



Employee Handbook

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Employee Handbook

Green Area Water & Sanitary Authority

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INTRODUCTION

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WELCOME TO GREEN AREA WATER & SANITARY AUTHORITY (GAWSA)!

Welcome to GAWSA! We are excited to have you join our team and wish you the best in your new role. This Handbook is designed to provide you with the information you need to succeed in your role and to understand our company's policies, practices, and values.

GAWSA's mission is to provide safe, clean, sustainable drinking water and sanitary service for a healthy life in an environmentally and financially responsible way.

We encourage you to review the Handbook carefully and to reach out to your supervisor if you have any questions.

Again, welcome to GAWSA!

Board of Directors

OUR HISTORY

Water

The Roberts Creek Water District was first formed in 1937; it was intended to serve a small area around Roberts Creek Road. Cooper Spring, the beginning of Roberts Creek, was to be the main source of water, thus giving the District its name. Over time, other residents of an area later known as the Green District, expressed an interest in being annexed into the water district. It was then decided that the South Umpqua River would be a more constant and reliable source of water to serve the larger area.

The original plant and reservoir and main reservoir constructed in 1948 were replaced with a 2.5 million gallons-per-day treatment plant in 1975. That plant reached capacity in 1990, resulting in a moratorium on new services. A major plant upgrade was completed in 1994.

The plant underwent its most recent upgrade in 2011-12 to provide additional water capacity and to meet the much more stringent state and federal treatment standards required for using the South Umpqua River source. The plant can currently pump 4.0 million gallons per day (MGD) and has growth potential to be outfitted to pump up to 8 MGD as future need dictates.

Sewer

The Green Sanitary District formed in 1955 as a response to residents who were concerned about failing septic tank drain fields. In 1961 the state funded construction of collection system and treatment lagoons providing service to 255 residential and commercial customers.

In 1980, the new Winston-Green Treatment Facility was constructed, with Douglas County as the owner. At this point, lagoons were no longer used. Between 1985 and 1999, the District expanded, the county transferred ownership to Green and Winston jointly, and the treatment plant upgrade was constructed.

In 2006 a 20-year master plan was prepared for the District, since then, two phases of the master plan have been completed. Between 2011-2012, a new pump station was constructed. In 2016, the District purchased the 180-acre Bailey Ranch for continued biosolids land application and future effluent reuse. A year later, the 35 acres of property between the treatment plant and Bailey Ranch was purchased. The facility currently receives a dry weather average flow of 1.2 MGD from the two communities' collection and conveyance systems.

Authority

Over the years, customers suggested Roberts Creek Water District and Green Sanitary District consolidate. In looking at options for consolidation, the Boards for both Districts found that forming a new joint water and sanitary authority would achieve all the advantages of consolidation and provide additional benefits for the Districts' current and future customers.

In 2020 Roberts Creek Water District and Green Sanitary District initiated the process to combine and form a new joint water and sanitary authority, including petition, public hearing, and election process. And, in the May 2021 special election, Green District voters approved of the formation of a joint water and sanitary authority, and concurrent dissolution of Roberts Creek Water District and Green Sanitary District, resulting in the creation of the Green Area Water & Sanitary Authority (GAWSA). As of May 2025, GAWSA serves over 3,400 customers.

ABOUT THIS HANDBOOK

This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all our employees.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask your supervisor.

We know that employees have varied skills, goals, perceptions, and values, which may create situations not fully addressed within this Handbook. In that event, we'll try to make fair and unbiased decisions while making sure that the best interests of the organization are served.

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain in GAWSA's employment, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by GAWSA or you for any reason, at any time.

This Handbook is not intended to undermine or remove your rights as outlined by the National Labor Relations Board (NLRB). We fully acknowledge and respect your rights to engage in protected concerted activities, which include the right to discuss wages, working conditions, and other terms of employment with your fellow employees. If you have any concerns or questions regarding your rights or any content in this Handbook, please seek clarification from your supervisor, general manager, or legal counsel.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

Please read through the Handbook carefully. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

EMPLOYMENT POLICIES

EMPLOYMENT RELATIONSHIP

You and GAWSA are engaged in an “at-will” employment relationship. Therefore, employment at GAWSA is for no definite period and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or GAWSA may terminate the employment relationship at any time, with or without reason or advance notice.

No one in GAWSA has the authority to enter into any agreement contrary to this “at-will” relationship except as approved in writing by the Board of Directors. It cannot be altered, except when in writing and signed by the general manager and you. GAWSA will not make and will not be bound by any oral promises concerning the length or terms of your employment.

Equal Employment Opportunity

GAWSA is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

GAWSA employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, total compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees of GAWSA are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to management’s attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to your supervisor. We also encourage you to document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by management or coworkers.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function (walking, seeing, hearing, breathing, bodily functions, etc.);
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination based on an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

GAWSA offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodation is available to employees and applicants, if the requested accommodation doesn't cause undue hardship with the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the general manager.

Pregnancy Accommodation Policy

GAWSA will make reasonable accommodations for employees that are experiencing known limitations related to pregnancy, childbirth or a related medical condition, to the extent the accommodation can be made without imposing undue hardship on the organization. GAWSA seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy related conditions as well. Possible accommodations may include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

GAWSA will not take adverse action against an employee for inquiring about, requesting, or using reasonable accommodation.

HARASSMENT

GAWSA is committed to providing a work environment in which all individuals are treated respectfully. All Employees of GAWSA should have the expectation that they work in a professional environment free from all forms of harassment. GAWSA promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. GAWSA will not tolerate conduct by any employee, elected official, board member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with an employee's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

GAWSA expects that all employees will communicate in a respectful manner, avoiding prejudices, stereotypes, or discriminatory implications. Behavior such as telling ethnic jokes; using religious slurs, offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered sexual harassment:

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at GAWSA. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by

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managers/supervisors, nonmanagerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies to conduct in the workplace, at social functions sponsored by GAWSA, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts GAWSA's work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of GAWSA you have the responsibility to immediately report any actions or words which you find to be harassing. GAWSA will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation from anyone.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to your supervisor. Your supervisor is responsible for ensuring that all complaints are promptly and thoroughly investigated without discrimination or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two (2) weeks. In all cases, you will be notified of the outcome of the investigation. We will also check in with you quarterly following receipt of the information to ensure the matter has been resolved and continues to meet GAWSA's standards.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed. In all cases, you will generally be advised of the outcome.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

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External Complaint Procedure

We encourage employees to bring their concerns and complaints to management, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

Employment Agreements

No employee will be required or invited to sign an agreement requiring the nondisclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Additional Employee Support Services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal services
- Counseling and support services and/or employee assistance services

WORKPLACE PROFESSIONALISM

Harassment due to a person's protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. GAWSA's focus is on customer service, productivity, and the ability for each employee to flourish. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on the job to foster satisfactory working relationships.

