Administration Office and under the control of the Executive Director and the Human Resources Manager. Each record shall be kept private and confidential and stored in a secured location. With the exception of the testing laboratory, MRO, designated supervisor(s), Human Resources Manager, or upon request of the FMCSA or other federal or state agency officials as part of an accident investigation, the results of individual drug and alcohol tests will not be released to anyone without the expressed written authorization of the individual tested. Drug and alcohol tests and/or rehabilitation records will only be released to subsequent employers upon written consent from the covered employee. Then only the specific information requested by the employer will be released.

f.i. Employee Assistance Program (EAP)

The Authority contracts with an Employee Assistance Program (EAP). EAP services are available to all employees. The EAP staff can provide employees with the appropriate education regarding the use of prohibited drugs.

4. Testing Standards

All testing procedures performed under this policy must be in compliance with United States Department of Transportation Drug and Alcohol Regulations, 49 CFR, Part 40, regardless of if the testing is administered to an employee in the CDL Pool or the Non-CDL Pool. This includes regulations regarding sample collection, testing laboratories, medical review officers and the verification process.

The Authority ~~isare~~ required by the Federal Motor Carrier Safety Administration (FMCSA) to adhere to the minimum annual percentage rate for random controlled substance testing for drivers of commercial motor vehicles requiring a commercial driver's license as determined by the FMCSA. This rate is subject to change on an annual basis and effects the CDL Pool only.

All test results are considered confidential information and will not be released to third parties without the specific written consent of the employee.

a. Medical Review Officer (MRO)

The Medical Review Officer must meet the criteria in the US Department of Transportation's 49 CFR Parts 382 and 40.

b. Testing Laboratory

The testing laboratory for this policy must meet the criteria set in the US Department of Transportation's 49 CFR Part 382 and 40.

c. Specimen Collection Requirements

Specimen collection will be as required in the US Department of Transportation's 49 CFR Parts 382 and 40.

5. Disciplinary Actions

Once the Medical Review Officer (MRO) makes a determination that there is no legitimate medical explanation for a confirmed positive test result other than the unauthorized use of alcohol or a prohibited drug, the Authority will not knowingly allow such employee or person to work in any capacity. The employee shall be suspended or placed on unpaid leave immediately and referred to the Employee Assistance Program. The employee may return to work only after a Substance Abuse Professional (SAP) has determined the employee is fit for duty and has successfully completed the prescribed drug rehabilitation program. The employee must also have a negative drug screening under return-to-duty testing.

An employee will be dismissed immediately if:

- a. The employee refuses to report to a substance abuse professional (SAP) for assessment and evaluation and/or referral for treatment with an Authority substance abuse professional.
- b. The employee is referred for rehabilitation, by a substance abuse professional, and then refuses to enter or fails to successfully complete the rehabilitation program.
- c. The employee refuses to provide an adequate urine sample for drug testing without a valid medical explanation after receiving notice of the requirement to be tested, or who engages in conduct that clearly obstructs the testing procedure.
- d. The employee tests positive a second time during their employment with the Authority.
- e. The employee is in their probationary period.

Possession of illegal drugs on Authority property or in an Authority vehicle is considered unacceptable and will be considered grounds for termination of employment with the Authority.

6. Revision Dates

The policy was originally implemented January 1, 1996 and has been revised on the following effective dates:

November 25, 1996

September 24, 1999

July 25, 2005

April 2019

March 2021

July 2023

M. Attachments and Forms

- a. Rivanna Water & Sewer Authority Organizational Chart (*Section A*)
- b. Rivanna Solid Waste Authority Organizational Chart (*Section A*)
- c. Authority Pay Grade and Scale, Table 1 (*Section D*)
- d. Authority Pay Grade and Scale with Title, Table 2 (*Section D*)
- e. Sick Leave Bank Enrollment Form (*Section F*)
- f. Grievance Procedure Form Part A & Part B (*Section H*)
- g. Technology System Acceptable Use Policy (*Section I*)
- h. Employee Expense Reimbursement Form (*Section J*)
- i. Employee Training and Development Form (*Section J*)
- j. Employee Mileage Reimbursement Form (*Section K*)
- k. Employee Travel Request Form (*Section K*)
- l. Employee Drug and Alcohol Testing Pool Designation Letter (*Section L*)
- m. Employee Handbook

MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF THE RESOLUTION TO ADOPT THE RATE
SCHEDULE, AND THE FY 2023-2024 BUDGET**

DATE: MAY 23, 2023

Fiscal Year 2023-2024 will be another dynamic year for the Rivanna Solid Waste Authority. A budget totaling \$7.9 million was reviewed in detail with the Board during the March 28, 2023 meeting to provide our essential refuse disposal and recycling services. We will operate a new recycling and refuse collection Convenience Center located in southern Albemarle County, and solar energy facilities may be installed on the capped landfill cells in calendar 2024 by Dominion Energy. We will also complete the design of a new Baling Facility to be located at the IMUC, which will replace the current Paper Sort facility. The Transfer Station continues to receive about 170 tons per day of municipal solid waste and construction demolition debris, far exceeding the transfer goal of 89 tons per day hoped for when the tip fee was reduced and operating days were increased in FY 2018 – 2019. Our Fall and Spring Special Collection Events for the disposal of Household Hazardous Waste, eWaste and Bulky Waste will also continue to be provided as beneficial services for the community.

To support these solid waste services, along with other operating and environmental programs, an FY 2023-2024 budget totaling \$7.9 million is proposed. This budget represents an increase in operating expenses of \$1 million (16%), largely due to the additional staff and contractor costs to process more tonnage through the Transfer Station; operation of the new southern Albemarle Convenience Center; investments in building repairs and equipment replacement; along with support for our workforce. Revenues from tip fees, clean fill, recycling and other sales are estimated to be \$4.3 million, a 23% increase above FY 2022-2023 levels, resulting in a net budget increase of \$0.26 million (7.9%). Estimated Capital Expenses totaling \$1.2 million are included to replace essential equipment (skid steer, leachate pump, cardboard compactor), along with asphalt repaving over the former asbestos disposal area at the IMUC. These Capital Expenses are funded through depreciation charges in the Operating budget. Two additional Operator/Attendant positions are proposed to support the increasing workload at the Transfer Station. A 6% cost-of-living allocation and a 2% merit performance pool for all eligible employees are also proposed.

The estimated support required to provide our programs includes \$2.8 million from Albemarle County, an increase of \$176,760, \$594,000 from the City, an increase of \$85,000, and \$79,982 from the University of Virginia. Tipping fees are proposed to increase from \$52 to \$54/ton for municipal and construction debris disposal, along with an increase from \$48 to \$50/ton for vegetation disposal. The \$30/ton charge for mulch is also proposed to be removed to eliminate the frequent oversupply of mulch and potential mulch fires.

Board Action Requested:

After conducting a Public Hearing, consider approval of the Resolution to Adopt the attached Rate Schedule and the FY 2023 – 2024 Budget, with both to be effective on July 1, 2023.

Attachments

**RESOLUTION
TO ADOPT THE RATE SCHEDULE
FOR FISCAL YEAR 2023-2024, EFFECTIVE JULY 1, 2023
BY THE RIVANNA SOLID WASTE AUTHORITY**

WHEREAS, the Rivanna Solid Waste Authority (the “Authority”) Board of Directors has reviewed the proposed Rate Schedule for Fiscal Year 2023-2024; and

WHEREAS, the Authority conducted a public hearing for the proposed Rate Schedule on May 23, 2023 after advertising the actual date fixed for the public hearing in the Daily Progress on April 10, 2023 and April 17, 2023, and

NOW, THEREFORE, BE IT RESOLVED that the Rivanna Solid Waste Authority Board of Directors hereby adopts the accompanying Rate Schedule for Fiscal Year 2023-2024, to be effective on July 1, 2023.

Rate Schedule

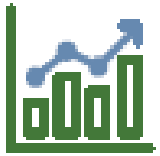
<u>Tipping Fees (Per Ton):</u>				<u>Tipping Fees (Per Item):</u>			
Clean Fill Material			\$10.00			Freon Appliances	\$17.00
Clean Fill-Project > than 10,000 tons*			\$3.50			Passenger Veh. Tire, Off Rim	\$6.00
Vegetation/Yard Waste			\$50.00			Passenger Veh. Tire, With Rim	\$13.00
Domestic Waste(MSW)			\$54.00			Large Truck Tire, Off Rim	\$17.00
Construction Debris(CDD)			\$54.00			Large Truck Tire, With Rim	\$33.00
Tires			\$190.00				

Proposed Budget FY 2023 - 2024

Presented to RSWA Board of Directors
by Bill Mawyer, Executive Director
May 23, 2023



Guided by the Priorities of Our Strategic Plan 2023-2028



OPTIMIZATION AND RESILIENCY

To empower a culture of innovative and collaborative thinking that advances efficient operational processes, technology modernization, and risk mitigation.



ENVIRONMENTAL STEWARDSHIP

To demonstrate and promote best practices in sustainability, resources conservation, and environmental education.



WORKFORCE DEVELOPMENT

To attract, develop, and retain a professional, highly skilled, engaged, and diverse team.



COMMUNICATION AND COLLABORATION

To elevate awareness of the Authorities' Impact and value through proactive communication, effective partnerships, and community involvement.



PLANNING AND INFRASTRUCTURE

To address evolving needs by planning, delivering, and maintaining dependable infrastructure and facilities in a financially responsible manner.

Budget Summary

FY 2023-2024

➤ Total Budget: \$7,941,725

Expenses	\$7,941,725	\$1,098,328	16.0 % increase
Revenues	\$4,370,000	\$835,900	23.6 % increase
<hr/>			
Net	\$3,571,725	\$262,428	7.9 % increase

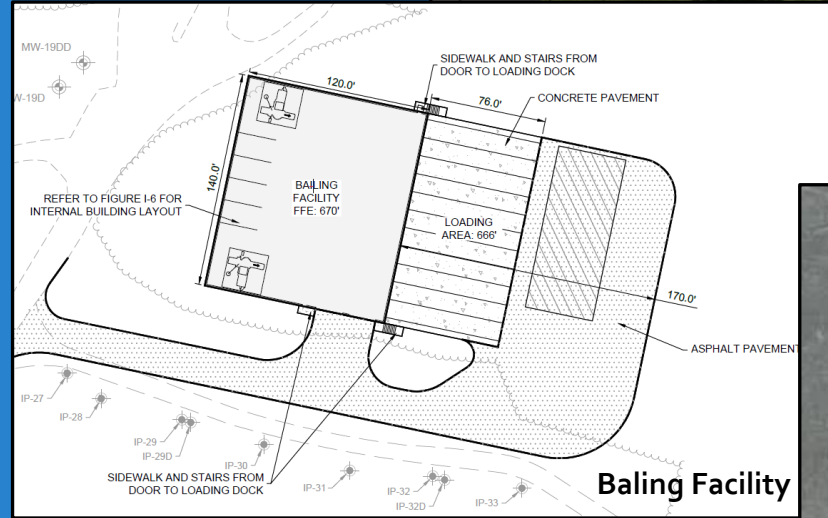
➤ County Allocation: \$2,897,711 \$176,760 6.5 % increase

➤ City Allocation: \$594,032 \$85,668 16.8 % increase

➤ UVA Allocation: \$79,982 (thru FY 2035)

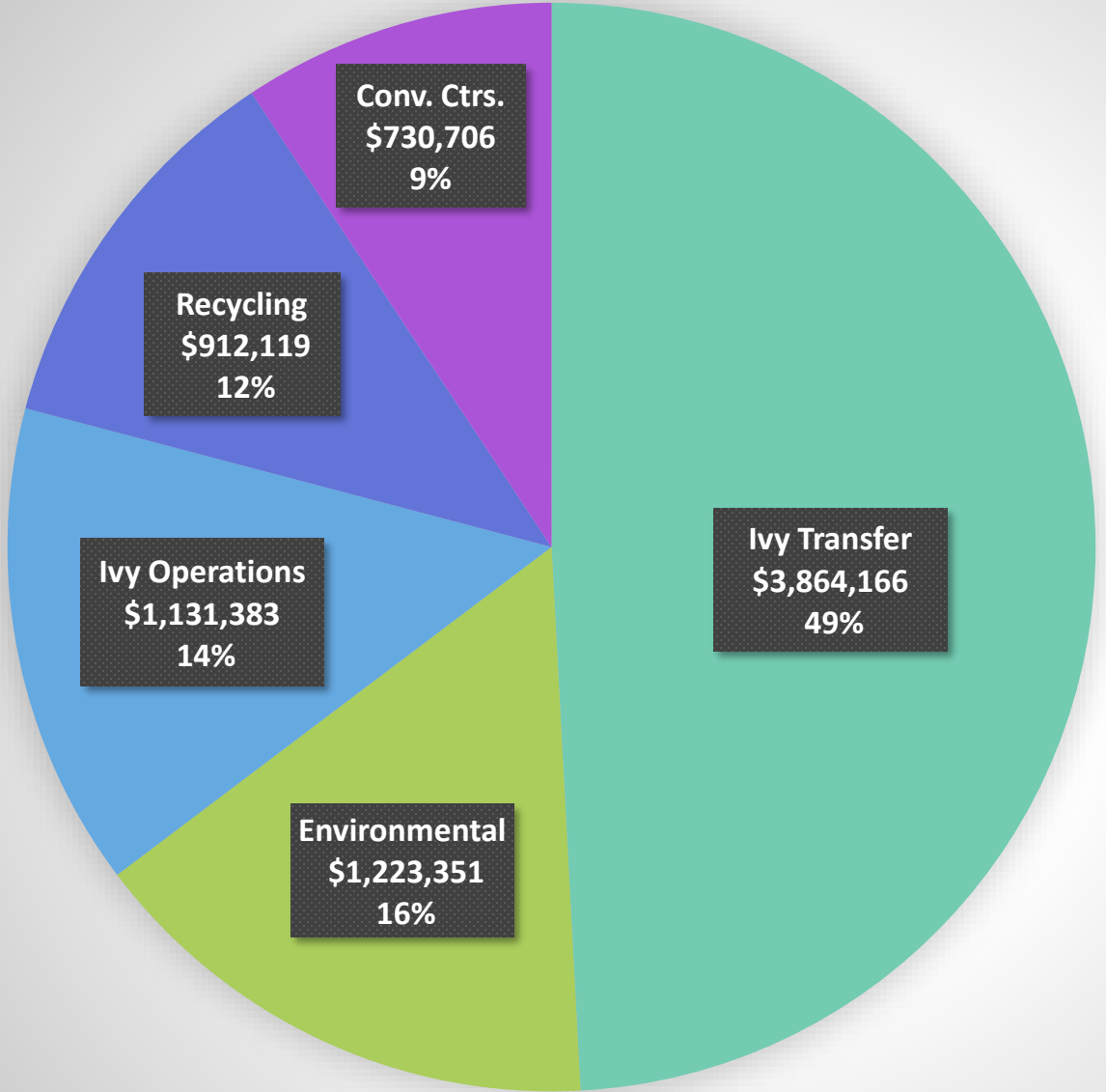
Looking Ahead to FY 2024

- Operate the Southern Albemarle Convenience Center
- Complete design of the new Baling Facility at IMUC
- Install solar panels on 17 acres by Dominion Energy
- Manage free mulch program



