



AGENDA

Left Hand Watershed Center
BOARD MEETING
2:00-4:00 pm, November 15th, 2022
Hybrid Meeting
In person (6800 Nimbus Road) or zoom
<https://us02web.zoom.us/j/6688242485>

Welcome	All	2:00 PM
Board Minute approval (Oct)	Christopher Smith	2:05 PM
Q3 Financial Report	Jessie Olson	2:10 PM
2023 Draft Budget	Jessie Olson	2:25 PM
Procurement Approval	Jessie Olson	3:00 PM
CWCB Grant Funding Plan	Yana Sorokin	3:10 PM
Employee Handbook Updates	Jessie Olson	3:25 PM
Project and/or Partner Updates (as needed)	All	3:45 PM
Confirm Dec Meeting date	Jessie Olson	3:55 PM
Adjourn	Christopher Smith	4:00 PM

NOTE: The Watershed Center will make reasonable accommodation for individuals with known disabilities at meeting and events per our non-discrimination notice. Visitors needing accommodation are encouraged to contact any staff member to request such accommodation 48 hours in advance of such event.



11/7/2022

To: Left Hand Watershed Center Board of Directors

From: Jessie Olson, Executive Director

RE: November board meeting update

Meeting Minutes

Draft meeting minutes for October are attached (attachment 1) for review and approval.

Board/Organizational Items

- Q3 financial report is attached (attachment 2) for review and approval.
- I have worked with the finance committee to draft the 2023 budget (attachment 3). This month, I will provide an overview of the draft budget and next month the board can vote to adopt to the budget.
- I also worked with Chris and Kathy to update the employee handbook. Redlined version is attached (attachment 4) for review. We will discuss proposed updates with the board and if appropriate, the board can vote to adopt an updated version.
- We are working on advertising the three positions in the next week (Program Scientist, Forest Program Manager, and Forest Project Manager). We are advertising all at same time because we think we might get similar candidates for the three positions, and we want interested parties to see all three and select the position that they feel is the best fit. We plan to complete Forest Program manager position hiring by the end of this year (with the candidate starting in January), whereas the hiring for the other two positions will not take place until early January.
- We're beginning the annual work planning process and continuing the strategic planning process. As mentioned in the last board meeting, we will work with the committee in December and January and bring a draft to the board in February.
- After many staff attended conferences and workshops this past month, we look forward to integrating our new knowledge back into our programs, projects, and operations.
- Staff are requesting approval for the purchase of a field vehicle. At the board meeting, we will bring a cost comparison and purchase recommendation to the board. The finance committee discussed this potential purchase and the reasons we could accommodate the purchase within this year's budget:
 - (1) we have had fewer operational expenses this year than budgeted because we have not had to pay for rent so far this year
 - (2) we are exceeding our unrestricted revenue budget values
 - (3) our projected year-end values (which include a vehicle purchase) demonstrate that we can still meet our unrestricted carryover budget value.
 - (4) we can charge mileage to our grants for use of our vehicle and it may pay for itself overtime.

Fundraising

- We will kick off the Colorado gives day campaign in late November. We will tie this effort closely with highlighting items from our annual impact report.
- We also plan to apply to Argosy and CWCB Water Plan grant in November/December and will likely request letters of support from the board in the coming month. We will provide an update on the approach for that application at the board meeting.
- We're continuing to work on setting up a new donor database, and on-line giving platform. We've purchased the program Bloomerang and are migrating our current data over there. This program will allow us to better track donors, email subscribers, and more.

Project updates

1. Stewardship

- Staff are continuing stewardship patrols to ID weeds and allocate resources for stewardship actions.
- Fall seeding projects continue throughout the watershed with a hired contractor.

2. Adaptive Management at Scale

- Staff continued monitoring at AM at Scale sites across the basin. The past couple months have focused on completing BMI and habitat monitoring.
- Staff finalized and shared the draft [State of the Watershed Report](#).
- Staff updated the [Adaptive Management Plan and Framework](#) and are working with partners to define deliverables and next steps
- Staff began 2022 data entry/management.
- Staff continued planning for drone data collection in November.
- Staff began working on updating the program charter.

3. Mines, Water Quality Monitoring & Analysis

- Monthly water quality data collection continues

4. Fire recovery

- We are continuing to implementing fall stewardship activities throughout the Cal-Wood burn footprint as well as follow up erosion control BMPs. Contractors completed erosion control repairs in the Left Hand burn area.

5. St. Vrain Forest Health Partnership

- We are prepping for our first-annual science workshop, to be held on November 10th.
- We're continuing to work with a videographer to develop a film highlighting SVFHP, Jamestown project and St. Vrain Left Hand Water Conservancy District. The video will be ready for release by the end of this year.
- We will be sending out an end of the year message highlighting updates and accomplishments made by the SVFHP in the next month.