GAWSA defines unprofessionalism as repeated or one-time behavior, which is inappropriate and which may be verbal, nonverbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between coworkers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and board members, that GAWSA will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered:

- Making derogatory comments about your coworkers or the organization on social media.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's performance or job description.
- Spreading rumors and gossip regarding individuals.
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks that are not central to the job.
- Taking credit for another person's ideas.

Any GAWSA employee who has experienced unprofessionalism should immediately report the behavior to their supervisor. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

DISPUTE RESOLUTION

GAWSA strives for fair treatment of all employees, however, misunderstandings and problems may occur in any organization. GAWSA intends that such matters be resolved as early and fairly as possible. Disagreements relating to work assignment, pay, promotion, opportunity or any aspect of the work relationship should be openly discussed with the immediate supervisor. Supervisors and employees should make honest attempts to understand each other's perspectives and make every effort to resolve differences.

General Policy

It is the policy of GAWSA to provide for an orderly process whereby employees may have their problems and complaints considered as fairly and rapidly as possible without fear of retaliation. Every effort will be made to find an acceptable solution for all parties involved.

Fair Treatment

If at any time an employee believes that he/she is not being treated fairly, the employee may report the problem to the supervisor. Several steps are suggested to ensure that a prompt and fair resolution is achieved.

- Talk with your supervisor as soon as possible. Your supervisor is the person responsible for what goes on in your work areas and will review your problem and keep you informed of the progress.
- If you believe the problem is not properly resolved, you can file a written statement concerning the problem with your supervisor. A copy should be sent to the Board. You will be given a written reply by your supervisor within ten (10) working days after the written statement is received, unless additional time is needed.
- The Board will review any decision upon request, investigate further if appropriate, and issue a decision. The employee's request for consideration by the Board should be made within ten (10) working days from receipt of the supervisor's decision. The employee may present further facts, documents or arguments.
- GAWSA cannot guarantee that an employee's point of view will be accepted, but supervisors and the Board will always listen and make every effort to ensure that problems are resolved fairly and in the public interest.

Non-Disciplinary Appeal

If an employee or group of employees at GAWSA believes an injustice has occurred because of:

- Lack of GAWSA policy or department policy;
- A policy that is unfair or misapplication of a policy;
- Disagreement with another employee or supervisor;
- A discretionary action of GAWSA or a department in the application of the rules and regulations of GAWSA;
- Discrimination on the basis of race, color, religion, sex, national origin, marital status, age, expunged juvenile record, association with anyone of a particular race, color, religion, sex, national origin, marital status, age, family relationship, mental or physical

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disability or application for Workers' Compensation benefits.

Non-Disciplinary Appeal Procedure

Open Door Policy: An employee wishing to discuss any issue or problem of a non-disciplinary nature may meet with their supervisor at any reasonable time. Access to the supervisor may be delayed by GAWSA operational requirements.

Chain of Command Policy: An employee wishing to discuss a specific issue or problem of a non-disciplinary nature may initially meet with their supervisor and then follow the chain of supervisory command which would be the Board. If the employee cannot start with the immediate supervisor, he/she shall be entitled to commence the process at whatever supervisory command is available.

Hearing of Appeal

When an appeal of a non-disciplinary issue cannot be resolved with the supervisor, the appeal shall be directed to the Board to initiate investigation of the matter and make a recommendation on the appeal.

EMPLOYMENT

It is our goal to fill employment vacancies with qualified applicants, whether recruiting internally, externally, or utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law, including veterans' preference.

Our goal will always be to select the most qualified person for each available job.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale.

You may, from time to time, be temporarily transferred or assigned to perform work outside of your regular job duties, schedule, or location. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

Veterans' Preference in Public Employment

Public employers must grant a preference in hiring and promotion to qualifying veterans and disabled veterans if their hiring decision will be based on the results of a merit-based, competitive process. Generally, this process involves recruiting, selecting and promoting employees based on their relative ability, knowledge, experience and skills, determined by open competition and consideration of qualified applicants.

Selection criteria and procedures will be based solely on job-related knowledge, skills, abilities, experience, education, training and, when appropriate, prior demonstrated performance, aptitude, and character. GAWSA's general manager and supervisors shall design selection criteria based on the classification specifications and job requirements. Based on the results of the selection process, applicants will be selected by GAWSA's general manager and supervisors for an employment interview.

There are four ways to qualify as an eligible veteran:

- Must have served on active duty with the U.S. Armed Forces for a period of more than 178 consecutive days and have been discharged under honorable conditions; or
- Must have served on active duty with the U.S. Armed Forces for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or
- Must have served on active duty in the U.S. Armed Forces for at least one (1) day in a combat zone and have been discharged under honorable conditions; or
- Must have received a qualifying military decoration for service in the US Armed Forces.

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- At each stage of the application process five preference points will be added to an eligible veteran's score and ten (10) preference points to a disabled veteran's score. These point preferences need to be added every time an eligible veteran or disabled veteran applies for a position based on the results of a merit-based, competitive process even if they are already an employee of the Authority.
- Preference points must be granted as follows:
- For an initial application screening used to develop a list of persons for interviews, add five preference points to a veteran's score and ten (10) preference points to a disabled veteran's score.
- For an application examination, given after the initial screening that results in a score, add preference points to the combined examination score without allocating the points to any single feature of the examination. Add five (5) preference points to a veteran's score and ten (10) preference points to a disabled veteran's score.
- For an application examination that consists of an interview, an evaluation of the veteran's performance, experience or training, a supervisor's rating or any other method of ranking an applicant that does not result in a score, preference must be given to the veteran or disabled veteran. Authorities that use an application examination of this type must devise and apply methods by which special consideration in the hiring decision is given to veterans and disabled veterans.

New Employee Orientation

The new employee orientation varies by department. Your supervisor or manager will guide you through the orientation process.

Probation Period

As a new employee, you are hired on a six (6) month probation period. The probation period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the probation period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the probation period, and a decision about your employment status will be made and shared with you in writing. If you have successfully completed the probation period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment. If your skills border on satisfactory, but fall a little short, the probation period may be extended if there is reason to believe that your skills will improve within 30 days. This period may be extended only by the approval of the general manager. The request for an extension won't be approved if it is submitted after the normal conclusion of your probation period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete a probation period of six (6) months to determine the suitability of the placement and your ability to satisfactorily

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perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

Reemployment

Employees who resign from GAWSA in good standing may be eligible for reemployment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with GAWSA will be evaluated if the reference check phase is reached. We are not obligated to re-hire former employees. If an employee returns within 12 calendar months their previous Sick Leave balance will be restored in full.

Credit for Prior Seniority

Rehires shall be considered new employees, except where federal or state law requires otherwise (e.g., the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement).