FY 2024 Budget
\$7.9 M

Solid Waste Programs



Allocation Summary

FY 2023-2024

Programs	City	County	UVA
1. Environmental	405,896	737,473	79,982
2. Recycling	188,136	438,983	0
3. Transfer	0	1,277,166	0
4. Operations	0	+226,617 net revenue	0
5. Convenience Ctrs	0	670,706	0
	\$594,032	\$2,897,711	\$79,982

Strategic Investments

• Workforce		\$360 k
• 6% cola + 2% merit pool	\$110 k	
• RSWA-absorbed VRS, Health/Life Insurance, Workers Compensation, & Overtime Costs	\$92 k	
• Additional Positions – IMUC Transfer Station	\$76 k	
○ Operator Attendants (2)		
○ ½ yr. for Driver/Equip Operator & 2 Attendants for SACC (approved in FY 23)	\$68 k	
• Operations & Maintenance		\$320 k
• Vehicle/Equipment Maintenance, Fuel & Wood Grinding Costs	\$230 k	
• Transfer of Refuse, Hauler Increase	\$90 k	
• Administrative & Information Technology Support		\$190 k
• Infrastructure		
• Buildings and Equipment Depreciation		\$120 k

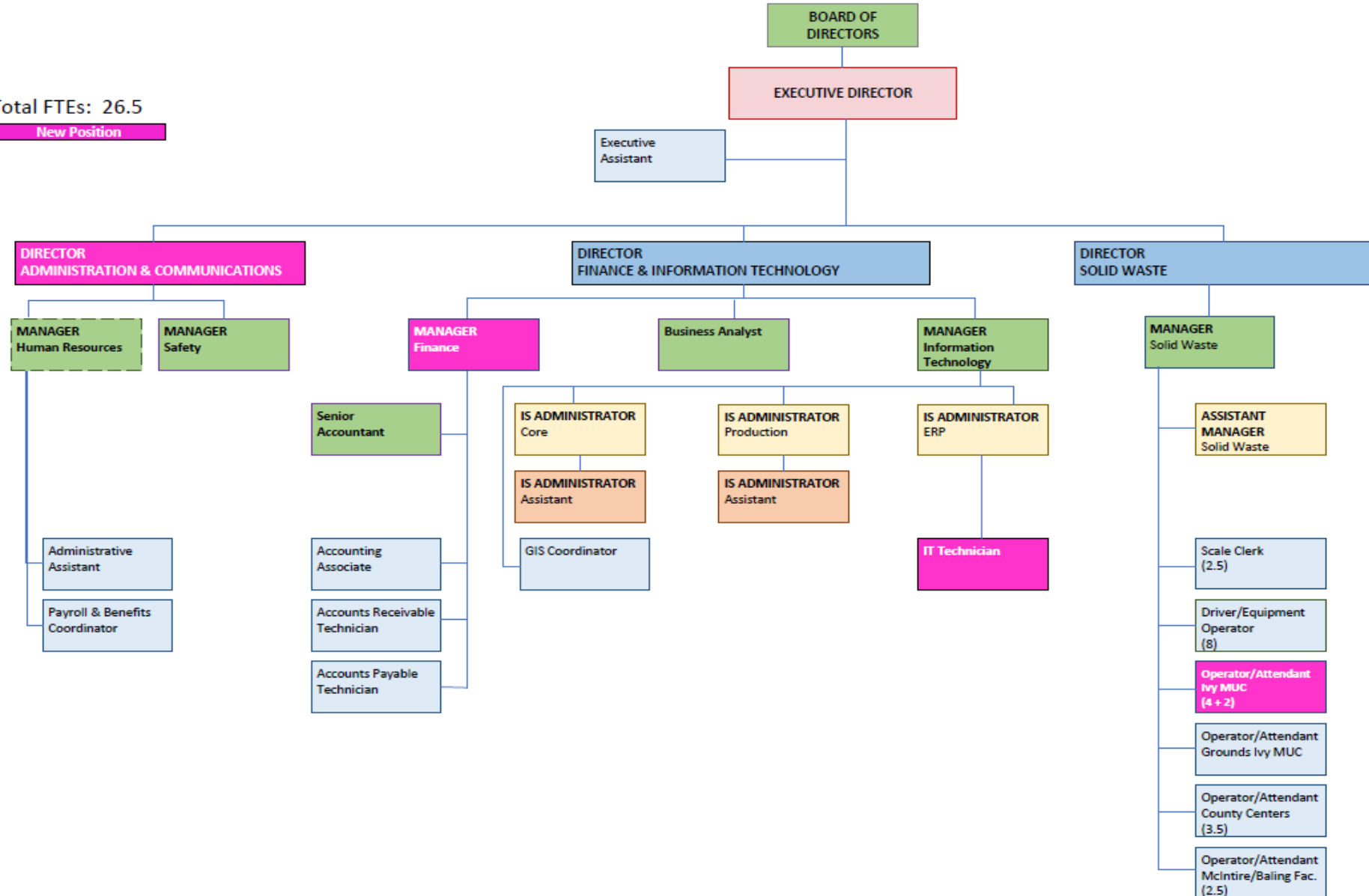
RIVANNA SOLID WASTE AUTHORITY

Organizational Chart

FY 2023 – 2024
Proposed Budget

Total FTEs: 26.5

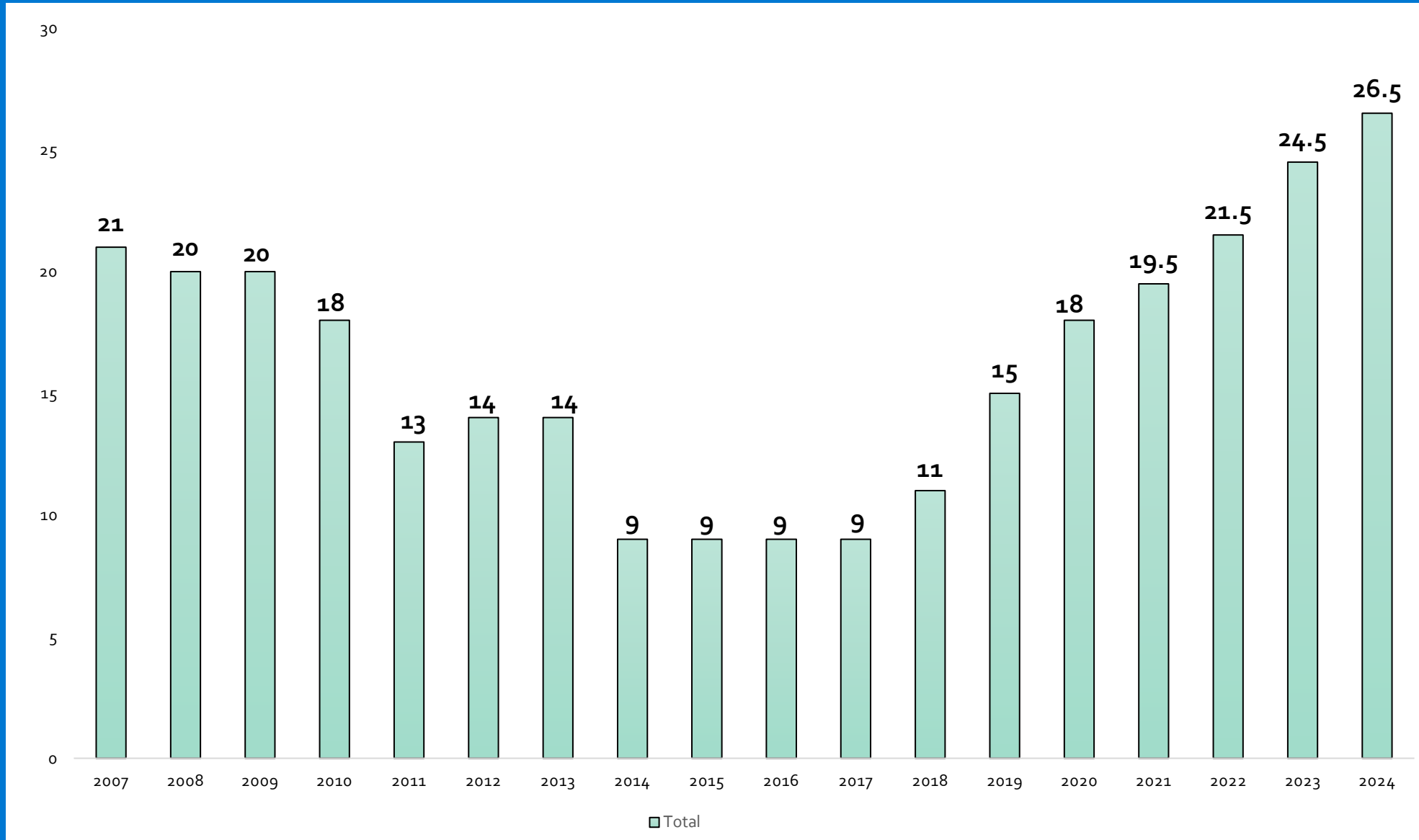
New Position



Joint Administrative Staff

Joint Administrative Staff				FTE Split		
				RWSA	SWA	
Executive Director	1		1	0.85	0.15	1.00
Director of Administration	0	1	1	0.80	0.20	1.00
Executive Coordinator	1		1	0.60	0.40	1.00
Director of Finance	1		1	0.80	0.20	1.00
Finance Manager	0	1	1	0.80	0.20	1.00
Office/HR Manager	1		1	0.80	0.20	1.00
Senior Accountant	1		1	0.80	0.20	1.00
Accounting Associate	1		1	0.80	0.20	1.00
Payroll & Benefits Coordinator	1		1	0.75	0.25	1.00
Accounts Payable/Purchasing Technician	1		1	0.75	0.25	1.00
Accounts Receivable Technician	1		1	0.30	0.70	1.00
Administrative Assistant	1		1	0.75	0.25	1.00
Business System Analyst	1		1	0.70	0.30	1.00
Safety Manager	1		1	0.70	0.30	1.00
<u>IT/SCADA</u>						
Information Systems Administrator - Core	1		1	0.60	0.40	1.00
Information Systems Administrator - ERP	1		1	0.80	0.20	1.00
Information Systems Administrator - Operation	1		1	1.00	0.00	1.00
Information Systems Asst. Administrator - Core	1		1	0.60	0.40	1.00
GIS Coordinator	1		1	1.00	0.00	1.00
IT Manager	1		1	0.80	0.20	1.00
IT Systems Analyst - Operations	0	1	1	0.80	0.20	1.00
IT Systems Analyst - ERP/Core	1		1	0.80	0.20	1.00
Administration and allocation with RSWA	19	3	22	16.60	5.40	22.00
Total all positions	96.40	3.60	100.00			
FTE Position Allocated to RSWA	<u>-4.30</u>		<u>-5.40</u>			
Total Adjusted FTEs	92.10		94.60			

18 Year History: Number of RSWA Employees



Budget Summary

FY 2023-2024

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➤ City Contribution: \$594,032 \$85,668 16.8 % increase

➤ UVA Contribution: \$79,982 (thru FY 2035)

Questions?

Action to be Considered by the Board:

Conduct a Public Hearing on the proposed Fiscal Year 2023-2024 Rate Schedule.

After receiving any comments, consider approval of :

- the Resolution to Adopt the Rate Schedule to be effective on July 1, 2023
- the Fiscal Year 2023 – 2024 Budget

**RESOLUTION
TO ADOPT THE RATE SCHEDULE
FOR FISCAL YEAR 2023-2024, EFFECTIVE JULY 1, 2023
BY THE RIVANNA SOLID WASTE AUTHORITY**

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NOW, THEREFORE, BE IT RESOLVED that the Rivanna Solid Waste Authority Board of Directors hereby adopts the accompanying Rate Schedule for Fiscal Year 2023-2024, to be effective on July 1, 2023.