6. Jamestown Fire Mitigation Project

- Jamestown project implementation continues. Maria has taken over project management duties since Chiara has left. We are increasing the communication to landowners and community members interested in the project to help ensure all parties are well informed about the project progress. There have been a few hiccups with equipment breakdowns, brush pile removal, and communication and information sharing that we are actively working to improve moving forward.
- We participated in a tour hosted by the SVLHWCD this month.

7. Camp St. Malo

- We are currently working on developing a funding plan for the design-build phase of Camp St. Malo project. Cost estimates for this project came in at 1 million dollars.

8. Watershed Education & Outreach

- We taught Lyons Elementary third grade students in early November during their science and leadership programming.

9. Yampa Project

- The Yampa project kick off meeting is this month. We will develop a framework and scope of work for a new science-based collaborative process in the Yampa. Staff will utilize aspects of both the Adaptive Management at Scale charter and the SVFHP charter to develop a new program scope of work for the Yampa. The project continues into April 2023.

Attachments:

1. BOD October Meeting Minutes
2. Q3 Financial Report
3. Draft 2023 Budget
4. Employee Handbook updates –proposed

Attachment 1
Board meeting minutes



Board Minutes – October 18th, 2022

Attendees

1. Jessie Olson
2. Chris Smith
3. Sue Schaffler
4. Kathy Peterson
5. Barbara Luneau
6. Jenny McCarty
7. Ken Lenarcic
8. Joseph Ryan
9. Monica Bortolini
10. Darren Beck
11. Eric Smith
12. Yana Sorokin

Welcome and Introductions

- Chris called the meeting to order at 2:05 PM and went through introductions.

Approval of Minutes

- **Motion:** Barbara moved, Sue seconded, to approve minutes from the August Board Meeting and September Strategic Planning Meeting; the motion carried unanimously.

○

Staffing Update and New Positions

- Jessie provided staffing update and shared new organizational chart and described responsibilities of each position. Jessie also explained timeline of filling positions. Asking for feedback and approval will occur with annual budget.
 - Board voiced support of new organizational chart.
 - Jenny noted benefit of vegetation skills across community and science positions.
- Ken noted it would be nice if Maria and/or Jessie could contact the Town Board with an update.

Health Insurance Renewals

- Jessie showed health renewal spreadsheets, and made recommendation on suggested new plan.

- Board agreed on approving the recommended PPO plan.

IT Update

- Jessie provided information on the IT service procurement (which does not meet threshold to require board approval) by discussing details on costs and comparisons. She compared three options moved forward with the cost effective option. Chris explained need for new service.

Strategic Planning Meeting Update

- Jessie reviewed strategic plan process, timeline, and next steps.
 - Chris thanked everyone for attending and participating.
 - Jessie encouraged everyone to review the strategic plan meeting comments and make sure each individual's comments are accurately reflected.
 - Jessie noted that she is updating the strategic plan with the planning committee in Dec/Jan and will share an updated plan in January.
 - Jessie noted that annual work plan will take place in parallel with the strategic planning process.

Wildfire Mitigation Measure

- Jessie described process for how Board decided to support 7A Measure. (Sean gave a presentation about the measure and then the board voted to support it.)
- Jessie described the new Wildfire Mitigation Measure (1A) that will be on the November ballot and noted that we could include information in our newsletter and on our website about it if the Board is supportive of that.
- Chris and Ken commented the Left Hand Water District and Town of Jamestown were supportive of the measure and wrote a resolution. Sue added that Left Hand Fire Protection District has supported it, as have all of the rural fire Chiefs.
- Discussion ensued on responsibility of board members as representatives of the Watershed Center compared to as representatives of the entity that they represent.
- **Motion:** Kathy moved, Sue Seconded for the Board to be in support of 1A. Jenny, Monica, and Darren abstained from voting.
- Chris asked that Board members appointed by an entity to look into that with Legal.

Adjournment

The meeting was adjourned at 3:34 PM.

Attachment 2
Q3 Financial Report



11/03/2022

To: Watershed Center Board of Directors

From: Jessie Olson, Watershed Center Executive Director

RE: 2022 Q3 Financial Report

The purpose of this memo is to provide a brief narrative on the Q3 2022 financial report, which requires board approval. Key aspects of the Q3 2022 Financial report are described below:

- Values in this financial report reflect the un-audited financial report, and are subject to change after the 2022 audit process.
- **Board Partner (unrestricted)** include revenue contributions from the City of Longmont and Left Hand Water District and Boulder County and is tracking at 154% because Boulder County increased their general fund contribution this year.
- **Donations unrestricted** include a portion of our 2021 Colorado Gives Day donations that were deposited into our accounts in 2022, and individual and corporate donations made so far in 2022. We are tracking at 170%.
- **Program revenue** includes restricted grants and donations and is tracking at 64% of budget.
- **Total revenue** is tracking at 70% of budget at the 3/4 point of the year.
- **Personnel Expenses** are tracking at 62%; we expect to finish the year under 100% due to staff turnover and gaps in filling positions.
- **Operations Expenses** are tracking at 63%; expect 100% by year-end with projected expenses.
- **Contractors/Consultants/Supplies** are tracking at 36%. This category is expected to increase as Left Hand Fire Protection District invoices work on the Jamestown project.
- **Total Expenses** are tracking at 51% due to the reasons mentioned above.
- **Balance Carryforward** is higher than budget before year end because we have local partner funding sources that pay in advance. This is expected to finish close to budget values.
- **Available Unrestricted Carryover funds** is higher than budget before year end because we have local partner funding sources that pay in advance. This is expected to go down as we incur additional expenses throughout the year. We expect to finish the year close to budget value.

Board Designated Reserve Funds

Board Designated Reserve Funds include revenue for multi-year projects/programs and is often used as match for grants. When approving the financial report, the board also approves the allocation of funds in each category of the Board Designated Reserve fund.

- **Stewardship Campaign (LWOG Adaptive Management) \$30,549**
 - Net carryover from prior year revenue (minus expenses from this year).
 - Expenses in 2022 include personnel, field supplies and volunteer event supplies.
 - No revenue thus far in 2022.
- **WC-Fish passage Playbook, Fish Passage Feasibility Study & Education Initiative \$8,487**
 - Net carryover from prior year revenue, plus revenue from this year, minus expenses in 2022, which include the development of the Fish Passage Playbook. \$10,000 obligated as match for WSRF grant.
 - 2022 Revenue includes \$13,239 from City of Longmont, St. Vrain and Left Hand Water Conservancy District and Boulder County (spent down in Q3 2022 with development of the passage playbook).
- **WC-Adaptive Management at Scale \$144,369**
 - Net carryover from prior year & current year revenue (minus expenses), obligated as match for Adaptive Management at Scale project.
 - Revenue includes \$15,000 from Boulder County.
 - Expenses in 2022 include meeting materials and supplies for the annual workshop.
- **River Restoration Campaign (WC-SVSSE) \$29,861**
 - Net carryover from prior year, \$25,000 is obligated as match for CWCB-SVSSE grant.
 - No revenue or expenses thus far in 2022.
- **WC-Watershed Days \$4,408**
 - Net carryover from prior year, \$4,000 remaining in match obligations for CWCB-Watershed Days grant.
 - No revenue thus far in 2022. 2022 expenses related to staff time for prep for Watershed Days 2022 and Watershed Days event materials and supplies.
- **WC-SVFHP \$24,133**

- Net carryover from prior year (minus expenses). Obligated as match for CWCB-SVFHP.
- No revenue thus far in 2022. 2022 expenses related to staff time and meeting expenses for SVFHP coordination.
- **Argosy-SVFHP \$0**
 - Argosy Foundation funding for St. Vrain Forest Health Partnership in advance of 2022 project. Spent down \$25,000 grant, which was completed in October. We've been invited to submit another grant application for work in 2023, in the amount of \$40,000, due in November.
 - 2022 expenses include personnel and direct expenses related to community outreach and cross-boundary planning.
- **WC-Wildfire Recovery & Adaptive Management \$182,647**
 - St. Vrain and Left Hand Water Conservancy District and City of Longmont funding for Calwood Wildfire Adaptive Management paid in lump sum in 2021 and 2022. Value represents the net carryover from current year revenue minus expenses.
 - 2022 revenue includes \$122,186 from the City of Longmont. Expenses in 2022 include personnel and project expenses related to wildfire recovery and adaptive management.
- **CFBC-Wildfire Recovery \$0**
 - Grant expired in February 2022 and all funds are spent.
- **JBF-SVFHP \$29,985**
 - New category in 2022. Two year grant for planning cross-boundary forest restoration.
- **Operating Reserves: \$82,503**
 - The category of "Operating reserves" was added in 2021 year after the board passed a new reserve fund policy in 2021.
 - Q3 2022 includes a \$7,500 transfer from net equity unrestricted accounts to this reserve fund, in pursuit of reaching the goal of raising \$90,000 by end of 2022, and ultimately allocating 3 months of operating funds by end of 2023.