Employment Classifications

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered probationary, full-time, part-time, temporary, or on-call as described below:

Probationary: Newly hired or promoted employees within the probation period.

Regular Full-time: An employee who is regularly scheduled to work 40 hours or more per week. Classification is eligible for benefits.

Regular Part-time: An employee who is regularly scheduled to work less than 40 hours per week. This classification is normally eligible for benefits, but on a pro-rata basis.

Temporary: An employee who is hired for a specified period, usually no more than six (6) months. This classification is typically not eligible for benefits, except for those mandated by law.

On-Call: An employee who does not have a set schedule and works only when called upon.

Employees are further classified according to federal and state wages and hourly laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor/manager.

Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and

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whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt:

An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

GAWSA maintains a personnel record for each employee, and access to those records is restricted to authorized people only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies, or any management representative involved in a pending personnel action.

Your personnel file is available for review except for any references and other material exempt from disclosure under state law] by making advance arrangements with the general manager. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify your supervisor:

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary(ies)
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment

EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

We believe in treating people with respect and adhering to ethical and fair practices. All public officials are held accountable to the states ethics laws found in ORS 244.

Public Officials

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an “agent.” An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

As an employee of GAWSA, you are considered a public official.

Gifts

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

Use of Official Position or Office

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official’s holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.

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- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120.

Honoraria

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

Financial Interest in Public Contracts

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two (2) years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is in conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

CONFIDENTIALITY

Organization and Customers

At GAWSA, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from GAWSA, except in the ordinary course of performing duties on behalf of GAWSA. Additionally, the contents of organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records

GAWSA's philosophy is to safeguard personal employee information in its possession to ensure confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, designated positions, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the general manager. The general

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manager has the responsibility to investigate the incident and recommend corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates i.e., day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

WORKPLACE RULES

GAWSA believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate the work behaviors considered important to GAWSA.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. GAWSA records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by GAWSA or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for coworkers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol consumption when representing GAWSA in a business or social capacity.
5. You are expected to maintain the confidentiality of organization information or customer information in your possession (i.e., personnel information, trade secrets, etc.).
6. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all of our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found in this Handbook.

WHISTLEBLOWER PROTECTIONS

GAWSA encourages any employee with knowledge of an illegal or dishonest activity to report it to the general manager. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the general manager.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the general manager. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. GAWSA will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the general manager immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the general manager who is responsible for investigating and coordinating corrective action.

DRESS CODE AND GROOMING

Employees contribute to the atmosphere and reputation of GAWSA in the way they present themselves. A professional appearance is essential to a favorable impression with customers. Good grooming and appropriate dress reflect employee pride and inspire customer confidence.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and may not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

Additionally, clothing, jewelry, and hair should not be loose or dangle in such a way that creates any kind of safety hazard.

Body piercing jewelry and body art that does not convey a professional image should not be visible.

Management may make exceptions to the dress code for special occasions. An employee unsure of what is appropriate should check with the designated manager or supervisor.

Some departments may require specific guidelines. People who need to leave work to change clothes for meetings must utilize personal time or vacation time. If you are meeting clients, business dress is always appropriate. These policies may be changed as fashion trends in clothing for the business world change.

COMMUNICATION AND SOFTWARE SYSTEMS

Electronic Communications Systems

GAWSA provides electronic communication systems to maintain superior communication both within the organization and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only during business hours. Use of company systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of GAWSA to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, antidiscrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organizational letterhead.

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You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to company systems must be disclosed to the organization's general manager.

Organization-Owned Personal Computers

To protect the integrity of our systems, all software used on our computers must be registered with the general manager. Personal or downloaded software may only be installed after authorization from that individual. A virus check of all such software must be made immediately before it is installed on any organization computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to its use with an organization-owned computer. The copy or transfer of organization-owned software may occur only with the authorization of the general manager.

Laptop Security

All staff that are issued laptops and other computer-related equipment will be given a copy of GAWSA's computer-related equipment guidelines. These guidelines include security precautions and procedures as recommended by GAWSA.

In other situations, a deductible will apply to lost or stolen laptops and computer equipment. Employees should always follow company guidelines in safeguarding equipment. If an employee has followed these recommendations, the laptop and other equipment will be replaced. If the employee has not, however, the general manager has the option of paying the deductible or, for example, having the laptop replaced with a personal computer.

Mobile Devices

Allowing Remote Wipe Provisions/Data Liability

If you are connected to the organization's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the information was accessed is lost or stolen. In order to protect this information, the organization retains the right to delete data and applications from any device that contains the organization's information. ***This right to delete such information may be exercised remotely or on-site if the organization determines such action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the organization's ability to delete this information at any time.*** This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that you regularly sync any personal data (e.g., applications, information, photos) to another device/computer for safekeeping, as the wipe command does not differentiate between business and personal information.

Mobile devices should be set to lock after every two (2) minutes for security reasons. A PIN-based lockout is required, and the PIN must be given to the supervisor.

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It is critical that any loss or theft of a mobile device, including laptops, be immediately reported to the general manager. Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the device or loss of company-related information addressed in this policy, and further corrective action, up to and including termination.

Use of Internet, Virtual Private Network, and Commercial Online Systems

Although GAWSA recognizes that the Internet may have useful applications to our business, you may not engage in Internet use without prior approval from your supervisor and unless a specific business purpose requires such use. Absent such approval, you may not access the Internet using our computer systems.

Also, management approval is required before anyone can post any information on commercial online systems, the VPN, or the Internet. Any material not owned by GAWSA that will be posted must have received all proper copyright and trademark permissions from its originators prior to approval. For newly generated material, an employee should obtain copyright and trademark designations, as appropriate, prior to posting any content; the posted content should include copyright and trademark notices. Absent prior approval to act as our official representative from GAWSA, you must include the following disclaimer with any information you post: "Views expressed by the author do not necessarily represent those of GAWSA."

Social Media and Networking

Social networking websites and online communities, such as X, LinkedIn, Facebook, and Flickr are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used by GAWSA to share information; employees may also use these systems as a quick communication and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. GAWSA wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws and ethical considerations.

Business Use

Employees may use social networking websites to conduct organizational business, as long as such use is authorized and complies with the organization's policies. Company logos or other organizational information must conform to preapproved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from GAWSA, the organization has the right to assume control of this account.

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Monitoring

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited, and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Telephone Usage

GAWSA realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at GAWSA is the property of the organization and is provided for use in conducting organization business. All communications and information transmitted by, received from, or stored in this system are organization records and property of GAWSA. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. GAWSA, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the general manager.

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Cell Phones

Where job or business needs necessitate immediate access to an employee, the organization may provide/require a business cell phone for work-related communications. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If an organization-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be limited to breaks and lunches.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization prohibits the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

Regardless of the media or device used, typically information generated or exchanged for the purpose of government work is subject to Public Records laws. While not all information is accessible by the public, our organization is required to maintain these records.

PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which GAWSA can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive regularly scheduled formal performance evaluations annually.

The objectives of our performance management and formal appraisal process are to:

- Inform employees so they know how well they are performing their job and whether they have performance problems. It also serves as a basis of personnel decisions – merit increases, promotion, and termination;
- Gives employees and supervisors an opportunity to measure, review, and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance;
- Ensure communication and two-way feedback;
- Provide a consistent, objective, and fair method of making compensation decisions;
- Provide a permanent record of employee performance and organizational contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training;
- Assigning, directing, controlling, and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of GAWSA to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Demotion, which will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Counseling, verbal warning and written warnings may be undertaken by a supervisor without prior approval from the general manager. However, the general manager must be informed by the supervisor of any such actions taken. Suspension with or without pay, demotion and discharge require prior approval from the general manager before the action is taken.

COMPENSATION

PAY ADMINISTRATION

GAWSA values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization.

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience, and education. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

Pay Increases

It is GAWSA's policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. Recommended increases are not effective until approved by both the next level of management and the general manager.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

PAY PRACTICES

Paydays

You will be paid twice per month. Paydays are generally on the 15th and last day of each month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks will be distributed on the Friday prior to the established payday. If a payday falls on an organizational holiday, you will receive your check on the last workday prior to the holiday.

Payroll Deductions

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

Pay Advances

Advance payments of salary may be granted in emergency situations but must be approved by an immediate supervisor and the general manager. Each request for an emergency draw will be reviewed individually. Employees are generally encouraged to find other appropriate resources for any financial difficulties, however.

Delivery of Paychecks

Your paycheck or notice of direct deposit will be hand-delivered to you each payday.

Method of Payment

A statement showing gross earnings, deductions, and net salary will accompany each paycheck or notice of direct deposit.

Employee Withholding Allowance Certificates (Form W-4)

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the organization will implement the desired changes by the start of the first payroll period ending on or after the 30th day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

Time Records for Nonexempt Employees

The time card/time sheet is a record of time worked and must be filled out daily. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each nonexempt employee will be issued a time card at the start of the pay period.

Time cards should be reviewed carefully for completeness and accuracy as they will be used to calculate pay. Supervisors will review and initial time cards each pay period. If an error needs to be corrected, the time card should be taken to the manager/supervisor for appropriate action. All manual entries or corrections must be made, reviewed, and initialed by the supervisor or other appropriate management member. Time cards should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time card. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

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Time Records for Exempt Employees

Employees classified as exempt also fill out time cards, but no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because GAWSA does have compensatory time, vacation, and sick pay benefits programs, if you have earned time in these bank(s), you must use this time first from whichever benefit applies to cover any time off that is less than your normal work day.

Dispute Resolution Process for Paycheck Errors

If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the general manager.

Final Paycheck

While we request that you give us at least ten (10) working days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five (5) business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

HOURS OF WORK AND WORK SCHEDULES

Office Schedule (4/40 Program)

Office employees work four (4) 10-hour days each week, with the fifth day off. The office schedule is as follows:

Monday-Thursday from 7:00 a.m. to 5:30 p.m. with a ½ hour lunch.

Operations Schedule (Standard)

Operations employees work five (5) 8-hour days each week. The operations schedule is as follows:

Monday-Friday from 7:30 a.m. to 4:00 p.m. with a ½ hour lunch.

Operations employees have the option to work a 4/40 program, with supervisor approval.

The total hours in a normal workweek are 40, Monday through Sunday. If you are a nonexempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without approval from your supervisor.

Overtime

You may occasionally be required to work overtime. Overtime hours will be paid to nonexempt employees at one and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 in a regular workweek, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime. Your department supervisor must approve any overtime hours in advance.

On-Call Time

On-call employees shall be paid at the employee's regular rate of pay for one (1) hour each weeknight, 1.5 hours for each Saturday and Sunday, and two (2) hours for each holiday for which the employee is on call.

Call-Out Time

If an employee is called out for actual Authority service while on call, call-out time will be paid at one-and-one-half times the employee's regular pay rate with a two (2) hour minimum paid.

Compensatory Time (Comp Time)

At the discretion of the supervisor, an employee may receive comp time off in lieu of overtime. Nonexempt employees accrue comp time off when working in excess of 40 hours per week. Employees receive 1.5 hours of comp time for every hour worked beyond 40 in a work week. Employees may not accrue more than 120 hours. Comp time that exceeds 120 hours will be paid out at the end of the month.

The Authority will not be obligated to schedule comp time off, and that such request is unduly burdensome if the Authority does not receive at least seven (7) days' advance notice of the requested time off. The Authority may pay the employee the current value of the comp time balance at any time. Any unused accumulated comp time off shall be paid in cash at the time of termination or death.

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Meal and Rest Periods

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Nonexempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency situation, is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

Lactation

GAWSA promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

GAWSA will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the customer service/finance supervisor. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

Social and Recreational Activities

Participation in off-duty social or recreational activities such as organization picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office.

In the event that GAWSA makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide text message from the general manager. It is the responsibility of each employee to check with their supervisor for updates.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via text message.

Exempt employees will be paid for a full day for all absences related to emergency closures.

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Nonexempt employees will not be paid for time away from work due to office closure; however, available vacation or compensatory time may be used. Nonexempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours, whichever is greater.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

GAWSA will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be preapproved by your supervisor before payment will be made.

Expense Reimbursement Procedure and Reports

Requests for expense and mileage reimbursement must be submitted on a monthly basis. Supporting documentation and/or itemized receipts must be provided for each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense.

Mileage Reimbursement

While in the course and scope of duties on behalf of GAWSA, employees, with their supervisor's approval, may use their vehicle for business purposes. While driving on behalf of GAWSA and in the course and scope of duties assigned, liability would accrue to GAWSA for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by GAWSA for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are encouraged to have comprehensive and collision coverage on vehicles used for GAWSA business.

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

In order to recover these costs, an expense report must be signed by you and dated, initialed by your supervisor, and submitted to the general manager for processing according to policy. If you have questions about expense reports and mileage allowances, please ask.

Credit Card Payment

If a credit card is provided to you, the employee, all receipts must be provided monthly to the customer service/finance supervisor for the credit card reconciliation process. You must follow the protocol for reconciliation of your statement and submission of documentation as required by the customer service/finance supervisor. This may include the utilization of an electronic system provided by the financial institution that the credit card is tied to.

Employees may expense and/or use a company provided credit card, for business related activities or incidental supplies following IRS guidelines.

Overnight Travel and Meal Expense Reimbursement

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverage and any incidental expenses that are necessary and business related.

Meal Reimbursement Limits

GAWSA will not reimburse more than \$80 per day for meals unless approved in advance by their supervisor; these maximums are inclusive of gratuity.