Rate Schedule

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Special Collection Events Review

Presented by Phil McKalips, Director of Solid Waste

May 23, 2023



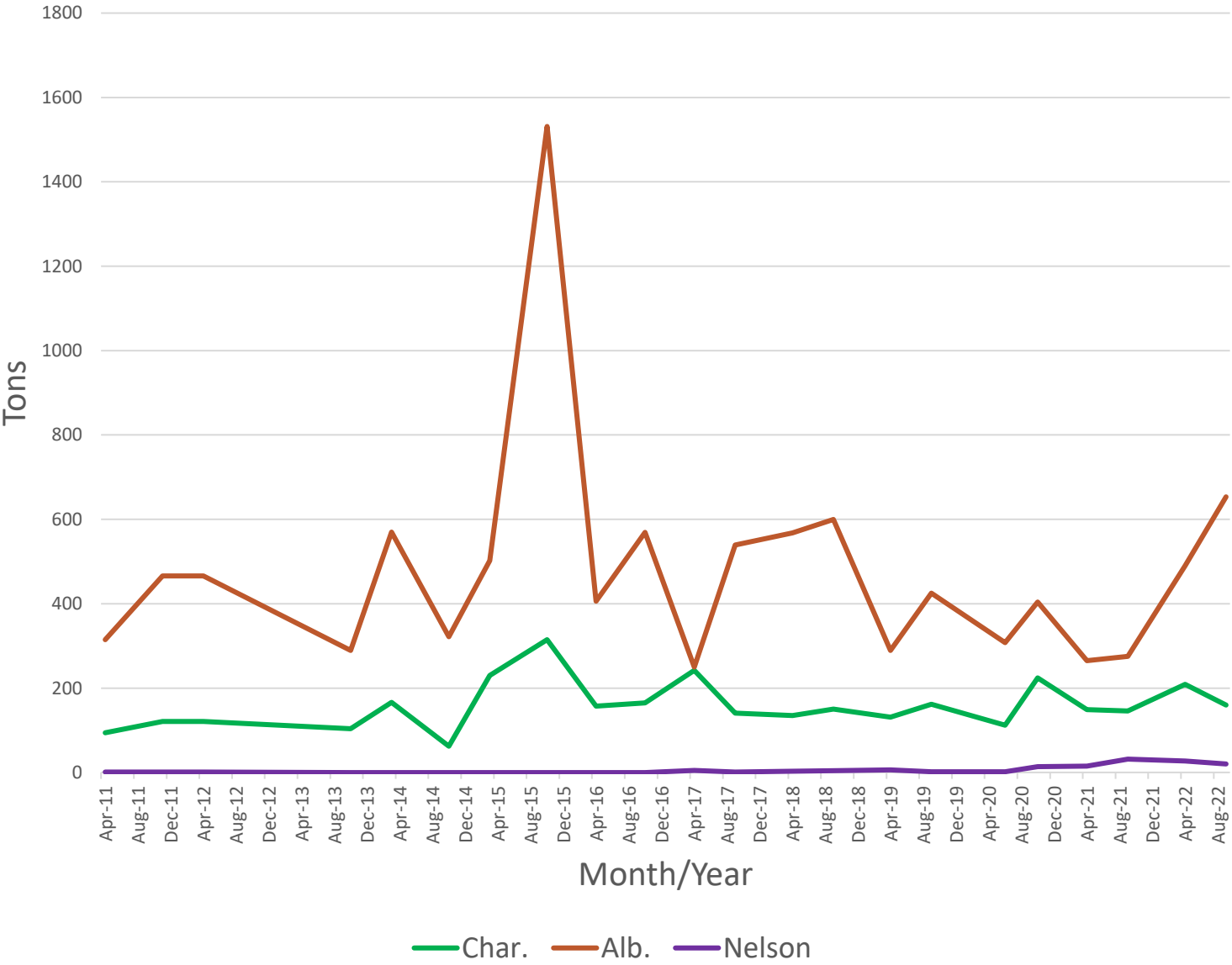
Special Collection Events:

- Household Hazardous Waste (HHW; since 2000)
- Furniture/Mattresses (since 1999)
- Appliances (since 1999)
- Tires (since 1999)
- Ewaste
(regularly since 2019, periodic events in the late 1990's to early 2000's)
- Very Small Quantity Generator (VSQG; since 2011)

Household Hazardous Waste

- HHW is a classification of hazardous wastes within the federal Resource Conservation and Recovery Act that allows hazardous products from private residences to be properly managed through special collection events as an alternative to being disposed in a landfill as municipal solid waste.
- RSWA has offered these events since at least 2000. They are now offered in the Spring and Fall each year. Since Aug. 2016, paint has been accepted everyday at the IMUC.
- Costs are \$30,000 - \$50,000 per event. Paint disposal costs are about \$20,000 per year.

HHW (Customer Counts)



Household Hazardous Waste Special Collection

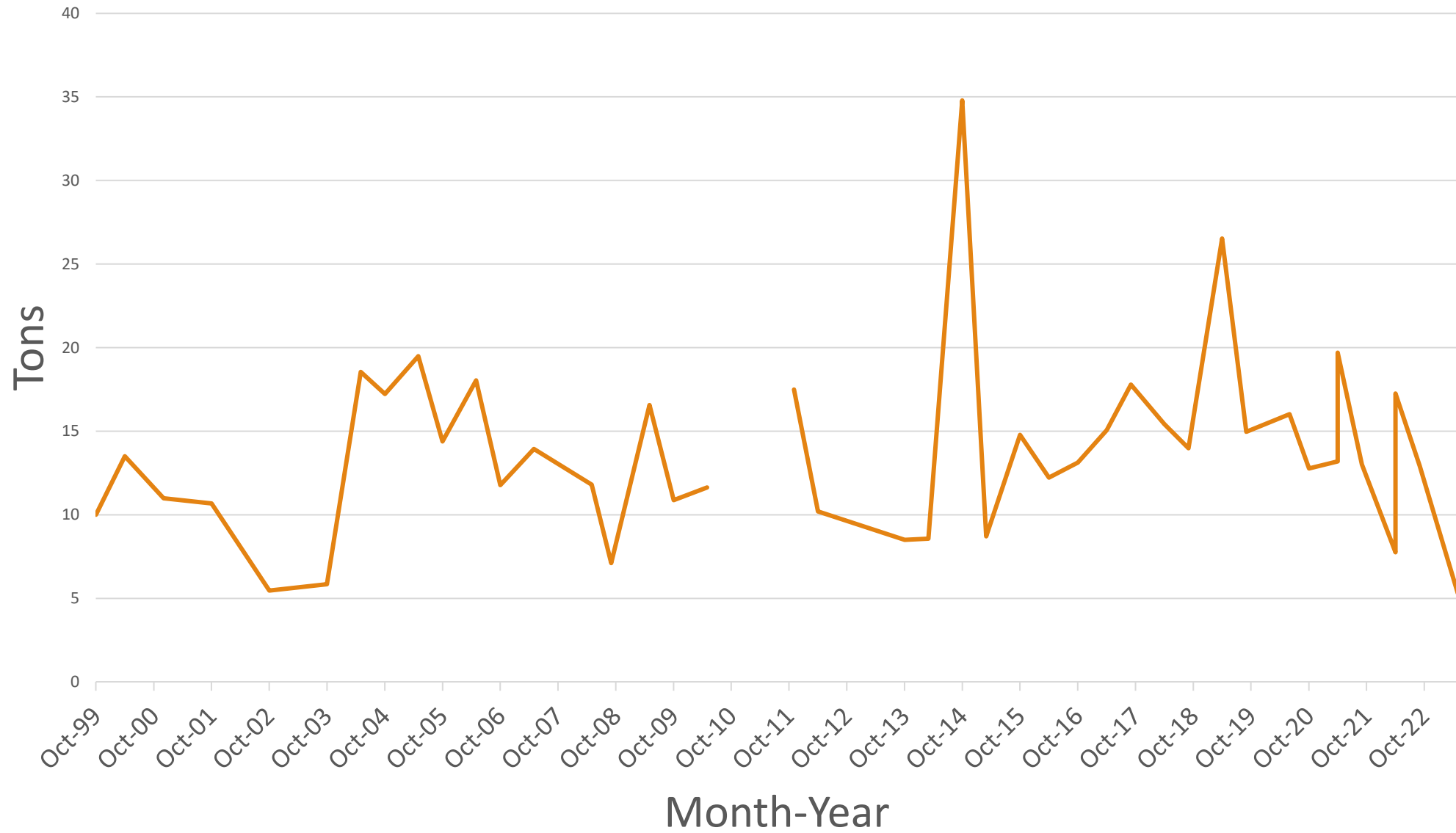




Furniture/Mattresses

- Our Furniture/Mattress Special Collection Events go back to at least 1999.
- Likely were started as part of an effort to curb illegal dumping of these materials.
- Both the City and the County support these events by paying the disposal costs proportioned through customer counts.
- These materials are charged to the City and County at the transfer station tipping fee (\$54 per ton on July 1)

Furniture (Tons)



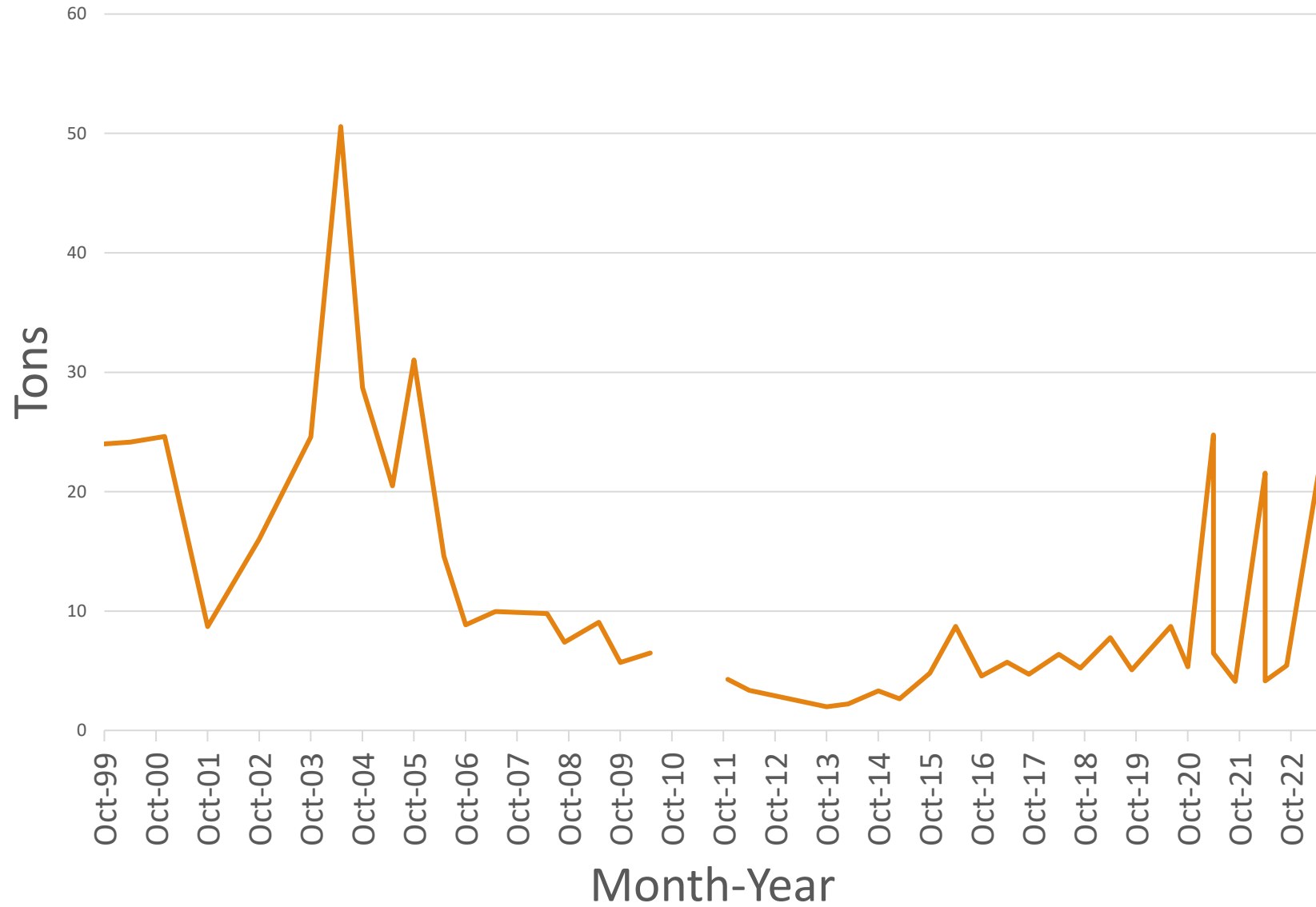
Furniture/Mattress Special Collection



Appliances

- Our Appliances Special Collection Events were started in the late 1990's.
- The purpose is to divert these materials from landfills, increase recycling, and help minimize illegal dumping.
- Both the City and the County support these events by paying charges apportioned based on customer counts.
- Starting July 1, 2023, the disposal fee will be reduced to the MSW disposal fee (\$54 per ton) plus Freon recovery.
- Where possible, these materials are recycled.

Appliances (Tons)



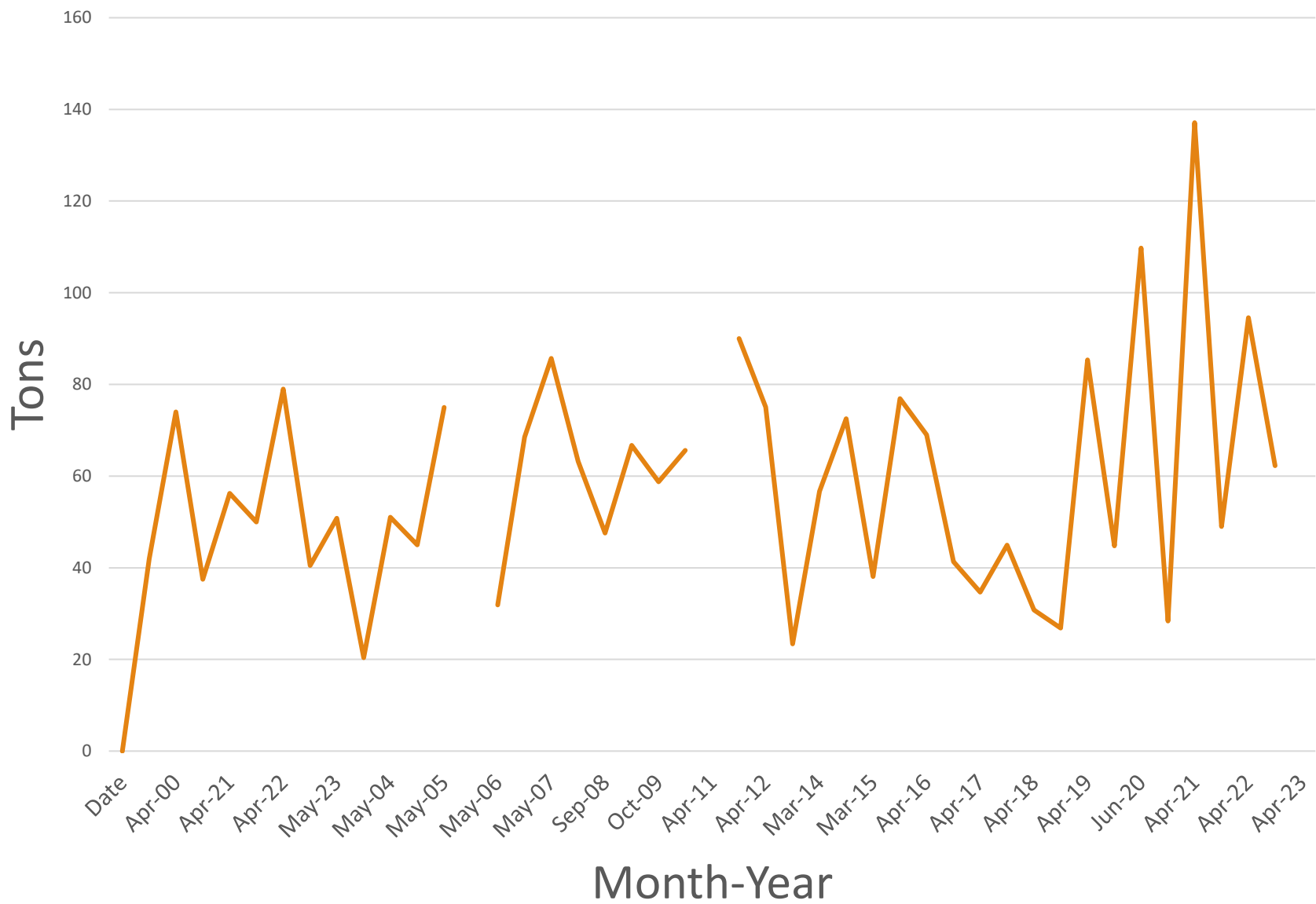
Appliances Special Collection



Tires

- The Tire Special Collection events started in the late 1990's as well.
- Whole tires cannot be landfilled and so become a disposal problem and a common item for illegal dumping.
- Both the City and County support this program by paying charges apportioned based on customer counts.
- Tires are transported to Emanuel Tire in Appomattox, Virginia.
- Emanuel Tire charges \$150 per ton and uses the tires for playground surface material, rubber matting, and energy production.