Attachments

- Q3 2022 Financial Report, Summary Page

2022 Q3 Financial Report
Summary

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	Actual through 9/30/2022	% of budget
<u>Carryover from Prior Year</u>									
Total Carryover	\$160,794	\$160,794	\$149,146	\$149,146	\$310,815	\$310,815	\$635,104	\$635,104	100%
<u>Revenue Sources</u>									
CDBG-DR Cap Grant (06/2018)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
CDBG-DR Cap Grant (06/2019)	\$45,000	\$42,493	\$0	\$0	\$0	\$0	\$0	\$0	N/A
CWCB Fundraising Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Board Partners (Unrestricted)	\$42,500	\$37,500	\$47,500	\$47,500	\$47,500	\$45,500	\$45,500	\$70,000	154%
Donations (Unrestricted)	\$50,000	\$11,983	\$25,000	\$13,566	\$10,000	\$21,501	\$20,000	\$33,986	170%
Rent (LHWD- In Kind)	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$24,081	75%
Program Revenue (Grants & Donations)	\$1,808,202	\$1,374,730	\$999,258	\$932,351	\$758,572	\$999,868	\$955,754	\$608,876	64%
Total Revenue	\$1,977,810	\$1,498,814	\$1,103,866	\$1,025,524	\$848,180	\$1,098,977	\$1,053,362	\$736,943	70%
<u>Expenses</u>									
Personnel- Fundraising	\$20,902	\$9,070	\$8,803	\$1,760	\$4,832	\$5,309	\$8,000	\$650	8%
Personnel- Operations	\$52,312	\$47,889	\$11,284	\$13,799	\$26,483	\$17,824	\$27,000	\$7,249	27%
Personnel- Projects/Programs	\$188,297	\$172,940	\$356,916	\$240,981	\$364,865	\$326,587	\$461,500	\$297,944	65%
Personnel Subtotal	\$261,511	\$229,899	\$377,003	\$256,540	\$396,180	\$349,720	\$496,500	\$305,842	62%
Operations-Fundraising	\$1,000	\$894	\$1,000	\$75	\$1,000	\$242	\$5,000	\$802	16%
Operations-Other	\$87,741	\$58,992	\$94,641	\$59,540	\$78,558	\$78,457	\$105,233	\$68,808	65%
Operations Subtotal	\$88,741	\$59,886	\$95,641	\$59,615	\$79,558	\$78,699	\$110,233	\$69,610	63%
Contractors/Consultants/Supplies	\$1,611,650	\$1,220,677	\$625,576	\$547,700	\$288,707	\$346,268	\$424,250	\$151,978	36%
Total Expenses	\$1,961,902	\$1,510,462	\$1,098,220	\$863,855	\$764,445	\$774,688	\$1,030,983	\$527,430	51%
Balance Carryforward	\$176,702	\$149,146	\$154,793	\$310,815	\$394,550	\$635,104	\$657,483	\$844,618	

2022 Q3 Financial Report
Summary

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	Actual through 9/30/2022	% of budget
Board Designated Reserve Funds									
Stewardship Campaign (LWOG Adaptive Management)	\$58,475	\$50,826	\$50,826	\$45,920	\$45,590	\$42,206	\$26,206	\$30,549	
WC-Fish Passage Feasibility Study & Education Initiative & Passage Playbook	\$0	\$11,472	\$1,393	\$11,323	\$6,430	\$9,659	\$8,159	\$8,487	
Community Science	\$22,753	\$16,795	\$13,386	\$0	\$0	\$0	\$0	\$0	
WC-Adaptive Management at Scale	\$0	\$0	\$0	\$70,000	\$125,000	\$130,000	\$160,000	\$144,369	
River Restoration Campaign (WC-SVSSE)	\$0	\$0	\$0	\$15,000	\$25,000	\$29,861	\$28,861	\$29,861	
WC-Watershed Days	\$0	\$2,120	\$2,120	\$2,934	\$3,747	\$7,969	\$2,969	\$4,408	
WC-SV Forest Health Partnership	\$0	\$0	\$0	\$4,043	\$37,500	\$27,067	\$77,067	\$24,133	
Argosy-SVFHP	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$0	
WC-Fire Recovery & Adaptive Management	\$0	\$0	\$0	\$0	\$0	\$113,297	\$51,801	\$182,647	
CFBC- Wildfire Recovery	\$0	\$0	\$0	\$0	\$0	\$10,203	\$0	\$0	
JBF-SVFHP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,985	
Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$60,000	\$90,000	\$82,503	
Reserve Funds Subtotal	\$81,228	\$81,212	\$67,725	\$149,219	\$243,267	\$455,261	\$470,062	\$536,941	
AVAILABLE UNRESTRICTED CARRYOVER FUNDS	\$95,474	\$67,934	\$87,068	\$161,596	\$151,283	\$179,843	\$187,421	\$307,677	

Attachment 3
Draft 2023 Budget



10/27/2022

To: Watershed Center Board of Directors

From: Jessie Olson, Watershed Center Executive Director

RE: Draft 2023 Budget

The purpose of this memo is to provide a brief narrative on the proposed 2023 budget for Left Hand Watershed Center (Watershed Center). Draft versions of this budget were reviewed by the Watershed Center finance committee and the Watershed Center bookkeeper. Staff presented the draft budget to the board at the November meeting and the board vote occurs at the December meeting.