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Expenses for meals must be supported by actual receipts.

Exceeding Meal Reimbursement Limits

GAWSA recognizes that there may be certain group meal functions at locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations should be known in advance and prior approval obtained from your supervisor.

Alcoholic Beverages

GAWSA will not pay for alcoholic beverages, and such costs should not be submitted for reimbursement.

Transportation Expense Reimbursement

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental and fuel for such rental.

Spouse/Guest Expense Reimbursement

GAWSA will not pay for meals or entertainment of spouses/guest/significant others.

GAWSA expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

PAY EQUITY

GAWSA strives to ensure all employees receive a fair compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time to time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on GAWSA's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with their supervisor to obtain clarification.

BENEFITS

PURPOSE AND POLICY

GAWSA strives to provide fair and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or nonexempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to temporary or on-call employees.

Some benefits may accrue during your new-hire introductory period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Benefit Proration and Employee Cost Sharing

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. Essentially, you accrue vacation and sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by GAWSA. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the organization's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

Benefit Design and Modification

GAWSA reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

Benefit Plan Documents

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from your supervisor for your review. We ask that you refer any questions about this information to your supervisor.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

HEALTH INSURANCE BENEFIT

GAWSA currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to your supervisor.

Eligibility

This benefit is provided for all regular full-time employees. If otherwise eligible, you may begin to participate in the plan after you have completed 30 days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of 30 days of employment. Part-time, temporary, and on-call employees are generally not eligible to participate in the health insurance plan.

Plan Enrollment

Once you are eligible, you may complete enrollment forms available through the general manager. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The organization pays the full monthly premium for enrolled employees and their dependents.

If you are a regular part-time employee, you will receive a proportionately smaller organizational contribution to your insurance premium.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA regulations. GAWSA realizes the responsibility we have to treat your private health information with great care and discretion.

Premium Cost

Specific types of coverage and benefit payment schedules are described in the organization's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the organization will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. GAWSA determines the payroll deduction schedule.

Termination of Coverage (Oregon employers with fewer than 20 employees)

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under the continuation coverage provided for by state law. Eligibility can be lost if certain "qualifying events" occur that would otherwise cause your or a dependent's group health coverage to

EXHIBIT A

terminate. Examples of qualifying events include termination of employment, a reduction in hours, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

You, your spouse, and dependents may continue group health insurance for up to nine (9) months at your own expense if you were enrolled in the plan for at least three (3) months. However, continuation does not occur automatically. You must elect coverage within 60 days, or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within a specified timeframe for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

DENTAL INSURANCE BENEFIT

GAWSA provides a dental insurance plan for employees.

Eligibility

Employees regularly scheduled to work 40 hours or more per week are eligible for dental insurance coverage on the first day of the month following 30 days of employment. Part-time, temporary, and on-call employees are not eligible to participate in dental insurance.

Employees may enroll eligible dependents in the dental care plan.

OTHER INSURANCE BENEFITS

Eye Care

GAWSA provides an eye care Insurance plan for eligible employees and their dependents. Benefits include eye exams and hardware. Refer to your Benefits Guide for specific plan details.

Life, Accidental Death & Dismemberment, and Disability Insurance

We strive to create a healthy balance with additional benefits that can help protect you and your family. GAWSA provides Life, AD&D, and Disability Insurance for all benefit eligible employees. Refer to your Benefits Guide for detailed information about these benefits.

Canopy Employee Assistance Plan (EAP)

Employees who are covered in our Medical/Rx plan have access to services covered by Canopy Employee Assistance Plan (EAP) at no additional cost. Services range from crisis counseling, legal and financial consultation, person consultations can be face-to-face, over the phone, secure chat, or secure video, childcare and eldercare resources. GAWSA strongly encourages any employee experiencing such an issue to avail themselves of the EAP's services and support.

VACATION BENEFIT

All full-time employees are eligible for vacation based on the schedule below. All accruals begin after the completion of 180 days of employment. At the end of the specified initial employment period, credit is given from the first day of employment. No vacation time may be taken or paid during the introductory period, unless specific arrangements have been made at the time of hire.

You will earn vacation benefits according to the following schedule:

<u>Years of Continuous Service</u>	<u>Monthly Accrual</u>
0 through 1	6.673 hours
2 through 5	8 hours
6 through 10	10.001 hours
11 through 15	13.329 hours
16 plus	15 hours

Accrual for part-time employees is on a prorated basis calculated on the established work schedule. Continuous service will be calculated from the first of the month nearest your date of hire.

We provide vacation and personal time so you can enjoy periods of time away from work. Vacation accrual will be paid out at separation in accordance with this policy and any applicable law.

Time is not to be banked and never used; therefore, accrual cannot exceed 200 hours. Vacation benefits will stop accruing when the maximum allowed has been reached. The benefit will begin accruing again when you reduce the total to less than the allowed maximum.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing and submitted to your supervisor. Generally, employees won't be allowed more than two (2) weeks off at a time. We'll try to grant each request, but we cannot guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

MANAGEMENT LEAVE

Exempt employees shall be allowed 60 hours administrative leave annually per fiscal year, with pay, in addition to their accumulated vacation. Once used, the 60 hours will not replenish until July 1 of the next fiscal year. Unused hours will not roll over to the next fiscal year. Unused hours may be taken as time off or as paid time at the Authority's discretion. Supervisors will regulate their own use of management leave.

SICK LEAVE

GAWSA provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact your supervisor.

The accrual of sick time begins on the first day of employment at the rate of eight (8) hours of accumulated sick leave per month. Employees may use accrued sick time beginning on the 90th calendar day of employment. Sick time may be used as it is accrued moving forward. There is no maximum accrual for sick leave hours. Employees are not paid for unused sick leave upon termination.

Sick time may be used for an employee's own serious or nonserious illness, for preventative care appointments, or to care for an immediate family member with an illness. GAWSA does allow employees to donate sick time to other employees in need. Unused sick time is not paid out upon separation from employment.

Transfer of Sick Leave

Employees who have exhausted their own sick leave and vacation benefits may receive a donation of sick time from other Authority employees if extended time is required due to illness or injury. The donation of one's sick time to another is on a voluntary, nonobligatory basis and must be approved by the supervisor(s) of the parties involved. The general manager must be notified of the transfer at least three (3) working days prior to the preparation of the Authority's payroll. The Authority will transfer an employee's sick leave credit in accordance with the donating employee's written request and will add it to the sick leave balance of the designated recipient.

In order to qualify to donate sick time to another employee, the donor employee must have accumulated more than 80 hours in sick leave. A qualifying donor may donate as many hours as he/she chooses; however, upon donating sick leave hours, the donor employee must retain a minimum of 80 hours of accrued sick leave.