Tires (ton)



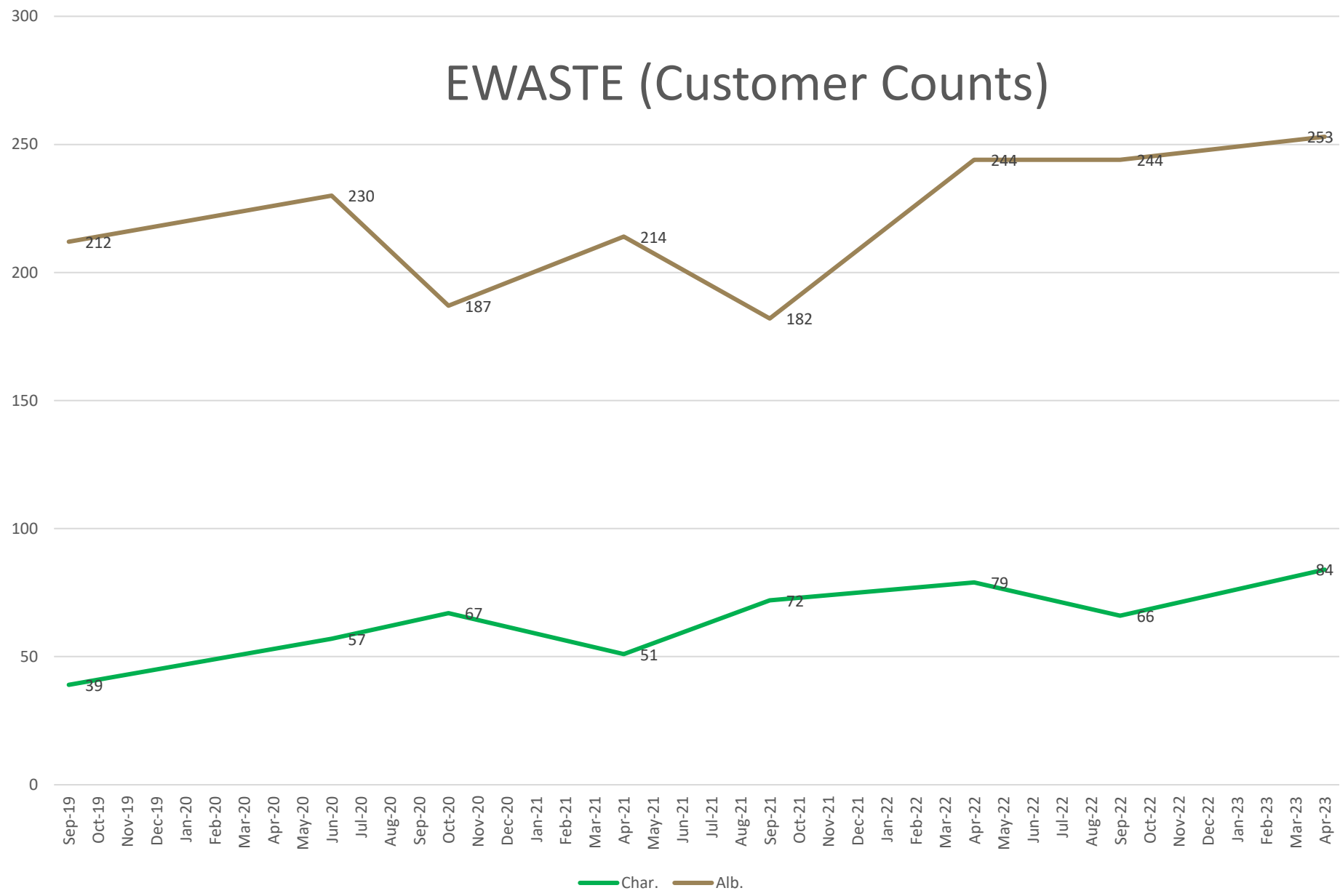
Tires Special Collection



Ewaste

- Purpose is to divert “high-tech” electronics (computers, cell-phones, stereo equipment) from landfills so that hazardous chemicals and minerals can be recovered.
- Efforts are made to recover or recycle as much of the material in the wastes as possible.
- From 2019 to 2023, amount of ewaste collected has doubled during our two semiannual events.
- Strong customer support for programs, some interest in additional days expressed each year.
- Costs \$14,000 - \$17,000 per event.

EWASTE (Customer Counts)



eWaste Special Collection



Very Small Quantity Generator

- VSQGG is a classification for businesses that generate materials identified as hazardous wastes.
- Can include fluorescent light bulbs, batteries, aerosol cans, cleaning agents, solvents, acids, and bases.
- Businesses cannot utilize the HHW exemption in RCRA.
- RSWA offers access to our HHW contractor to these businesses so they can save on mobilization and shipping costs of hiring their own contractor. Businesses pay their own disposal costs directly to the contractor.

Summary

- RSWA holds 6 Special Collection Events, twice a year.
- HHW: 525 customers \$40,000 per event
- Furniture: 150 customers \$1,000 per event
- Appliance: 175 customers \$4,500 per event
- Tires: 175 customers \$12,500 per event
- Ewaste: 280 customers \$16,000 per event
- VSQG: 3 or 4 customers \$0
- All programs (except VSQG) receive strong community support and we receive several dozen requests a year to add additional events.
- Typical Annual Costs: City; \$30,000 County; \$120,000

Questions?



Asset Management Program Update

for the RWSA & RSWA Board of Directors

May 23, 2023



Presented By:

Katie McIlwee

Asset Management Coordinator



Strategic Planning



Planning and Infrastructure

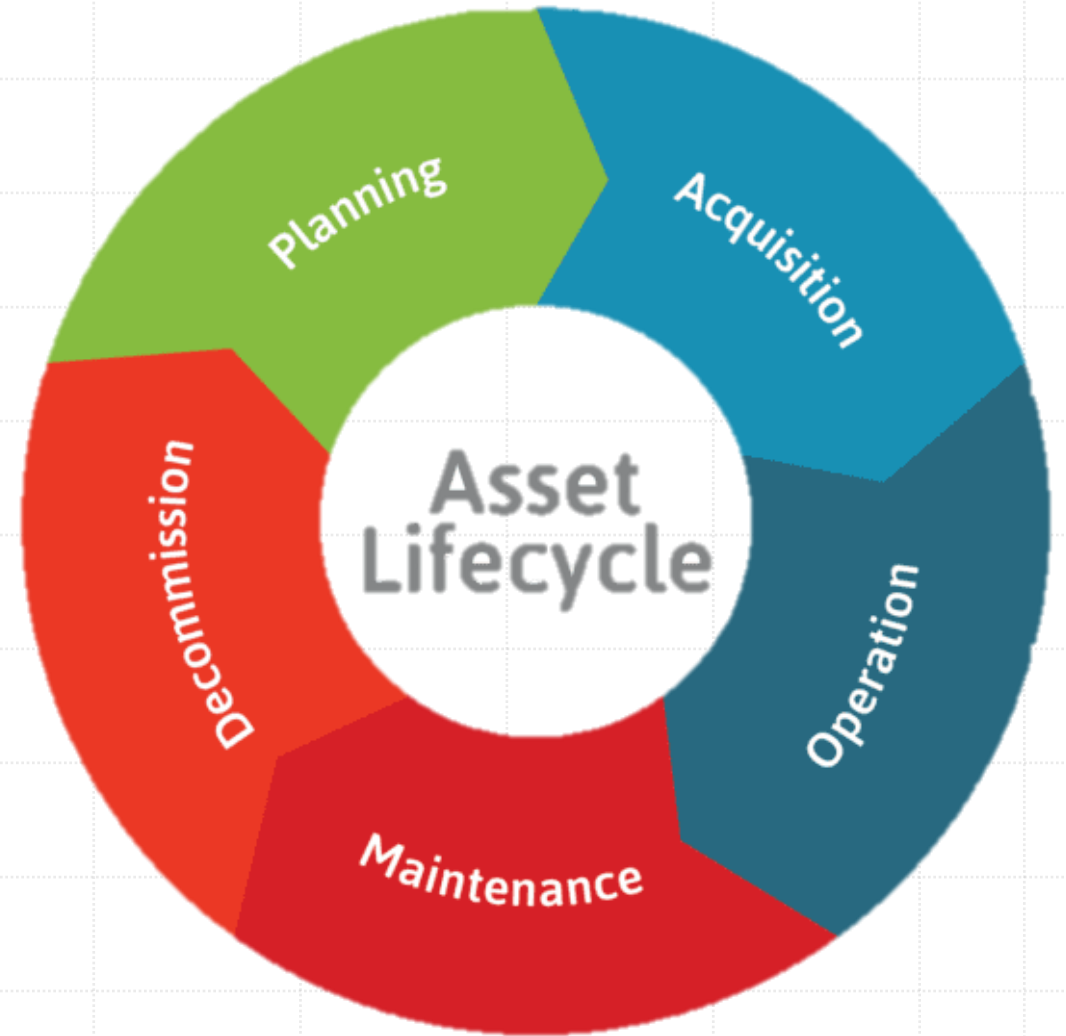
- **Goal:** To address evolving needs by planning, delivering, and maintaining dependable infrastructure and facilities in a financially responsible manner.
- **Strategy:** Expand adoption and use of the asset management program.

Asset Management Policy

- Our management and staff are committed to implementing an Asset Management Program that will provide established levels of service, while minimizing life cycle costs and managing risk.
- The Asset Management Program will link to the Authority's Strategic Framework and Goals for asset related investments and action plans.

What is Asset Management?

- A **long-term** program to attain and sustain the chosen level of service for the life of an asset in the most **cost-effective** manner.
- A management paradigm and a body of management practices that is applied to the entire portfolio of assets at all levels of the organization that seeks to minimize the total cost of acquiring, operating, maintaining and renewing the assets within an environment of limited resources while continuously delivering the service levels customers desire and regulators require at an acceptable level of business risk to the organization.
~WERF*



Five Core Questions

- Asset management is centered on a framework of five core questions, which provide the foundation for asset management best practices:



Rivanna's Assets: Horizontal

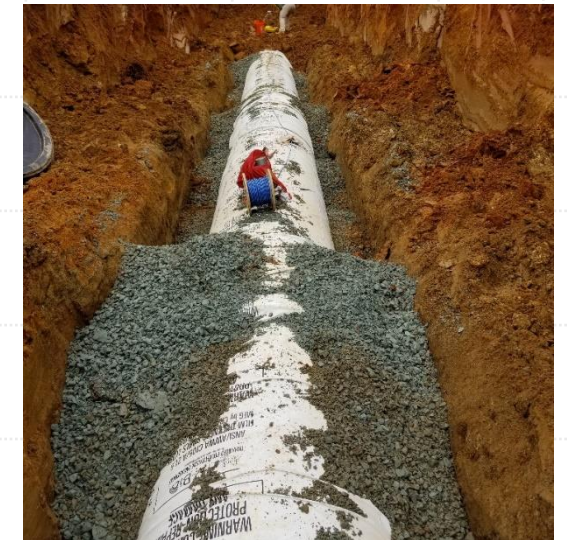
"What you can't see."

WW Horizontal Asset Type	Number of Assets	Length
Gravity Main Segments	720	37.8 miles
Force Main Segments	44	6.2 miles
Manholes	718	N/A
Totals	764	44 miles

Water Horizontal Asset Type	Number of Assets	Length
Raw Main Segments	233	20.8 miles
Potable Main Segments	1,411	46.9 miles
System Valves	657	N/A
Totals	1,644	67.7 miles



Airport Road Pump Station Line



Birdwood Raw Water Main

Rivanna's Assets: Vertical

"What you can see."