2023 Budget

The rolled up summary page of the budget, attached, summarizes expected carryover, revenue and expenses per funding source. Revenue is broken up by (1) unrestricted revenue (2) project (restricted) revenue. Expenses are broken up by (1) personnel (broken up by fundraising, program, and project expenses) (2) operations (broken up by fundraising and other) (3) project expenses that are non-personnel. The expected revenues and expenses are summarized by category below:

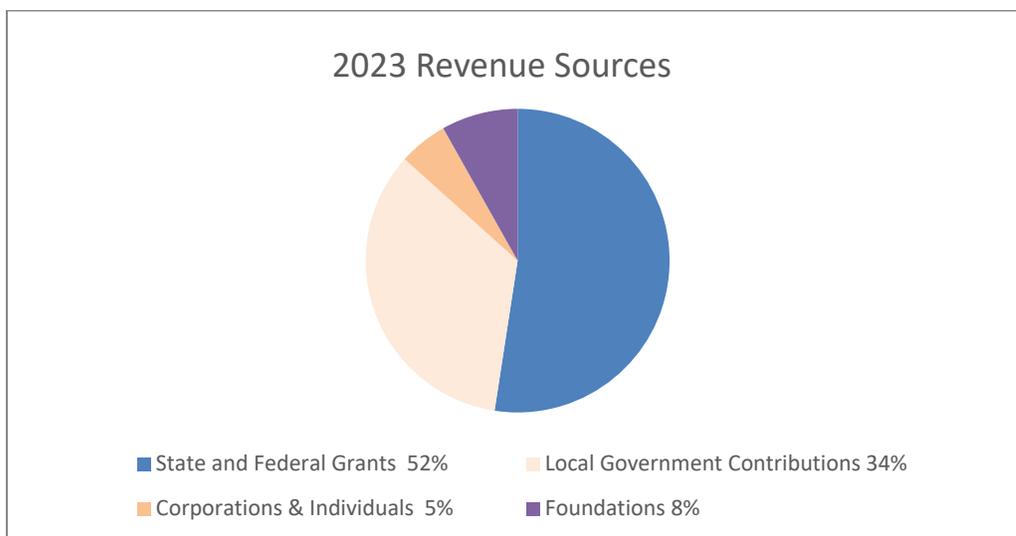
- **Carryover from Prior Year** includes the net difference between revenue and expenses from the previous year.
- **Revenue sources** are broken up by unrestricted revenue and project specific restricted revenue (See figure 1 for breakdown of expected revenue sources in 2023). Revenue categories include:
 1. **Board Partner revenue (unrestricted).** Includes unrestricted board partner revenue, which several board partners provide annually. Many board partners also contribute restricted revenue, which is included under program revenue (restricted).
 2. **Donations (unrestricted).** Includes unrestricted revenue from corporations, businesses, individuals, and foundations.
 3. **Rent (In-kind).** In-kind revenue for donated office space. This is also accounted for in an equal amount as an operations expense.
 4. **Program Revenue (Grants & Donations)** includes project/program specific grants and donations from board partners, corporations, businesses, individuals, and foundations. Revenue is estimated based on obligations, deliverables, and timelines per project/funding source. Expected personnel revenue per funding source is calculated using established staff billing rates for the year multiplied by estimated hours per person per project/funding source. Billing rates are calculated by adding salary, benefits, and overhead expenses per person, and dividing by estimated billable hours in a year.

- **Personnel Expenses** includes staff salaries, taxes, unemployment insurance, and benefits. Benefits for full-time staff include an IRA, which is matched by 3% from the Watershed Center and health insurance. Personnel expenses are categorized by project/program specific expenses, fundraising, and operational expenses. These expenses are funded by a combination of project-specific and unrestricted revenue. Total expected expenses for personnel is the equivalent of 5.0 FTE, maintaining our current staff capacity.
- **Operations/Program Expenses** includes supplies, materials, and contract services related to organizational function. This includes bookkeeping, annual tax and audit preparation, phones, trainings and conferences, insurance, website, IT, office/computer supplies, postage, printing, meeting/event expenses, purchasing a field vehicle, legal review, and rent. These expenses are funded by the Watershed Center unrestricted revenue and/or the indirect income from grant revenue. One office was assumed to continue as an in-kind contribution from Left Hand Water District, at a value of \$16,054 annually based on review of comparable rent and utility expenses. In anticipation of an office rental starting at the Fire District, \$800/month is included as a 2023 expense (using expected Fire District rent as the estimate).
- **Contractors/Consultants/Materials/Supplies Expenses** includes any necessary materials, supplies, permit fees, hiring of contractors, consultants and others. Active projects are listed below, with the funding source denoted in the title:
 1. Fish Passage & Education Initiative (Funded by CWCB, SVLHWCD, Boulder County, City of Longmont, and private donors)
 2. Watershed Days (Funded by CWCB, sponsors, and individual donors)
 3. Adaptive Restoration & Upland Stewardship (Funded by CWCB)
 4. Watershed Management & Planning (Funded by CWCB)
 5. St Vrain Science, Stewardship, and Education (Funded by CWCB and individual donations)
 6. Adaptive Management at Scale (Funded by CWCB and local government partners)
 7. US Bureau of Reclamation Watershed Management Plan (funded by USBOR)
 8. EPA Technical Assistance Grant (Funded by EPA)
 9. St Vrain Forest Health Partnership (Coordination, planning, adaptive management, education and outreach tasks) (Funded by CWCB, USFS, Boulder County, St. Vrain Left Hand Water Conservancy District, Justin Brooks Fischer Foundation, and Agrosy Foundation, Colorado Strategic Wildfire Action Program (COSWAP) grant, a FEMA Building Resilient Infrastructure and Communities “BRIC” grant).
 10. Wildfire Recovery & Adaptive Management (Funded by City of Longmont, St. Vrain & Left Hand Water Conservancy District, and CWCB)