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PAID HOLIDAY BENEFIT

GAWSA observes the following holidays each year and our offices are officially closed on these days:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
	Day after Christmas

When a scheduled holiday falls on a Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

Regular full-time employees will receive a day off with pay on each of the recognized holidays. Part-time employees receive prorated holiday benefits.

If an employee works on any holiday observed by the Authority, the employee shall be paid for all hours worked at the rate of double the regular pay.

Employees who work a 4/40 program schedule will charge eight (8) hours holiday and two (2) hours vacation for each holiday that occurs on a ten (10) hour workday.

Employees who are off on a leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave.

OTHER BENEFITS

SEP IRA Retirement Plan

Full-time and part-time benefit-eligible employees will be enrolled in an employer-sponsored defined contribution retirement plan, managed through Edward Jones. GAWSA will make quarterly contributions to eligible employees' retirement accounts based on a percentage of base salary. Employer contributions to the plan are always 100% vested. You will be provided more detailed information upon eligibility.

LEAVES OF ABSENCE

LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Bereavement Leave	Disability Leave (Non-FMLA)	Civic Duty
Military Leave	Leave to Donate Bone Marrow	Personal Leave
Crime Victims' Leave	Domestic Violence Leave	Paid Leave Oregon (Insurance)

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact your supervisor.

BEREAVEMENT LEAVE

You are eligible to take a Bereavement Leave in the event of the death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent
- Grandparent/Grandchild
- Parent-in-law
- Another Person of “In Loco Parentis” Relation

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral or alternative of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

Request Procedure

You should provide notice of the need for leave as soon as possible. You are required to at least provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf, if necessary.

Pay While on Leave

You will continue to receive regular pay based on straight-time work hours missed up to eight (8) hours a day for up to three (3) days, which is the maximum company-paid absence allowed. Employees may choose to cover an additional period of absence with any available sick time or vacation time.

Status of Benefits

Company-paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our Sick Time policy.

CIVIC DUTY LEAVE

Jury or Witness Duty Leave

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid vacation time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

Length of Leave

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position.

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay for up to one week, unless a longer period is approved by your supervisor. If you are a nonexempt employee, after that period, you may utilize paid time off if desired. For exempt employees, any partial day or partial week worked will be paid in full; employees are required to remit any jury fees received in connection with their service.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

Voting Leave

We encourage all employees to vote and to take advantage of polling hours before or after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

Request Procedure

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

Pay While on Leave

Time off to vote will be without pay for nonexempt employees, unless you have earned hours of vacation time that you can use for that purpose.

CRIME VICTIMS' LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

The company will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation or sick time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Eligibility

All GAWSA employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

Request Procedure

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Safety Measures

GAWSA will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking.

Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation or sick time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time may be used first.

Status of Benefits

Benefits are not affected by domestic violence leave.

Employees who are covered in our Medical/Rx plan have access to services covered by Canopy Employee Assistance Plan (EAP) at no additional cost. Services range from crisis counseling, legal and financial consultation, person consultations can be face-to-face, over the phone, secure chat, or secure video, childcare and eldercare resources. GAWSA strongly encourages any employee experiencing such an issue to avail themselves of the EAP's services and support.

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FAMILY AND MEDICAL LEAVE (FMLA)

OREGON ORGANIZATIONS WITH 49 OR FEWER EMPLOYEES IN A 75 MILE RADIUS

The Federal Family and Medical Leave Act applies to all government employers. However, due to our size, below 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

LEAVE TO DONATE BONE MARROW

Eligibility

Employees working 20 or more hours per week are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off may be granted by a supervisor or manager.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

PERSONAL LEAVE OF ABSENCE

Full-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Family and Medical Leave Policy or any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

Eligibility

You become eligible for a personal leave of absence after 12 months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with your supervisor.

Length of Leave

The leave may be requested for any time over ten (10) consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 60 days.

Request Procedure

A written request, using the Leave of Absence Request Form, should be submitted at least one (1) week (five (5) working days) before time off that will exceed ten (10) days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three (3) days of that date and no extension has been requested, we'll assume you have resigned.

Pay While on Leave

Personal leaves of absence are without pay.

Status of Benefits

Insurance coverage will not be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits through state continuation provisions or COBRA. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence, but are instead retained at the same level.

Reinstatement

GAWSA will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis as agreed upon to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically related.

UNIFORMED SERVICES LEAVE AND REEMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be reemployed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Reemployment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Eligibility

All employees of the organization except those hired on a brief, nonrecurrent basis are eligible for leave.

Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

Request Procedure

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of reemployment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request reemployment within prescribed time limits, which are based on the length of the leave as follows:

- 1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight (8) hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

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31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by GAWSA, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or longer: You must apply for reemployment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by GAWSA, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, GAWSA will request that you provide documentation to verify your rights to reemployment, including your separation papers.

Time limits for applications for reemployment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to reemployment.

PAID LEAVE OREGON – INSURANCE

GAWSA provides a Paid Leave Oregon Insurance plan at no cost to employees. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meet their personal needs.

Cost

GAWSA pays 100% of the employees' share of the Paid Leave Oregon Insurance plan.

Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the general manager. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of Leave

The length of leave is part of the determination process.

An employee may qualify for up to 12 weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual 12 week period.

Reasons for Leave

Benefits may apply to a variety of situations, including:

- Family leave
 - During the birth of a child
 - Bonding with a child in the first year:
 - After birth
 - When the child is placed in the employee's home through foster care or adoption (beginning 1/1/2025)
- Employee's own serious health condition*
- To care for a family member who has a serious health condition*
- Medical leave - The employee caring for themselves when the employee has a serious health condition*
- Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Stalking
- Pregnancy Disability Leave (Additional two (2) weeks)

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* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance Benefit While on Leave

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs.

Use of Accrued Leaves While on PLO

Employees may choose to use accrued leaves while on PLO. Employees may use the number of hours to represent the difference between their benefit and their regular rate of pay excluding overtime. Employers may not require an employee to use these leave balance(s).

Notification of the Need for Leave

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide 30 days' written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and is unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Filing a Claim for Coverage

Employees will need to establish an account at Frances Online and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

Job and Benefit Protection While on Leave

If an employee has been employed with the employer for at least 90 days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

If, at the time of leave, the employee is receiving health benefits, these will be maintained. GAWSA will pay for the standard 60 days leave of absence. After that, the employee will be required to pay their portion of all elected benefits premiums while on leave.

Complaints Procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to their supervisor promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

HEALTH AND SAFETY

EMPLOYEE HEALTH AND SAFETY

GAWSA is unconditionally committed to providing a safe and healthy work environment for all our employees, contractors, visitors, and members of the public who may be affected by our operations. Both management and employees must make diligent efforts to promote safety within applicable laws and standards.