Aeration Basins



Filter Belt Press



Switchgear



Slide Gate



Influent Pump



GAC Contactor

Wastewater Facility Type	Total Number of Associated Assets
Wastewater Pumping Stations	126
Advanced Water Resource Recovery Facility	1,402
Water Resource Recovery Facilities	330
Totals	1,858

Water Facility Type	Total Number of Associated Assets
Finished Water Pumping Station	48
Raw Water Pumping Station	118
Storage Tanks	56
Dams	11
Water Treatment Plant	1,176
Hydropower Plant	7
Reservoir	10
Totals	1,426



Benefits of an Asset Management Program

- Prolonging asset life and improving decisions about asset rehabilitation, repair, and replacement
- Reducing overall costs for both operations and capital expenditures
- Meeting customer demands with a focus on system sustainability
- Setting rates based on sound operational and financial planning
- Budgeting focused on critical activities for sustained performance
- Meeting service expectations and regulatory requirements
- Improving responses to emergencies
- Improving the security and safety of assets



Goals of the Asset Management Program

- Integrate information across the Authorities and make available to all internal stakeholders
- Monitor asset lifecycle to proactively predict asset replacement and minimize financial impact
- Quantify asset condition and risk, and contribute to improving the Authority's long-term asset planning
- Achieve consistent and accurate performance monitoring and reporting based on objective asset data
- Compare, optimize, and prioritize among potential capital projects and maintenance activities
- Achieve benefit/cost efficiencies for the Authority and our customers
- Increase and retain institutional knowledge through asset knowledge management and training/capabilities development of staff

AM Implementation Phases

Current
Phases

Phase 1 (Complete)

Develop AM Framework

- Gap Assessment
- Strategic Asset Management Plan (SAMP)
- Identification of Software Requirements

Phase 2 (Complete)

Test AM Framework

- Develop Asset Register
- Pilot of Rivanna Pump Station
- Tactical Asset Management Plan (TAMP)

Phase 3

CMMS* Implementation

- Configuration of Cityworks
- Integration Workshops
- Development of Geodatabase
- Admin/Employee Training
- Go-Live

Phase 4

Full AM Program Implementation

- Asset Register Review & Revisions
- Management Strategy Groups
- Level 1 & 2 Condition Assessments
- Assign COF Scores & Identify Mitigation
- Calculate Risk
- DSS Tool

Procurement of CMMS: Cityworks

*CMMS – Computerized Maintenance Management System



Major Milestones

2018

Phase 1 Begins
AM Plan Development

2019

Phase 2 Begins
Asset Hierarchy
Developed

2020

Strategic AM Plan
Pilot Tactical AM Plan
Acquisition of
Cityworks

2021


Phase 3 Begins
Asset Register
Development
Cityworks
Configuration

2022

Phase 4 Begins
AM Program
Implementation

2023

CW Go-Live
Continue Full AM
Implementation



CMMS Implementation



- [Cityworks](#) was chosen to be the new Computerized Maintenance Management System (CMMS) in September 2020
- Implementation began in December 2020
- Configuration and system testing completed March 2023
- Admin and user training April-May 2023
- Go-Live May 2023

Dashboard - Testing Dashboard

Rs

New Service Requests

<input type="checkbox"/>	Request Id ↑	Submit To Name	Description
<input type="checkbox"/>	37		CHECK FOR LEAK
<input type="checkbox"/>	35		CHECK FOR LEAK
<input type="checkbox"/>	33		WATER PRESSURE IS

Open SR(s)

In Progress Services Requests

<input type="checkbox"/>	Request Id ↑	Work Orders	Submit To Name
<input type="checkbox"/>	27	0	View
<input type="checkbox"/>	18	0	View Haney, Brian

Open SR(s)

Completed Service Requests

No records found

Open SR(s)

New Work Orders

<input type="checkbox"/>	Work Order Id ↑	Apply To Entity	Description
<input type="checkbox"/>	9582	wSystemValve	Replace
<input type="checkbox"/>	909	wSystemValve	Check
<input type="checkbox"/>	907	BCD_DAM	Clean

Open WO(s)

In Progress Work Orders

<input type="checkbox"/>	Work Order Id ↑	Apply To Entity	Description
<input type="checkbox"/>	908	GEAR_DRIVE	Check
<input type="checkbox"/>	864	VFD	Replace
<input type="checkbox"/>	860	ELECTRICAL	PLC - 3 Year Maint

Open WO(s)

Completed Work Orders

<input type="checkbox"/>	Work Order Id ↑	Apply To Entity	Description
<input type="checkbox"/>	905	BLOWER	Repair
<input type="checkbox"/>	867	HVAC	Clean Filter
<input type="checkbox"/>	861	PUMP	Check

Open WO(s)

New Inspections

<input type="checkbox"/>	Inspection Id ↑	Insp Template Name	Entity Ty
<input type="checkbox"/>	34	Eyewash - 7 Day Insp. WTR	Safety
<input type="checkbox"/>	33	Eyewash - 7 Day Insp. WTR	Safety
<input type="checkbox"/>	32	Eyewash - 7 Day Insp. WWTR	Safety

Open Inspection(s)

Completed Inspections

<input type="checkbox"/>	Inspection Id ↑	Insp Template Name	Entity Ty
<input type="checkbox"/>	31	Eyewash - 7 Day Insp. WTR	Safety
<input type="checkbox"/>	3	Odor Control North - AM	Odor Cont

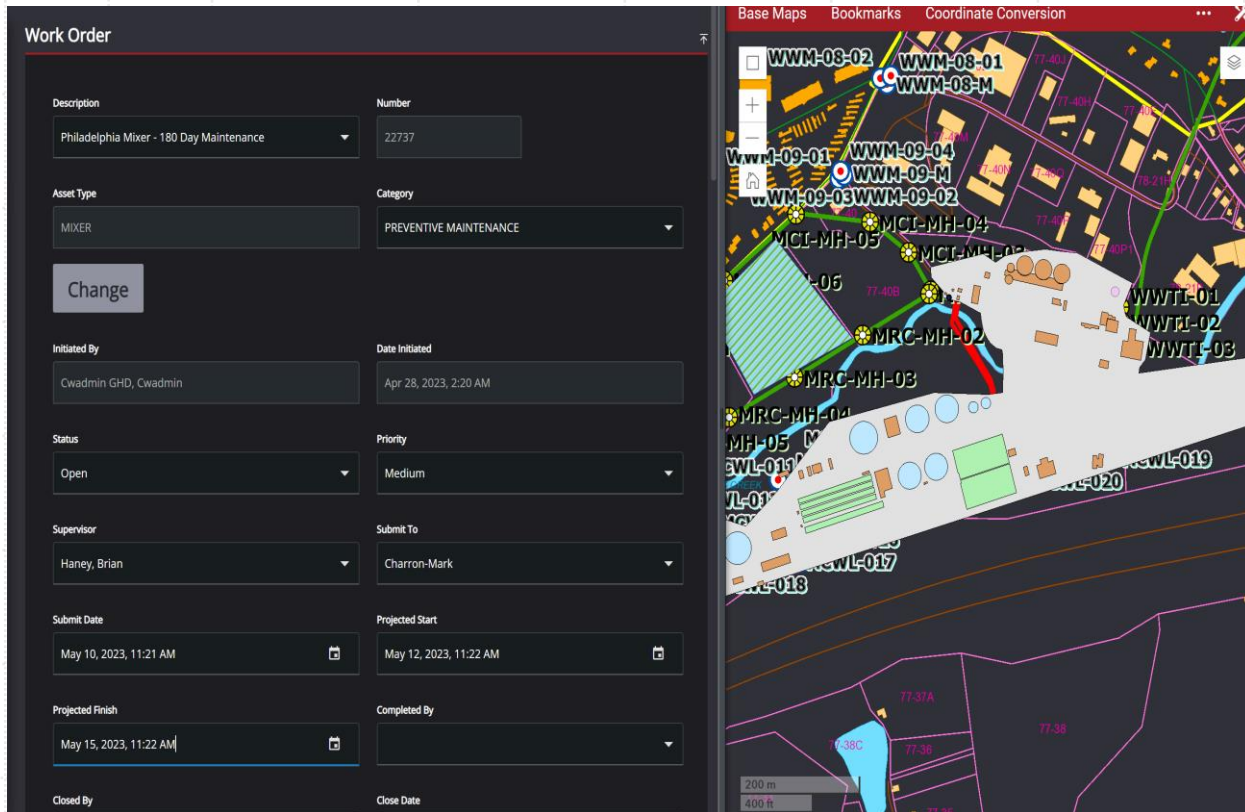
Open Inspection(s)

Closed Inspections

<input type="checkbox"/>	Inspection Id ↑	Insp Template Name	Entity Ty
<input type="checkbox"/>	25	Eyewash - 7 Day Insp. WWTR	Safety

Open Inspection(s)

Benefits of Cityworks



The screenshot displays the Cityworks Work Order form on the left and a map view on the right. The form includes fields for Description, Number, Asset Type, Category, Initiated By, Date Initiated, Status, Priority, Supervisor, Submit To, Submit Date, Projected Start, Projected Finish, and Completed By. The map view shows a street grid with various asset locations marked by colored dots and labels, including WWM-08-01, WWM-08-02, WWM-09-01, WWM-09-02, WWM-09-03, WWM-09-04, WWM-09-M, MCI-MH-01, MCI-MH-02, MCI-MH-03, MCI-MH-04, MCI-MH-05, MCI-MH-06, MCI-MH-07, MCI-MH-08, MCI-MH-09, MCI-MH-10, MCI-MH-11, MCI-MH-12, MCI-MH-13, MCI-MH-14, MCI-MH-15, MCI-MH-16, MCI-MH-17, MCI-MH-18, MCI-MH-19, MCI-MH-20, MCI-MH-21, MCI-MH-22, MCI-MH-23, MCI-MH-24, MCI-MH-25, MCI-MH-26, MCI-MH-27, MCI-MH-28, MCI-MH-29, MCI-MH-30, MCI-MH-31, MCI-MH-32, MCI-MH-33, MCI-MH-34, MCI-MH-35, MCI-MH-36, MCI-MH-37, MCI-MH-38, MCI-MH-39, MCI-MH-40, MCI-MH-41, MCI-MH-42, MCI-MH-43, MCI-MH-44, MCI-MH-45, MCI-MH-46, MCI-MH-47, MCI-MH-48, MCI-MH-49, MCI-MH-50, MCI-MH-51, MCI-MH-52, MCI-MH-53, MCI-MH-54, MCI-MH-55, MCI-MH-56, MCI-MH-57, MCI-MH-58, MCI-MH-59, MCI-MH-60, MCI-MH-61, MCI-MH-62, MCI-MH-63, MCI-MH-64, MCI-MH-65, MCI-MH-66, MCI-MH-67, MCI-MH-68, MCI-MH-69, MCI-MH-70, MCI-MH-71, MCI-MH-72, MCI-MH-73, MCI-MH-74, MCI-MH-75, MCI-MH-76, MCI-MH-77, MCI-MH-78, MCI-MH-79, MCI-MH-80, MCI-MH-81, MCI-MH-82, MCI-MH-83, MCI-MH-84, MCI-MH-85, MCI-MH-86, MCI-MH-87, MCI-MH-88, MCI-MH-89, MCI-MH-90, MCI-MH-91, MCI-MH-92, MCI-MH-93, MCI-MH-94, MCI-MH-95, MCI-MH-96, MCI-MH-97, MCI-MH-98, MCI-MH-99, MCI-MH-100.

Work Order

Description: Philadelphia Mixer - 180 Day Maintenance
Number: 22737

Asset Type: MIXER
Category: PREVENTIVE MAINTENANCE

Initiated By: Cwadmin GHD, Cwadmin
Date Initiated: Apr 28, 2023, 2:20 AM

Status: Open
Priority: Medium

Supervisor: Haney, Brian
Submit To: Charron-Mark

Submit Date: May 10, 2023, 11:21 AM
Projected Start: May 12, 2023, 11:22 AM

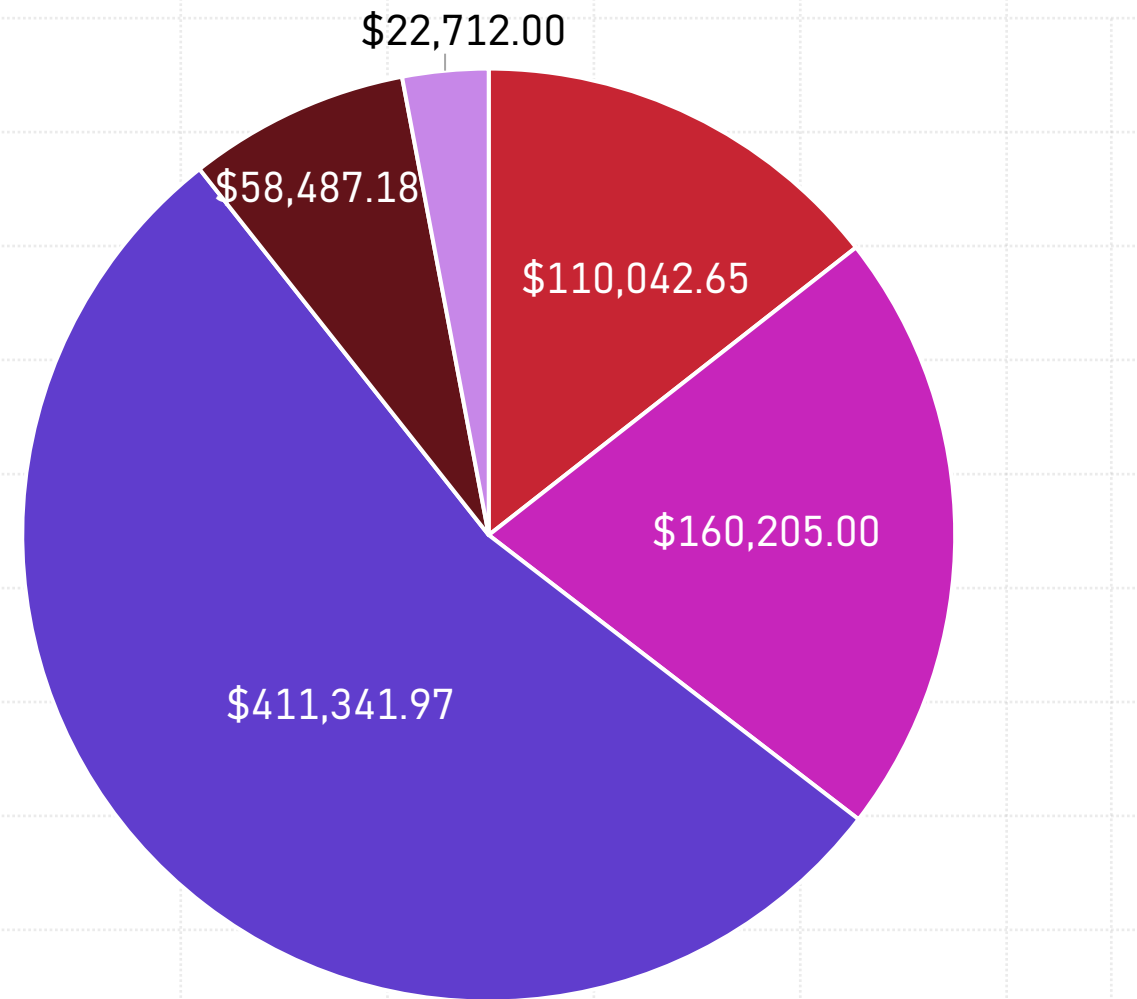
Projected Finish: May 15, 2023, 11:22 AM
Completed By:

Closed By:
Close Date:

- All asset information is in one location
- Streamlines and provides tracking for work requests between departments
- Maximize preventative maintenance for all asset in order to decrease reactive maintenance, which provides cost savings
- Large Authority-wide initiative to develop a CMMS that would provide tangible benefits for asset management and maintenance

