

**MIDWAY SEWER DISTRICT  
RESOLUTION NO. 2018 -13**

**RESOLUTION AMENDING EMPLOYEE HANDBOOK**

**Background:** The Midway Sewer District Employee Handbook establishes the basic terms and conditions of employment for Employees employed at the District.

The Board of Commissioners believes it is necessary to update and clarify Section 310 of the District's Employee Handbook relating to Travel, Lodging and Meals.

The Board of Commissioners has further determined that it is necessary to enhance the health and safety of the workplace by adopting a Fragrance-Free policy.

**Resolution:** NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Midway Sewer District approves the following Revisions to the Midway Sewer District Employee Handbook:

1. Section 310 Travel, Lodging and Meals is replaced in its entirety with the revised version set forth in Exhibit A.
2. A new Section 515. Fragrance-Free Workplace is adopted as set forth in Exhibit B.

**Adoption:** ADOPTED at a regular meeting of the Board of Commissioners of Midway Sewer District on October 24, 2018, the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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Commissioner

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Commissioner

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Commissioner

## EXHIBIT A

**Effective Date: 06-01-94**

**Revision Date: October 14, 2009, 6-12-13, 10/10/18**

### **Sec. 310 TRAVEL, LODGING & MEALS**

The District shall pay the following expenses for all commissioners, officers and regular full-time, regular part-time, and exempt employees while on District business:

- a. The cost of lodging, to be paid in full, based on the cost of a standard room at the base hotel of the event. Any upgrade to the room or change in the place of lodging that results in a greater cost for lodging, will require the Commissioner or employee to pay the difference in the rates back to the District;
- b. Air transportation, to be paid at coach fare rate;
- c. Incidental taxi and bus fare, together with car rental expenses, if necessary, to be paid in full;
- d. Whenever a private automobile is used in Washington, the commissioner, officer, or employee shall be paid at the mileage rate then currently allowed by the Internal Revenue Service. Mileage shall be calculated using mileage information as indicated using Mapquest or similar mapping and direction programs. Mileage calculation shall start at office address for office workers, plant address for plant employees and home addresses for Commissioners. Mileage calculation ends at the address of the conference/class/seminar or meeting being attended. Mileage will be reimbursed by submitting an expense report with printout of mapping/direction information with mileage listed. All expense reports must be signed by the employee's supervisor prior to submitting for reimbursement. Outside of Washington, mileage reimbursement shall not exceed the cost of air transportation at coach fare rate. Time off for travel outside of Washington will not exceed the time needed for air travel and will be provided within the same 40 hour workweek.
- e. Whenever a form of transportation is used other than air transportation or private automobile, reimbursement shall not exceed the average cost of air transportation at coach fare rate plus the cost of one night's lodging each way (two nights round trip).
- f. Each commissioner, officer and employee of the District while traveling on District business (including day of return travel from an overnight stay required for District business) shall be allowed the standard meal and incidental expense (M&IE) per diem. Per diem will be calculated using the U.S. General Services Administration M&IE for the location of travel for the per day rate. Refer to the most currently published information on the U.S. General Services Administration (GSA) website for the locality closest to the travel destination location to determine the M&IE.
- g. Whenever any commissioner, officer or employee of the District is away on District business which extends into or through a normal lunch or dinner period, the District is authorized to pay for or reimburse the Commissioner, officer or employee for the cost of the meal up to a maximum of \$18.00 per day.

- h. Whenever any employee of the District is called upon in any emergency or non-scheduled overtime to work four or more hours past the employee's normal shift, or is called out in any emergency to work four or more hours, the District is authorized to pay for or reimburse the employee for the cost of a meal up to a maximum of \$18.00.
- i. Commissioners and employees are to provide all receipts related to travel, lodging and meals to the Manager. With the exception of meal receipts when employee is receiving per diem as outlined in part "f" above.  
(Res. 2006-10), (Res. 2007-14), (Res. 2013-08), (Res. 2018-13)

## EXHIBIT B

Effective Date: 10/10/2018

Revision Date:

### Sec. 515 FRAGRANCE-FREE WORKPLACE

#### **Background:**

A fragrance-free environment helps create a safe and healthy workplace. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. People with allergies and asthma report that certain odors, even in small amounts, can cause asthma symptoms. The District will attempt to ensure that products used to clean the workplace are fragrance-free and follow best practices to limit employee exposure to cleaning chemicals. The District recognizes the hazards caused by exposure to scented products and cleaning chemicals and we have a policy to provide a fragrance-free environment for all employees and visitors to keep a safe and healthy workplace environment. This policy applies to all employees, however it is impractical to try to control the fragrance practices of our visitors.

#### **Policies:**

1. The District expects that all offices and spaces used by the staff and their visitors remain free of scented products.
2. Personal care products such as cologne, perfume, aftershave lotions, scented lotions, fragranced hair products and/or similar products are not to be worn in the facilities owned and operated by the District including company owned vehicles.
3. Use of air fresheners and candles are prohibited from the facilities owned and operated by the District including company owned vehicles.
4. Use of cleaning products other than those purchased by the District are prohibited for cleaning personal workspaces.

(Res. 2018-13)