Management is responsible for:

- Providing and maintaining a safe and healthy environment, including safe systems of work, equipment and plant.
- Ensuring compliance with all applicable health and safety legislation, regulations, codes of practice and industry standards.
- Identifying and assessing workplace hazards and implementing effective control measures to eliminate or minimize risk.
- Providing adequate resources (financial, human, and time) to support the implementation and continuous improvement of our health and safety policy and practices.
- Consulting with employees on matters affecting their health and safety.
- Providing appropriate health and safety training, information, instruction and supervision to all employees and contractors.
- Investigating all incidents and accidents to identify root causes and implement corrective actions.
- Regularly reviewing and updating health and safety policies and procedures.

We are committed to maintaining a safe and healthy work environment for all employees. To achieve this, we develop and implement safety rules and regulations through our managers and supervisors. This is a continuous process that includes regular safety audits to ensure our practices remain effective and compliant with applicable standards.

Safety audits are a key component of our health and safety program. They help us identify potential hazards, evaluate the effectiveness of existing controls, ensure compliance with safety regulations, support continuous improvement, and guide risk management efforts. These audits also help determine the necessity and feasibility of implementing additional safety devices or safeguards.

In addition to audits, we prioritize employee education. We provide training on workplace hazards and instruct employees on proper and safe methods for performing job tasks. This proactive approach helps prevent accidents and promotes a culture of safety throughout the organization.

All employees are expected to give their full attention to their duties, carrying them out with care, diligence, and sound judgment. Adherence to all safety rules and regulations is mandatory. This includes the proper use of personal protective equipment (PPE) such as clothing, footwear, and gear appropriate to the task. Employees are also required to participate in all designated safety training sessions and to follow all warning signals and instructions issued by supervisors without exception.

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All work-related injuries or illnesses must be reported to your supervisor immediately, regardless of how minor they may seem. In the case of serious injury, reporting may be deferred until it is reasonably possible to do so. Failure to report an incident promptly may delay or prevent the payment of benefits and could expose GAWSA to regulatory fines or penalties. Note that no employee will face retaliation for filing a workers' compensation claim in good faith.

Safety guidelines and regulations will be issued or updated periodically and will take effect immediately upon communication. These updates will be distributed to all employees and posted on the employee bulletin board for easy reference.

In the event of a workplace injury or illness, you are required to take the following steps:

1. **Administer First Aid:** Take appropriate first aid measures and seek emergency care if necessary.
2. **Report the Incident Promptly:** Notify your supervisor as soon as possible after injury or illness occurs.
3. **Complete Required Forms:** Fill out the incident report and workers' compensation claim form accurately and completely.
4. **Submit Medical Documentation:** Provide your supervisor with medical release or documentation from a licensed healthcare provider.
5. **Participate in a Review:** Meet with your supervisor or general manager to review the incident and discuss any necessary follow-up actions.

Driving Policy

GAWSA values the safety and health of employees and the public. The safe operation of motor vehicles by Authority employees is essential. Each employee must sign the Driving Policy Acknowledgment Form to indicate they have received and read the Green Area Water & Sanitary Authority Driving Policy.

Early Return to Work Program

Our Return-to-Work Program is designed to provide clear guidelines for helping employees return to work as soon as medically possible following a job-related injury or illness. This program is not intended to replace or interfere with reasonable accommodation required under disability laws for employees who qualify as individuals with a disability.

The program is a collaborative effort involving supervisors, employees and their treating physicians, management, and our workers' compensation insurance carrier. Each team member plays an active role in supporting the employee's recovery and facilitating a safe and productive return to work. Through this coordinated approach, we aim to assist employees in resuming their duties and achieving full recovery as their medical condition allows.

If you are injured on the job and your treating physician determines that you can perform modified duties, GAWSA will make every reasonable effort to provide a suitable temporary assignment until you are able to resume your regular responsibilities – unless the modified work is provided as a permanent accommodation for a qualifying disability.

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All modified duty assignments are temporary in nature and may be offered at any location or on any shift, depending on operational needs. If you are offered a medically approved modified position, failure to report at the designated time and place may have an impact on your eligibility for time-loss compensation.

Return-to-work procedures for nonwork-related injuries are addressed in the Leave of Absence section of this Handbook.

Smoking in the Workplace

GAWSA is a nonsmoking facility. This policy includes the use of electronic cigarettes and vaping devices. Designated smoking areas may be provided outside the office, and smoking is strictly limited to these areas.

To maintain a healthy environment, smoking or vaping is permitted within ten (10) feet of any entrance, exit, window, or air intake system. If you have concern about the designated smoking areas, speak with your supervisor for clarification or assistance.

Chemical Safety Data Sheet (SDS) Policy

To ensure the safety of all employees, GAWSA maintains the following policy regarding hazardous chemicals:

All employees are informed of all potential chemical hazards in the workplace. Understanding this information is essential to prevent injuries and illnesses related to chemical exposure. If you have any questions or concerns about chemical hazards, promptly speak with your supervisor or designated safety officer.

To minimize the risk of exposure, the following safety measures are in place:

1. Container Labeling

All containers received for use are properly labeled. Each label must include:

- A clear product identifier.
- Appropriate hazard warnings including precautionary statements, pictograms, and hazard statements.
- Supplemental safety information.
- The manufacturer or supplier name, address, and emergency phone number.

No container will be released for use until all labeling requirements are confirmed.

Supervisors are responsible for ensuring that all secondary containers are also properly labeled.

These containers must either display a copy of the original manufacturer's label or a generic label that includes the product name and appropriate hazard warnings. For assistance with labeling, contact your supervisor.

2. Availability of Safety Data Sheets (SDS)

- Copies of SDS for all hazardous chemicals used or stored at GAWSA will be kept in designated area at the water plant.

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- SDS will be readily accessible to all employees in their respective work areas during every work shift.

3. Employee Responsibility

- Do not use any chemical or operate machinery containing chemicals unless corresponding SDS is available for review.
- If an SDS is missing or unavailable, immediately notify your supervisor before proceeding with the use of the chemical or equipment.

4. Compliance

- This policy is in place to comply with OSHA regulations and to promote a safe working environment for all employees.

Employee Information and Training

Before beginning work, all operations employees will receive health and safety training. During this training, you will receive comprehensive information and training on the following topics:

- **Chemical Awareness:**
Identification of hazardous chemicals present in your specific workplace operations.
- **Health and Physical Hazards:**
Information on the physical and health effects associated with hazardous chemicals.
- **Detection Methods:**
Techniques and observation methods used to identify the presence or release of hazardous chemicals in the work area.
- **Exposure Prevention:**
Strategies to minimize or prevent exposure, including safe work practices, engineering controls and the use of personal protective equipment (PPE).

Before any new hazardous chemical is introduced into a work area, all employees in that section will receive the necessary information and training as outlined in the Hazard Communication Program.