AM Program Budget

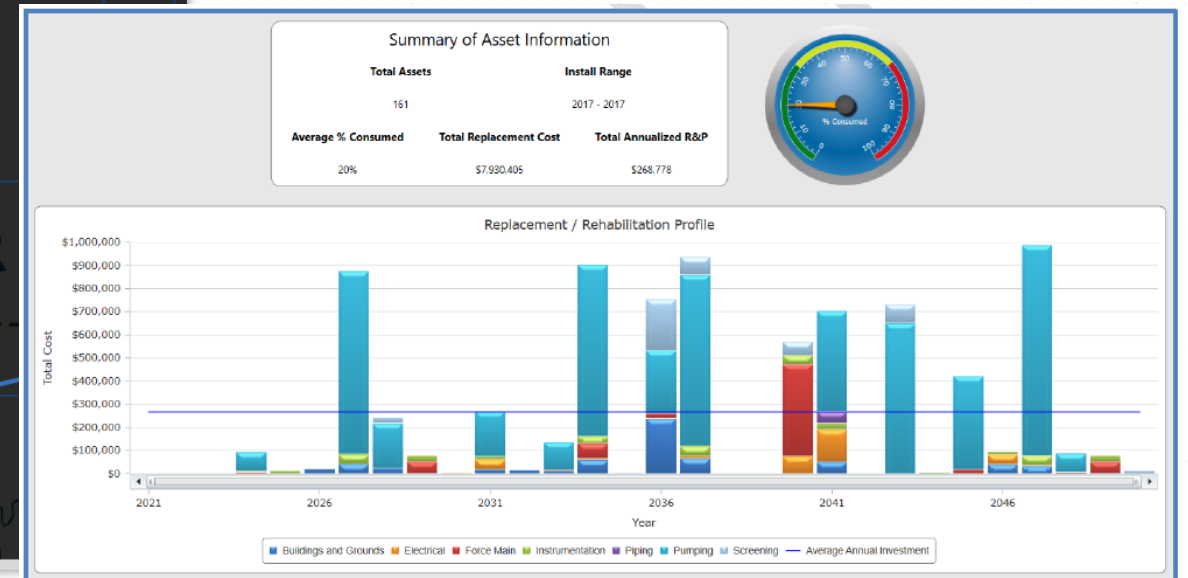
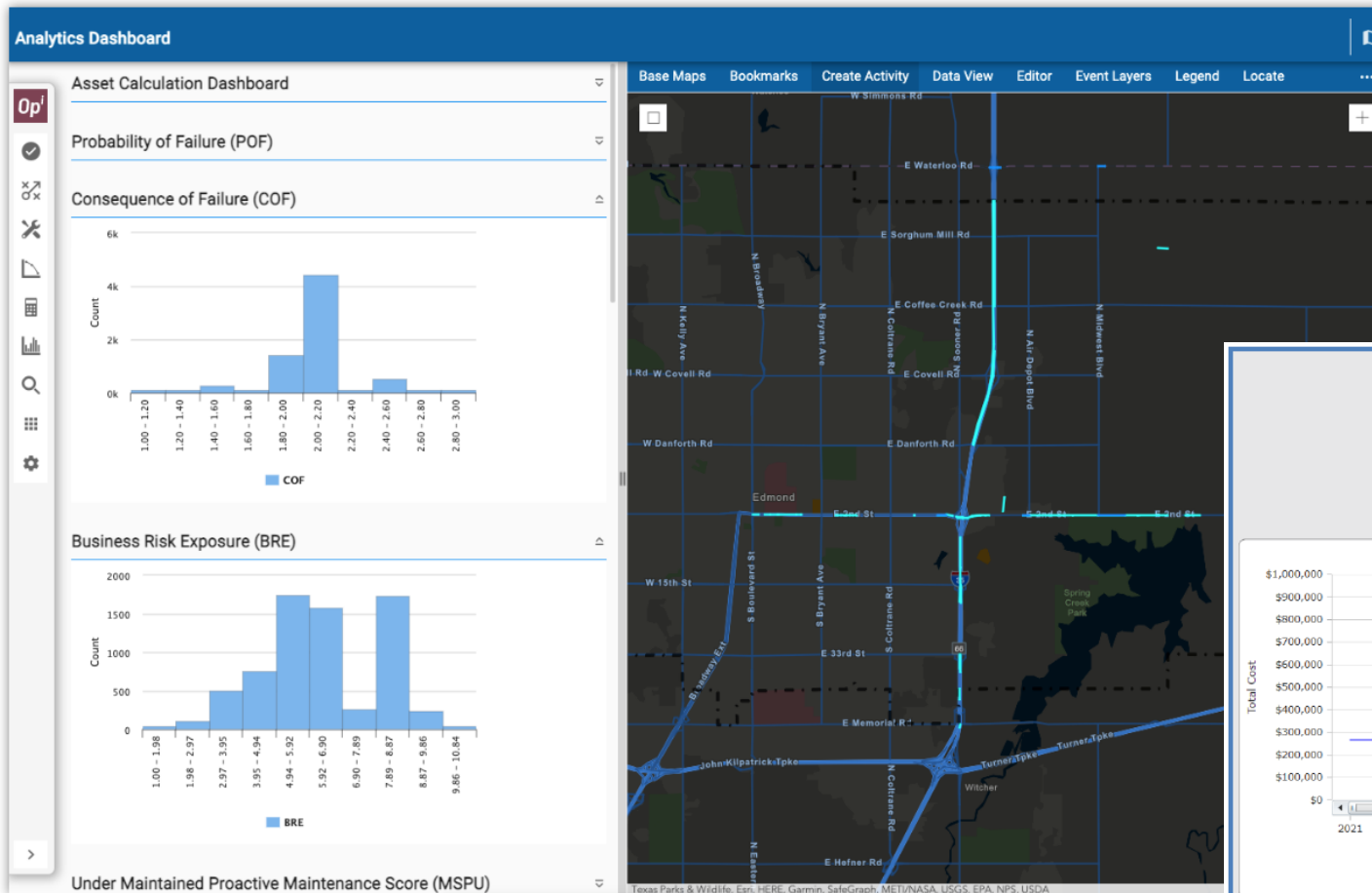
- **Phase 1:** Development of the Asset Management Strategic Plan & Framework
- **Phase 2:** Development of Asset Hierarchy, Inventory, Register, and Pilot Tactical Asset Management Plan
- **Phase 3:** CMMS Implementation
- **Phase 4:** Asset Management Program Implementation
- **Additional Program Expenses:** Server, Software, Integrations



Current CIP Budget	\$1,180,000.00
Total Spent to Date	\$762,788.80
Total CIP Remaining	\$417,211.20

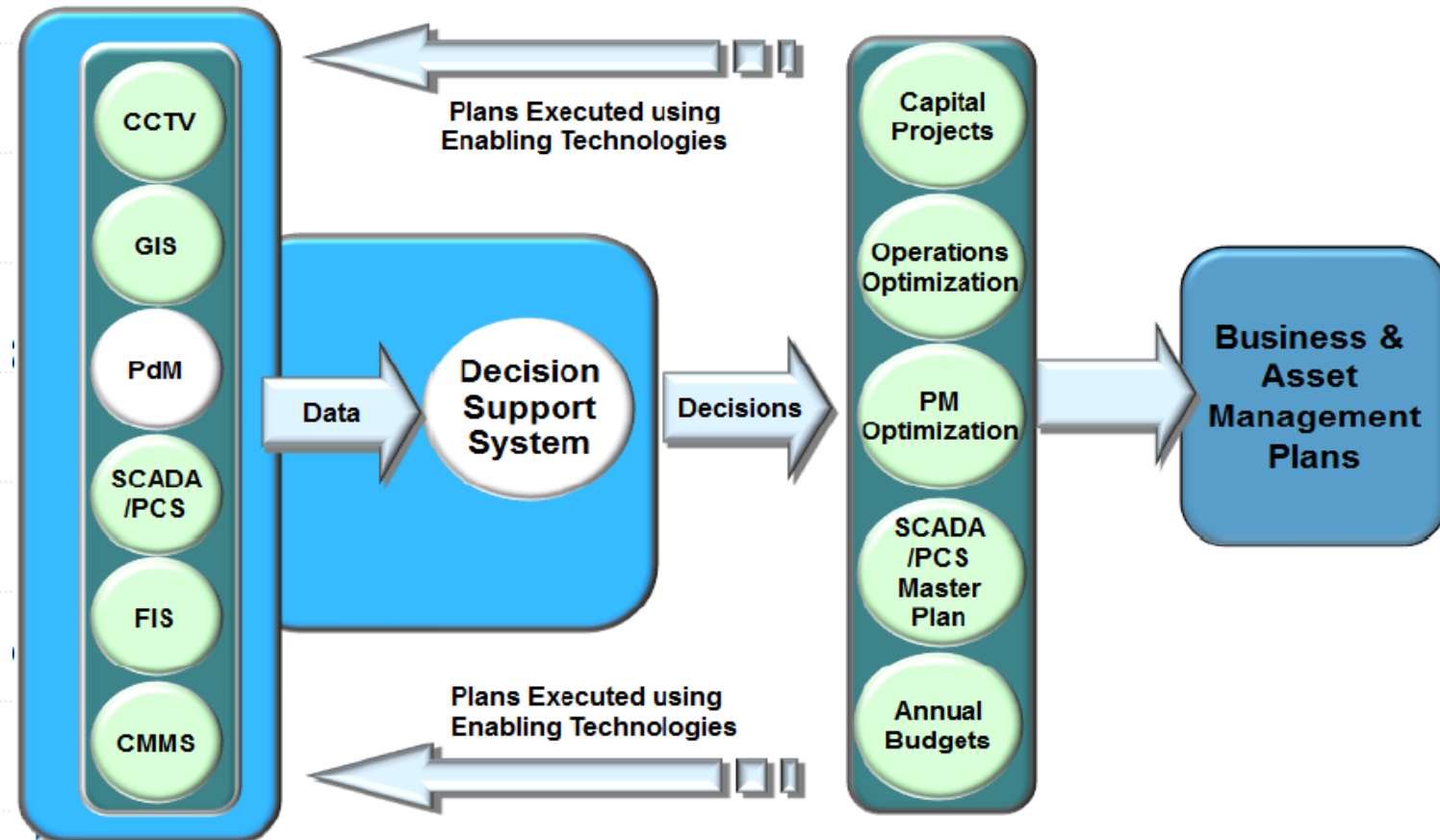
AMP Short-Term Goals

- Complete Level 1 & 2 Condition Assessments on Vertical and Horizontal Assets
- Assign Consequence of Failure and Mitigation Factor Scores to Vertical Assets
- Assign Consequence of Failure Scores to Linear Assets
- Calculate Risk
- Implement a Decision Support System (DSS) Tool



AMP Long-Term Goals

- Fully Implement Asset Management Program
- Develop Capital Investment Needs & Business Case Evaluation Process
- Develop Tactical Asset Management Plans for All Rivanna Assets
- Refine Levels of Service Performance Standards
- Develop Maintenance Optimization Recommendations
- Implement Asset Performance Monitoring Process
- Discussions with RSWA to implement an AMP for their assets





Questions?



Leadership Development Program

~ Preparing the Next Generation of Rivanna Leaders ~

PRESENTED TO THE BOARDS OF DIRECTORS

BY: BETSY NEMETH, HUMAN RESOURCES MANAGER

MAY 23, 2023

Succession Planning Process

Objective

Continue organizational growth and development of the Authorities by

Recognizing, developing and retaining leadership talent and

Strategically planning for our future



Growing Leaders at the Rivanna Authorities thru the Leadership Development Program

Purpose

To invest in the professional growth and development of our employees and prepare them to take on leadership roles within the Authorities.

Objectives

- Identify potential future leaders at all levels of the organization.
- Coach and allow employees to practice the skills necessary to become leaders in the organization.
- Foster active learning, networking, and peer support among our employees.
- Empower our employees to make decisions, manage change, and resolve conflicts.
- Create individualized development plans that will allow employees to develop their strengths and mitigate their opportunities.
- Increase employee engagement and retain internal talent.

Leadership Development Group 1

Directors/High-Level Managers

- Completion of the “Clifton Strengths” Assessment tool
- Four development learning sessions
 - *Strengths Based Leadership*
 - *Emotional Intelligence, Conflict Management*
 - *Managing Change*
 - *Visionary Leadership*
- Capstone Project to be presented in December
- Led by an Executive Leadership Coach with Barren Ridge Consulting

Leadership Development Groups 2 & 3

Managers, Asst. Managers, Supervisors and Other Staff

- Completion of the “Clifton Strengths” Assessment Tool
- Four development learning sessions
 - *Strengths Based Leadership*
 - *Emotional Intelligence, Conflict Management*
 - *Effective Communication*
 - *Managing Change*

Summary

- *We have a refreshed Leadership Development Program to support our Succession Management objectives.*
- *Leadership skills are being cultivated with identified internal candidates thru a structured training program provided by our Human Resources staff with consultant assistance.*

Questions?