11. St Vrain Resilience Restoration Projects (South St. Vrain Design/Build above Lyons) (Funded by CWCB, CDPHE NPS Grant).
12. Camp St. Malo Concept Designs (funded by CWCB)
13. Yampa Project (Funded by Friends of the Yampa/ Walton Family Foundation)

- **Balance Carryforward** is the net difference between the Carryover, plus the Revenue, minus Expenses.
- **Board Designated Reserve Funds** include Watershed Center generated revenue that is allocated for multi-year projects/programs and used as match for grants. Revenue sources are from corporate donors, individuals, and municipal partners. Current active reserve funds include (1) Stewardship campaign (2) the fish passage feasibility study & education initiative, (3) Adaptive Management at Scale, (4) St. Vrain Science Stewardship and Education, (5) Watershed Days, and (6) St. Vrain Forest Health Partnership (7) Argosy- SVFHP (8) Wildfire Recovery & Adaptive Management (9) Justin Brooks Fisher Foundation-SVFHP (10) Operating reserves.
- **Available Unrestricted Carryover Funds** is the net difference between the Carryforward funds and Board Designated Reserve Funds. Carryover at year end may be higher or lower than projected in the budget. For example, revenue may be allocated to a board designated reserve fund which would reduce the carryover amount. Additionally, accrued vacation hours could increase this value by up to \$24,000 in a given year. These funds would need to be available to pay out accrued vacation time if an employee completes employment with the Watershed Center prior to taking all vacation owed.

Figure 1. Expected Revenue Sources, 2023



Attachments

1. 2023 Budget

2023 Budget Draft
Summary

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	Actual through 9/30/2022	Proj. through year end	2023 Budget
<u>Carryover from Prior Year</u>										
Total Carryover	\$160,794	\$160,794	\$149,146	\$149,146	\$310,815	\$310,815	\$635,104	\$635,104	\$635,104	\$759,021
<u>Revenue Sources</u>										
CDBG-DR Cap Grant (06/2018)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CDBG-DR Cap Grant (06/2019)	\$45,000	\$42,493	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CWCB Fundraising Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Partners (Unrestricted)	\$42,500	\$37,500	\$47,500	\$47,500	\$47,500	\$45,500	\$45,500	\$70,000	\$70,000	\$100,000
Donations (Unrestricted)	\$50,000	\$11,983	\$25,000	\$13,566	\$10,000	\$21,501	\$20,000	\$33,986	\$40,000	\$50,000
Rent (LHWD- In Kind)	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$32,108	\$24,081	\$32,108	\$16,054
Program Revenue (Grants & Donations)	\$1,808,202	\$1,374,730	\$999,258	\$932,351	\$758,572	\$999,868	\$955,754	\$608,876	\$761,925	\$1,069,000
Total Revenue	\$1,977,810	\$1,498,814	\$1,103,866	\$1,025,524	\$848,180	\$1,098,977	\$1,053,362	\$736,943	\$904,033	\$1,235,054
<u>Expenses</u>										
Personnel- Fundraising	\$20,902	\$9,070	\$8,803	\$1,760	\$4,832	\$5,309	\$8,000	\$650	\$6,000	\$26,000
Personnel- Operations	\$52,312	\$47,889	\$11,284	\$13,799	\$26,483	\$17,824	\$27,000	\$7,249	\$20,000	\$35,000
Personnel- Projects/Programs	\$188,297	\$172,940	\$356,916	\$240,981	\$364,865	\$326,587	\$461,500	\$315,058	\$394,125	\$599,000
Personnel Subtotal	\$261,511	\$229,899	\$377,003	\$256,540	\$396,180	\$349,720	\$496,500	\$322,956	\$420,125	\$660,000
Operations-Fundraising	\$1,000	\$894	\$1,000	\$75	\$1,000	\$242	\$5,000	\$802	\$2,500	\$5,000
Operations-Other	\$87,741	\$58,992	\$94,641	\$59,540	\$78,558	\$78,457	\$105,233	\$82,008	\$137,634	\$151,004
Operations Subtotal	\$88,741	\$59,886	\$95,641	\$59,615	\$79,558	\$78,699	\$110,233	\$82,810	\$140,134	\$156,004
Contractors/Consultants/Supplies	\$1,611,650	\$1,220,677	\$625,576	\$547,700	\$288,707	\$346,268	\$424,250	\$134,863	\$219,857	\$390,000
Total Expenses	\$1,961,902	\$1,510,462	\$1,098,220	\$863,855	\$764,445	\$774,688	\$1,030,983	\$540,630	\$780,116	\$1,206,004
Balance Carryforward	\$176,702	\$149,146	\$154,793	\$310,815	\$394,550	\$635,104	\$657,483	\$831,418	\$759,021	\$788,071