The operations superintendent is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

SUBSTANCE AND ALCOHOL

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. GAWSA is committed to providing a safe and healthy environment for our employees, the individuals we serve, and the public. To uphold this commitment, we have established a drug- and alcohol-free workplace where employees are expected to perform their duties unimpaired by drugs, alcohol, or other substances that could affect safety or job performance. To support this objective, GAWSA has adopted the following Substance and Alcohol Policy. This policy applies to all employees while on GAWSA premises, during work hours or while representing the Authority in any work-related capacity.

The following activities are strictly prohibited and will result in disciplinary action, up to and including termination:

- Manufacturing, selling, attempting to sell, distributing, using, or possessing alcohol or controlled substances that impair job performance or pose a safety risk. **Note: As a government employer, this includes marijuana, regardless of state legalization.**
- Reporting to work or being present at work while impaired by alcohol, drugs, or controlled substances.

If you are prescribed medication – whether over the counter or pharmaceutical – you are responsible for ensuring that it does not impair your ability to meet performance and safety standards. If you believe your medication may affect your work, you must notify your supervisor before returning to work.

GAWSA encourages employees who are experiencing issues with substance or alcohol use to seek help before their performance is affected or a policy violation occurs. Employees may request a leave of absence to participate in a rehabilitation program.

- It is the employee's responsibility to seek assistance proactively.
- If you need help accessing resources or support, you are encouraged to speak confidentially with your supervisor.
- GAWSA strictly prohibits discrimination against any employee who voluntarily undertakes rehabilitation.

If there is a reasonable basis to believe that an employee is in violation of this policy, GAWSA may require the employee to undergo testing to determine presence, use, or involvement with drugs or alcohol.

- The Authority reserves the right to determine what constitutes a reasonable basis for testing.
- Testing may be conducted in accordance with applicable laws and organizational procedures.

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Definitions and Policy Enforcement – GAWSA

The following definitions apply to the Substance and Alcohol Policy:

Reasonable Suspicion: Specific, articulable observations related to an employee's work performance, appearance (e.g., noticeable odor of alcohol), behavior, or speech that suggest possible impairment. Reasonable suspicion may also arise if an employee is involved in a workplace accident resulting in physical injury or property damage.

Presence Of: A noticeable or perceptible impairment of the employee's mental or physical faculties that may affect their ability to perform job duties safely and effectively.

Controlled Substances: Any substance – legal or illegal – that may impair an employee's mental or physical faculties. This includes, but is not limited to, narcotics, stimulants, depressants, hallucinogens, and cannabis (including marijuana, regardless of state legalization, due to GAWSA's status as a government employer).

Over-the-Counter Drugs: Medications that are available for purchase without a prescription and are generally used to treat common health conditions.

Prescription Drugs: Medications prescribed by a licensed healthcare provider (e.g., physician or dentist) for the treatment of specific medical conditions.

Any employee who refuses to submit to testing, fails to cooperate with the testing process or attempts to tamper with or subvert the testing procedure will be subject to corrective action, up to and including termination of employment.

WORKPLACE VIOLENCE

GAWSA is committed to providing a safe and secure workplace for all employees. A safe and comfortable environment not only enhances employee well-being but also supports productivity and job satisfaction.

To maintain a secure workplace, the following are strictly prohibited on GAWSA property:

- Firearms (with the exception of persons licensed to carry a concealed handgun).
- Knives (excluding small folding pocketknives).
- Any other weapons or items that may be considered dangerous.

If you are unsure whether an item may be classified as a weapon under this policy, you must consult your supervisor before bringing it onto GAWSA premises.

Note: "Premises" includes all GAWSA property, including personal vehicles parked in designated parking areas.

Despite preventive efforts, situations may arise that pose a risk to employees or others. All employees are required to report any incident that presents a risk of harm to individuals, or threatens the safety, security, or financial interests of GAWSA. Reports should be made directly to the general manager.

All reports will be handled with as much confidentiality as possible, and the reporting employee will generally be informed of any actions taken in response.

GAWSA reserves the right to conduct investigations when an employee's behavior raises concerns regarding work performance, reliability, honesty, or potential threats to workplace safety. Employee investigations may include but are not limited to review of criminal records and searches of GAWSA property (e.g., desks, workstations, lockers, file cabinets, voicemail, and computer systems).

Any employee found to be in violation of this policy, or who refuses to cooperate with an investigation, may be subject to corrective action, up to and including termination of employment.

EMERGENCY PREPAREDNESS

GAWSA recognizes that major disruptions may occur due to events beyond the Authority's control. These may include:

- Severe weather conditions.
- Natural disasters (e.g., earthquakes, fires, explosions).
- Public health emergencies.
- Other catastrophic events.

In such cases, all employees are expected to exercise sound judgment and respond appropriately based on the nature of the situation.

GAWSA will make every reasonable effort to provide emergency and limited services during periods of disruption. The general manager is responsible for determining whether to close the Authority, suspend specific activities, or repurpose facilities for community support.

Employees should contact the general manager for guidance during any potential or actual emergency.

Employee Compensation During Emergencies

Compensation during emergency-related closures will be determined in accordance with applicable laws and regulations. If an employee is not eligible for compensation during such closures, they may use available:

- Sick leave
- Vacation time

Reporting Threats

Any threat to GAWSA property or to an employee must be reported immediately to the general manager. Prompt reporting is essential to ensure the safety and security of all personnel and assets.

EMPLOYMENT SEPARATION

SEPARATION FROM EMPLOYMENT

Separation from employment with GAWSA occurs when you voluntarily resign, are laid off, or are discharged by the organization.

Resignation

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least ten (10) working days before the intended date of departure. For supervisors and management-level personnel, at least 30 days’ notice of a resignation is required.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work for three (3) consecutive shifts or days, job abandonment and voluntary resignation will be assumed.

Job Elimination, Reduction in Work Hours

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;
- Your job knowledge, skills, and ability to do the required work;
- Your performance, attendance, and safety and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to go the extra mile for the organization, coworkers, and customers; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited reemployment rights for a period of three (3) months. The order of recall will be

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determined using the above factors. An offer of reemployment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the period specified, your reemployment rights end; if you decline reemployment or fail to report on the date specified in an offer, you generally waive any reemployment privileges.

Discharge

Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The organization has a corrective action policy found in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found in this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

Return of Organization Property

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization.

EMPLOYEE'S NOTES

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Green Area Water & Sanitary Authority
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

As an employee of GAWSA, I acknowledge the following:

I have been provided a copy of the Employee Handbook. I understand that the Handbook contains important information about GAWSA's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked my supervisor for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The board of directors are the only persons authorized to make changes to the Handbook, and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is "at-will" and either the organization or I can end the relationship at any time, with or without reason or notice. The general manager is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of GAWSA and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature

Date

Print Employee's Name