Moores Creek Administration Building Renovation & Addition Project

Presented by:

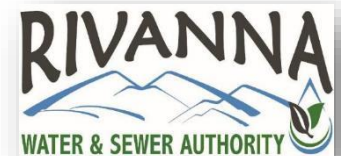
Santino Granato, P.E. - Senior Civil Engineer, RWSA

Brian Bergstrom, AIA, NCARB – Short, Elliot, Hendrickson Engineers

Steve Davis, AIA, LEED Fellow – Principal, Thrive Architecture

To the Rivanna Boards of Directors

May 23, 2023



Agenda

- Background & Key Program Elements
- Site and Floor Plans Overview
- Exhibit and Graphic Display Opportunities
- Building Massing and Renderings
- Sustainable Features
- Project Schedule and Cost

Background

- Constructed in the early 1980's, MC Admin building is 12,850 SF
- Provides space for 26 staff positions including a water & wastewater laboratory.
- Consultant completed a needs assessment in 2018:
 - Addition of approx. 15,000 SF
 - Total renovation and addition of 27,850 SF
 - Designed to accommodate 48 staff positions
 - \$8 million project estimate

Key Program Elements

➤ Achieve Strategic Plan and Succession Management priorities:

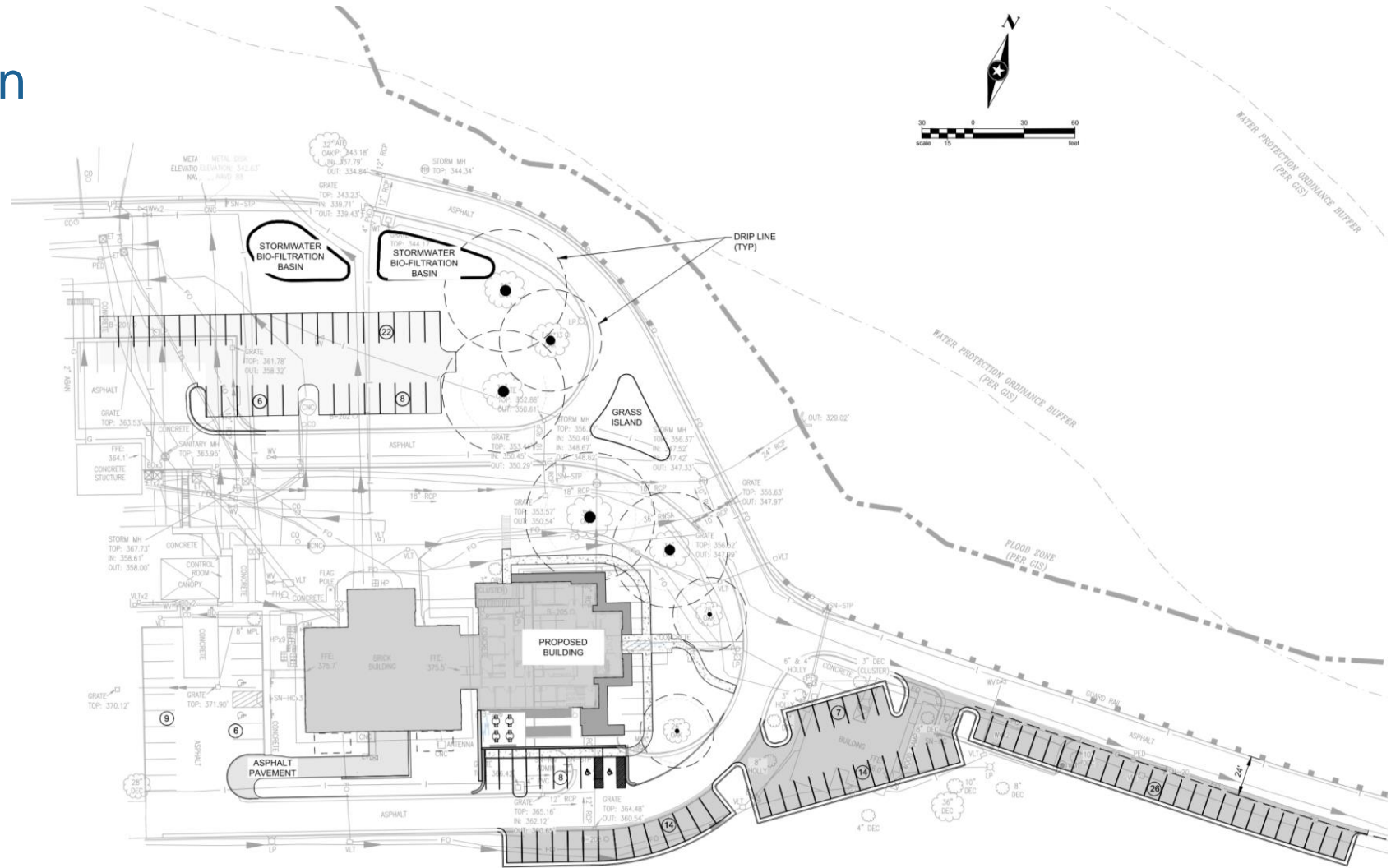
- Move Engineering staff into the building and eliminate trailers
- Provide space for 49 staff positions upon completion in 2026, with space for 68 staff positions by 2035
- Include Office, Laboratory, Data Center, Education, Conference/Board Room and Support Spaces
- Approximately 30,400 SF

➤ Phased staffing occupancy approach:

- Initial construction to accommodate 58 staff positions by 2030
- Space included for 10 future staff positions = 68 through 2035

Site and Floor Plans

Site Plan



Level 1



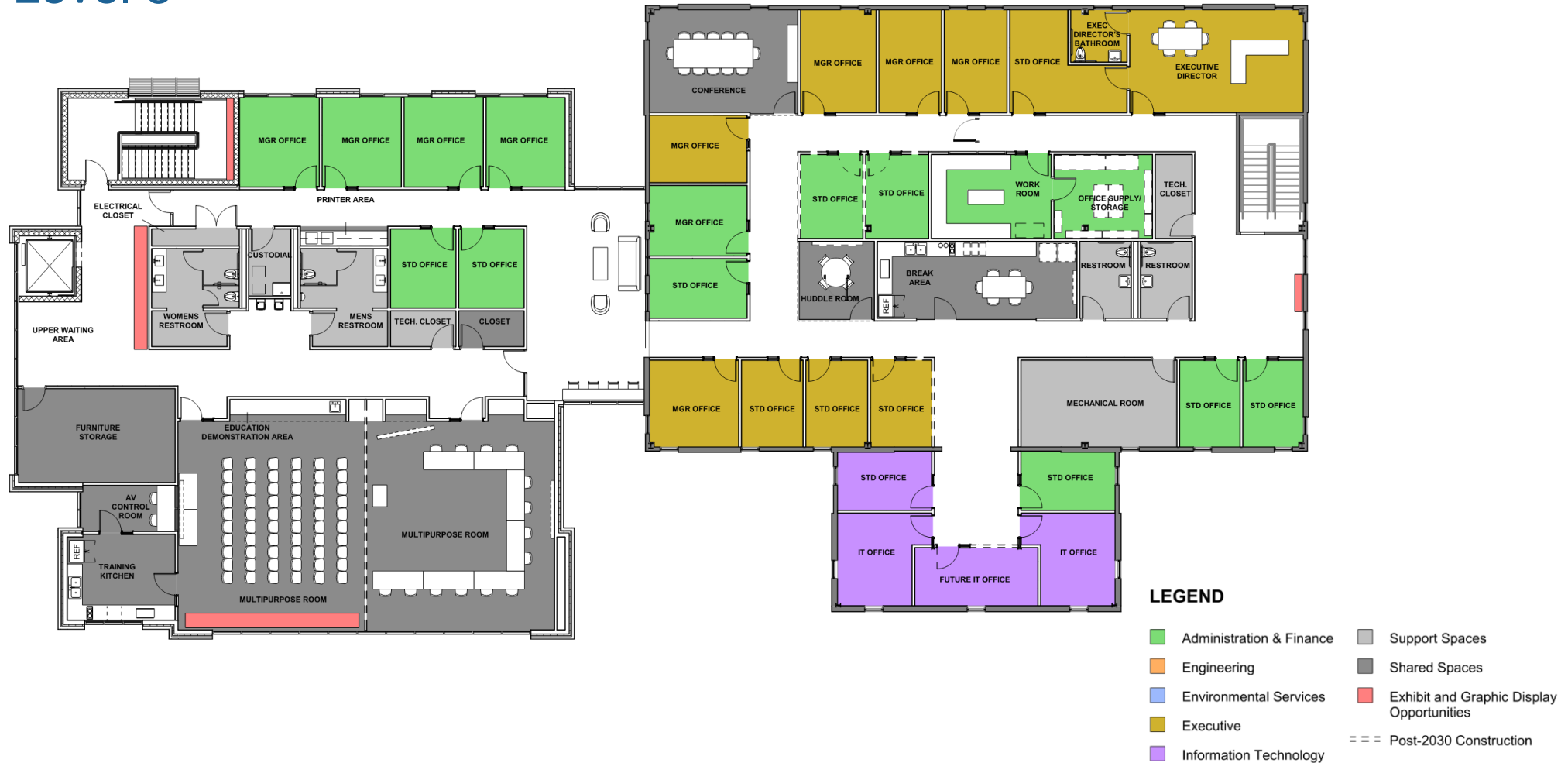
Level 2



LEGEND

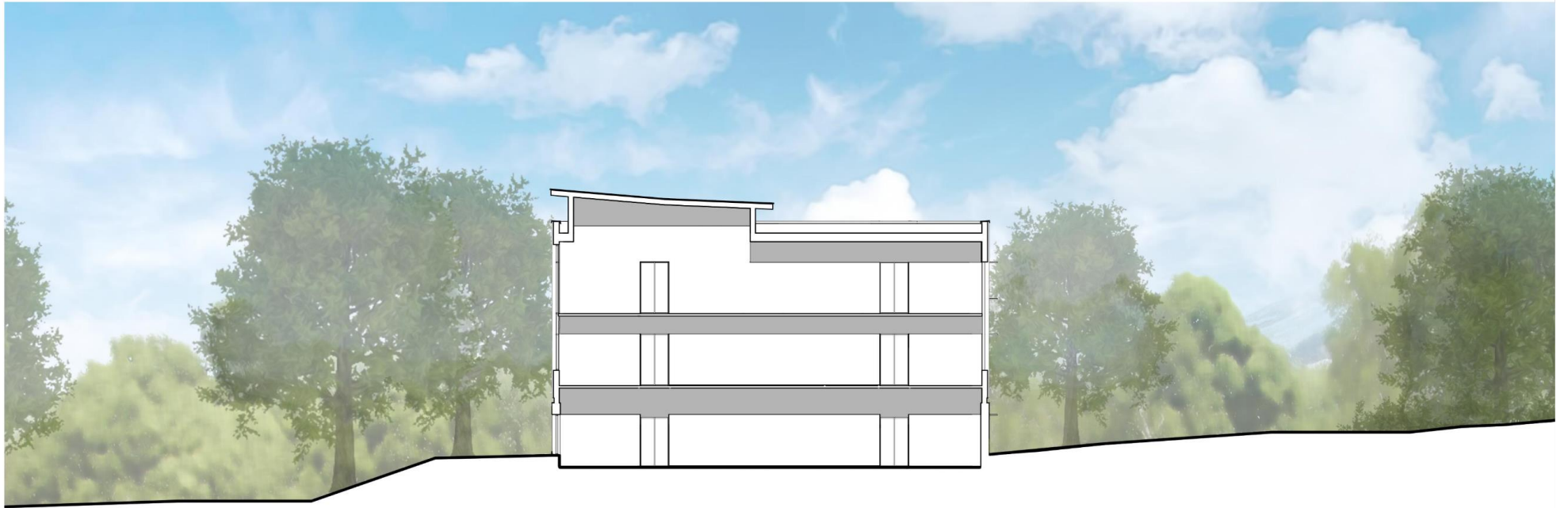
- | | |
|---|--|
| ■ Administration & Finance | ■ Support Spaces |
| ■ Engineering | ■ Shared Spaces |
| ■ Environmental Services | ■ Exhibit and Graphic Display Opportunities |
| ■ Executive | --- Post-2030 Construction |
| ■ Information Technology | |