2023 Budget Draft
Summary

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	Actual through 9/30/2022	Proj. through year end	2023 Budget
Board Designated Reserve Funds										
Stewardship Campaign (LWOG Adaptive Management)	\$58,475	\$50,826	\$50,826	\$45,920	\$45,590	\$42,206	\$26,206	\$30,549	\$28,000	\$13,000
WC-Fish Passage Feasibility Study & Education Initiative & Passage Playbook	\$0	\$11,472	\$1,393	\$11,323	\$6,430	\$9,659	\$8,159	\$8,487	\$8,487	\$8,487
Community Science	\$22,753	\$16,795	\$13,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WC-Adaptive Management at Scale	\$0	\$0	\$0	\$70,000	\$125,000	\$130,000	\$160,000	\$144,369	\$159,369	\$219,369
River Restoration Campaign (WC-SVSSE)	\$0	\$0	\$0	\$15,000	\$25,000	\$29,861	\$28,861	\$29,861	\$29,861	\$3,861
WC-Watershed Days	\$0	\$2,120	\$2,120	\$2,934	\$3,747	\$7,969	\$2,969	\$4,408	\$4,408	\$0
WC-SV Forest Health Partnership	\$0	\$0	\$0	\$4,043	\$37,500	\$27,067	\$77,067	\$24,133	\$24,133	\$24,133
Argosy-SVFHP	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$0	\$0	\$30,000
WC-Fire Recovery & Adaptive Management	\$0	\$0	\$0	\$0	\$0	\$113,297	\$51,801	\$182,647	\$171,647	\$76,647
CFBC- Wildfire Recovery	\$0	\$0	\$0	\$0	\$0	\$10,203	\$0	\$0	\$0	\$0
JBF-SVFHP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,985	\$29,985	\$29,985
Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$60,000	\$90,000	\$75,003	\$110,000	\$180,000
Reserve Funds Subtotal	\$81,228	\$81,212	\$67,725	\$149,219	\$243,267	\$455,261	\$470,062	\$529,441	\$565,889	\$585,482
AVAILABLE UNRESTRICTED CARRYOVER FUNDS	\$95,474	\$67,934	\$87,068	\$161,596	\$151,283	\$179,843	\$187,421	\$301,977	\$193,132	\$202,590

Attachment 4
Employee Handbook-Redline

~~LEFT HAND WATERSHED~~
~~OVERSIGHT~~
~~GROUP CENTER~~
The
Watershed Center

STAFF POLICY HANDBOOK

Adopted by the Board of Directors
September 20, 2016

Updated XXX



IMPORTANT NOTICE

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES. THESE GUIDELINES DO NOT REPRESENT A CONTRACT, ARE NOT MEANT TO BE ENFORCEABLE, AND SHOULD NOT BE RELIED UPON AS BINDING, INFLEXIBLE PROMISES MADE BY LWOGthe Watershed Center. LWOGthe Watershed Center RESERVES THE RIGHT TO MODIFY, REVOKE, SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED IN WHOLE OR IN PART WITH OR WITHOUT NOTICE.

A. EMPLOYMENT AT-WILL

Employment with LWOGthe Watershed Center is “at-will”. Any employee may be terminated with or without cause, a statement of reasons, or a hearing, just as any employee may resign at any time, for any reason. Nothing in this handbook is intended to modify the at-will employment relationship between LWOGthe Watershed Center and its employees.

B. RECRUITMENT AND HIRING

1. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Lefthand Watershed Oversight Group (LWOGthe Watershed Center) to provide equal employment opportunities ~~without regard to~~ and does not discriminate on the basis of race, color, ethnicity, sex, age, disability, religion or religious affiliation, genetics, national origin, sexual preference, marital/civil union status, or any other status protected by applicable federal, state or local law. race, color, creed, gender, expression, age, sexual orientation, ancestry, marital status, disability, religion, military status or any other status protected by applicable federal, state or local law in any of its activities or operations.