Level 3

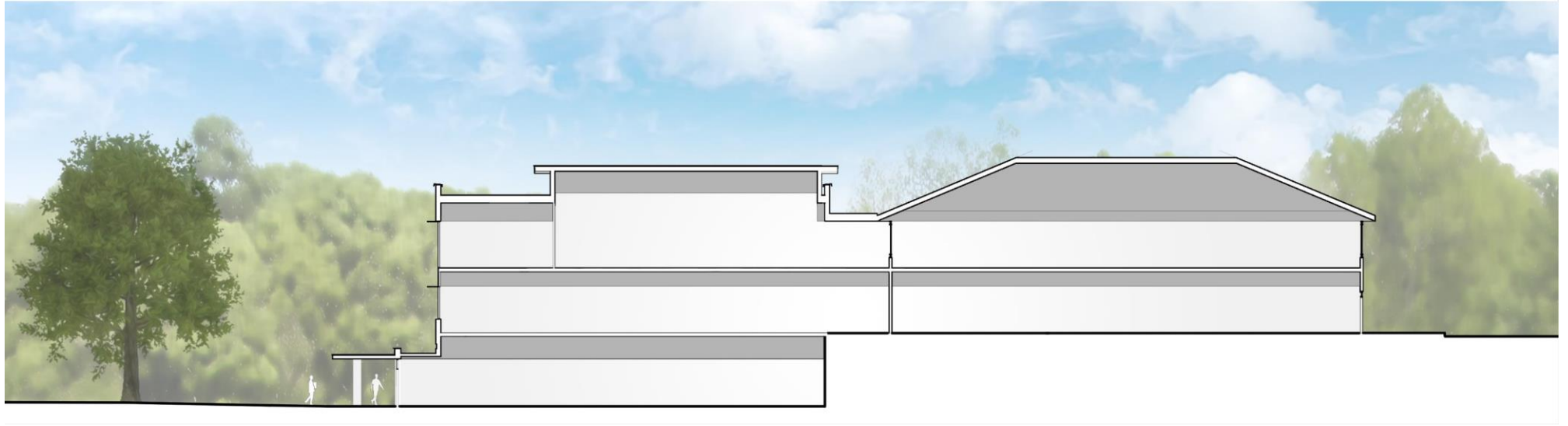


Building Massing and Renderings

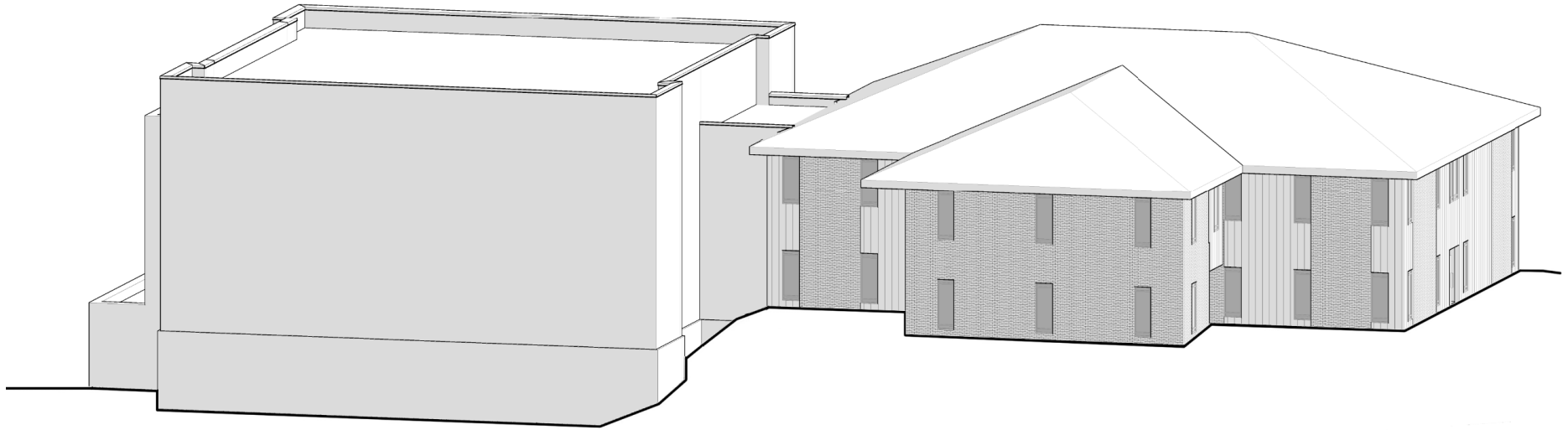
Site Section – New Addition Side View



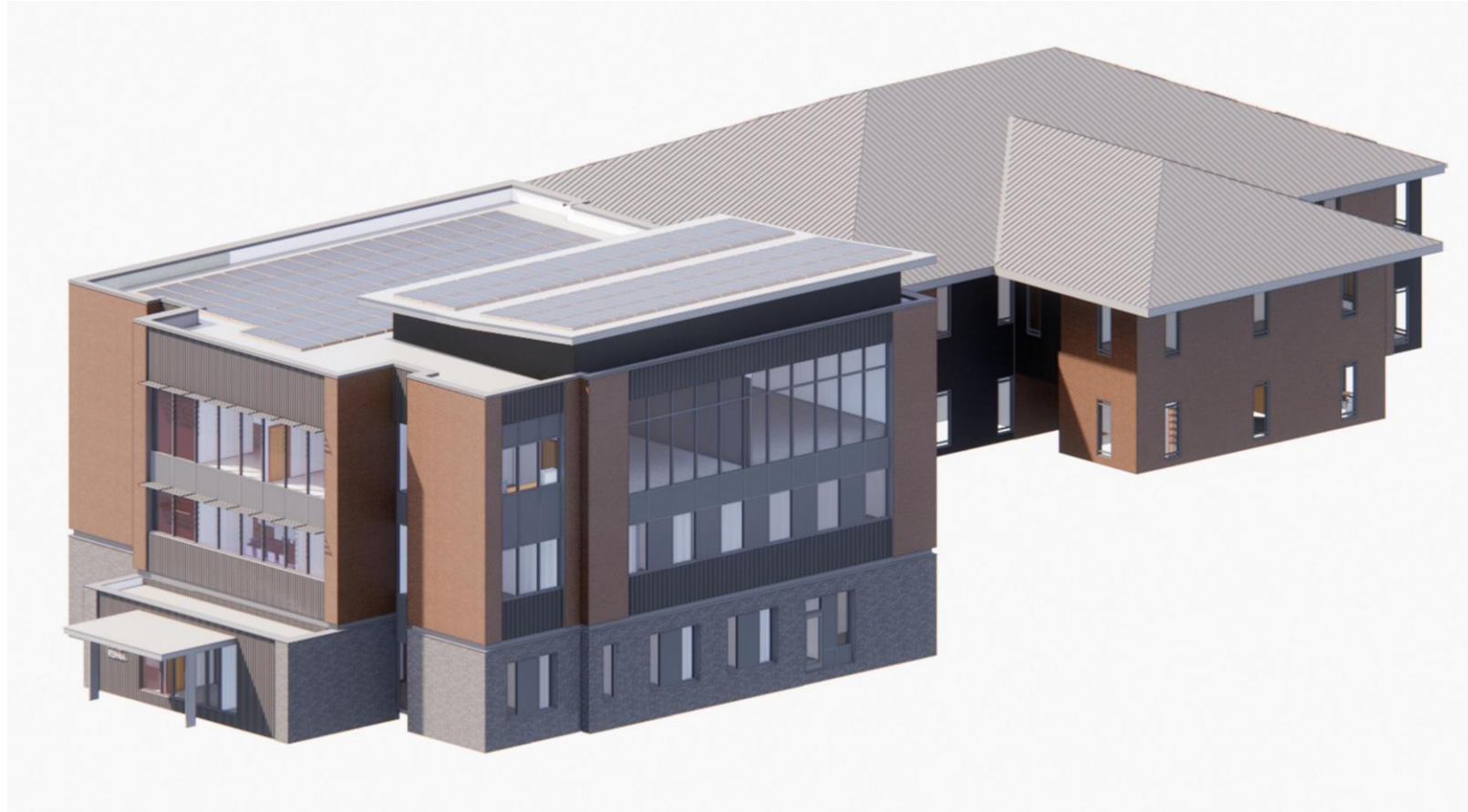
Site Section – Existing to New



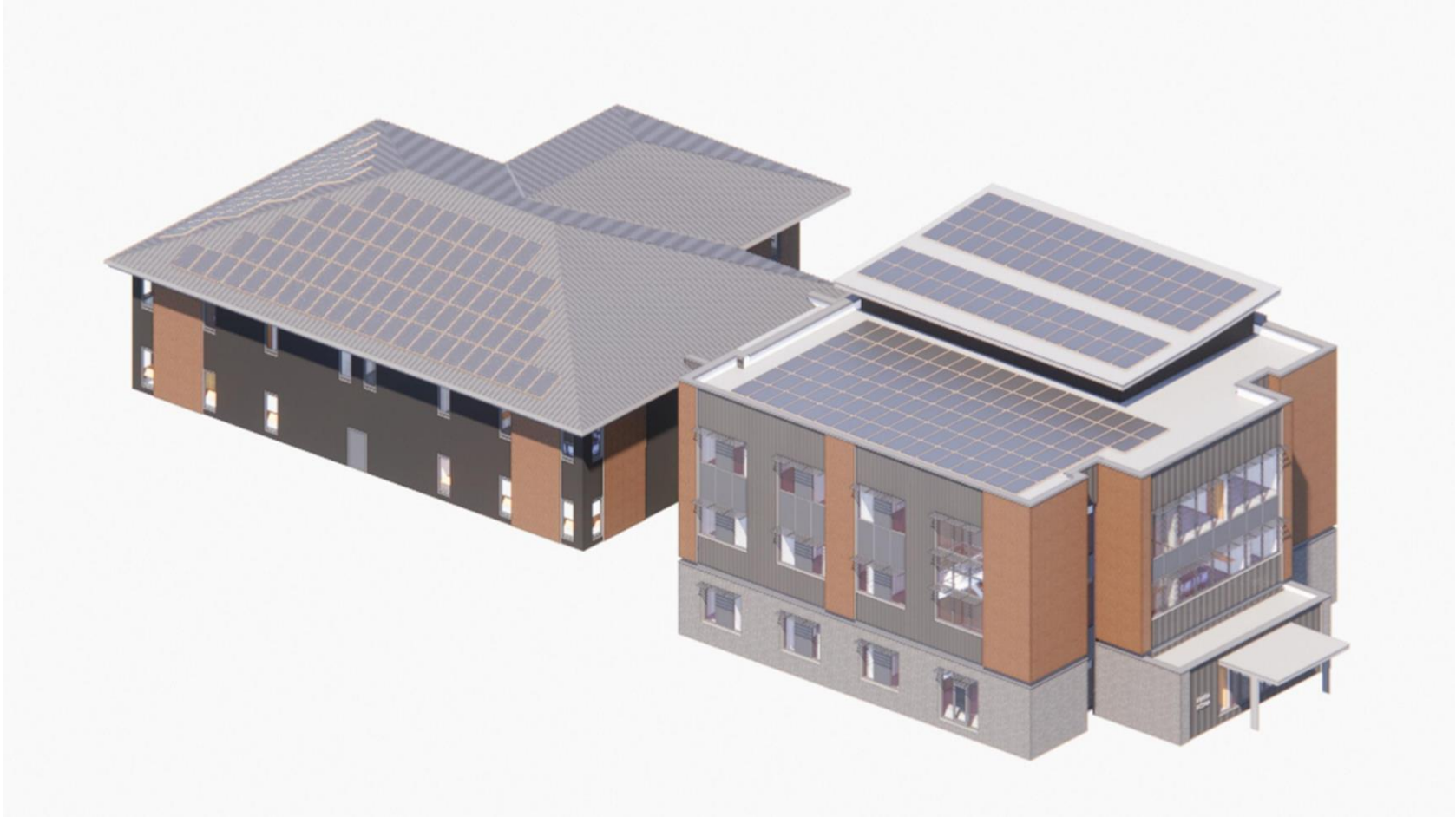
Massing



Rendering View – Approach or North Facing



Rendering View – South Facing or I-64 Side



Approach Rendering



Entry Rendering



Sustainable Features

Sustainable Building Features



Building Reuse



Maintain Existing Tree Canopy



Native Landscaping



Low Impact Development Strategies



Energy Efficient Building Envelope

Sustainable Building Features



Renewable Energy Ready



Low Carbon Building Materials



Water Efficient Fixtures

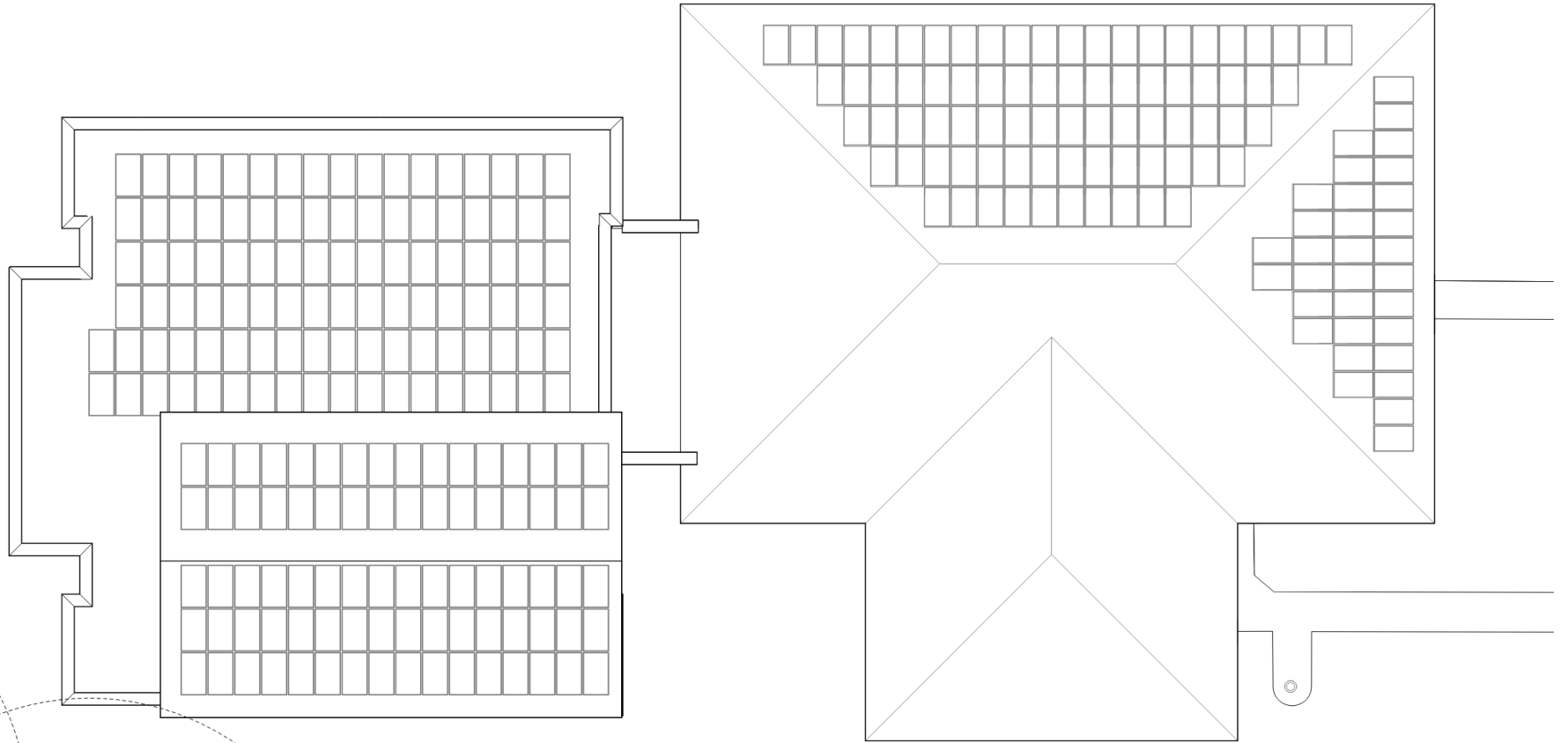


Energy Efficient Mechanical System



Healthy Indoor Air Quality

Sustainable Building Features



Project Schedule and Cost

Project Schedule

- June 2023 – Submit Site Plan to Albemarle Co.
- December 2023 – Design Complete
- January to May 2024 – Bidding and Award
- June 2024 to June 2026 - Construction

Estimated Project Cost*

ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Building Addition	17,220	SF	\$497.51	\$8,567,122
Existing Building Renovation	12,853	SF	\$267.91	\$3,443,447
Site Work	1	LS		\$950,363
Building and Site Subtotal:				\$12,960,932
Phasing and Staging				(\$432,941)
<i>Subtotal:</i>				<i>\$12,527,991</i>
Inflation to Midpoint of Construction (8.8%)				\$1,102,463
<i>Subtotal:</i>				<i>\$13,630,454</i>
Design Contingency (12%)				\$1,635,654
Fixtures, Furniture and Equipment Allowance				\$1,150,000
Engineering Fees				\$1,035,117
TOTAL PROJECT ESTIMATE:				\$17,451,225

- Estimates are based on Concept Estimate Report prepared by Downey & Scott dated March 22, 2023, and revised on March 31, 2023
- Inflation is estimated at 5% per year or 0.42% per month (21 months x 0.42 = 8.8%)
- The following are not included in this estimate:
 - Permit Fees
 - Hazardous material testing and removal (if required)
 - Construction phase materials testing

The preliminary Estimate of Probable Cost prepared by the Architect represent the Architect's judgement as a design professional. It is recognized that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid process, or competitive bidding market conditions. Accordingly, the Architect cannot and does not warrant or represent that bid process will not vary from the Owner's budget for the Cost of the Work or from any Estimates of Probable Cost prepared or agreed to by the Architect.

***Total Project Estimate
does not include costs for
Solar Panel Installation or
Educational Outreach**

Project Summary

- ❖ Renovation of 12,850 SF
- ❖ Addition of 17,200 SF
- ❖ Moves Engineering staff into the building
- ❖ Modernizes Laboratory
- ❖ Space for staff growth to 68 positions thru 2035
- ❖ Pending: Education Component; Rental space during construction
- ❖ Schedule: June 2024 – June 2026
- ❖ Budget: \$17.5 million

Questions?