2. STATEMENT OF HIRE

Executive Director: Candidates will be selected and interviewed by the Board of Directors. Final candidate(s) may also be interviewed by the staff and, if the Board so desires, by other interested parties. The Board of Directors chooses which candidate to make an offer to and hire.

In the case of the Executive Director, his or her supervisor shall be construed to be the Board of Directors. The Executive Director will report first to the President when need arises, and the President shall determine whether further action should be taken by the Board of Directors. The Executive Director is the supervisor for all other employees.

Staff: Applicants for full and part-time staff positions will be interviewed by the Executive Director and/or hiring committee and hired by the Executive Director, or other designated supervisor. Board members and staff may participate in the hiring committee as appropriate.

Job descriptions for all positions shall serve as a basis for recruitment, and shall serve as criteria for screening all interested applicants for the purpose of selecting candidates for interview. If an employee leaves within one year of hiring, the hiring committee may consider, as appropriate, the same applicant pool as was used in the original recruitment effort to find a suitable replacement.

Each new employee shall be given a written letter of notification that specifies the conditions of her or his employment, the agreed-upon salary or hourly wage, benefits, and the start date. He or she will also be given a written job description and a copy of the [LWOGthe Watershed Center](#) Staff Policy Handbook.

C. EMPLOYMENT STATUS DEFINITIONS

CLASSIFICATION OF EMPLOYEE

For administrative purposes, [LWOGthe Watershed Center](#) classifies employees as follows:

Exempt Employees/Non-Exempt Employees: Employees are classified as exempt or non-exempt. The terminology is complex, and is centered on job responsibilities determined by management and actually performed by the employee. Exempt or non-exempt status is determined by the actual job, not the job title.

Exempt Employees: These employees are not covered by the overtime provisions of the Fair Labor Standards Act (FLSA). In general, bona fide executive, administrative, or professional employees are exempt from the FLSA.

Non-exempt Employees who perform work other than executive, administrative, or professional, as defined by the FLSA, must receive overtime pay for overtime work as stated in the Act. Work up to 40 hours per week must be compensated at the regular hourly rate of pay. Work in excess of 40 hours per week will be compensated at the rate of one and one-half the usual hourly wage as required by the FLSA.

Full-Time employees are those who are employed to work at least 40 hours per week to fill an established position and are eligible for employee benefits as specified in this Handbook.

Part-Time employees are those who are regularly scheduled to work less than 40 hours per week. Part-time employees ~~who are regularly employed for twenty-five (25) hours or more per week~~ are eligible for prorated ~~all~~ leave time described in this handbook, ~~provided that such leave time shall accrue only in the same proportion that the number of hours worked by the employee bears to forty (40) hours.~~

Temporary employees are those who are contracted to perform a specific task or service within a specific time frame. These positions require a written contract with [LWOGthe Watershed Center](#) ~~Watershed Center~~ which specifies the terms and conditions of employment, and do not ordinarily qualify for benefits.

Independent Contractors are those who are paid on a fee-for-service basis to perform certain

specified services. Independent Contractors are not considered to be employees of [the Watershed Center](#) ~~Left Hand Watershed Oversight Group~~ and are not covered by this employee handbook.

1. HOURS OF EMPLOYMENT

All employees' work week consists of a seven-day period beginning 12:01 a.m. Sunday and ending at 12:00 midnight Saturday

The [LWOG the Watershed Center](#) office (currently housed at Left Hand Water District offices) is ordinarily open from 8:00 am to 4:30 pm Monday through Friday. Thus, the regular work week is Monday through Friday 8:00 am to 4:30 pm with a half hour lunch break. Occasional work obligations at other times may be required in accordance with scheduled Board meetings or special events.

2. SEPARATION FROM EMPLOYMENT

Employees who decide to leave their employment with [LWOG the Watershed Center](#) -are encouraged to give a two week notice.- Written notice of voluntary resignation should be given to the designated Supervisor, who will notify the Bookkeeper to arrange for an exit interview and final paycheck.

On or before your last day of work, all [LWOG the Watershed Center](#) property, such as gate openers and keys must be returned to your supervisor. If you take vacation and do not return to work, the effective date of termination is the last day worked.

D. EMPLOYEE ANNUAL PERFORMANCE APPRAISAL PROCESS

EVALUATION PROCESS

[LWOG the Watershed Center](#) will conduct annual reviews of each employee's performance with their appropriate supervisor(s). The appraisal process is intended to provide employees with information concerning their employee progress and to serve as a means of improving performance. The appraisal process is not meant to serve as a substitute for ongoing discussions between Managers/Supervisors and employees.

E. PERSONNEL RECORDS

A confidential personnel file including employment application and other pertinent information is maintained by [LWOG the Watershed Center](#) on each employee. These records are used for complying with governmental regulations, to provide information for payroll deductions, to determine eligibility for insurance and other benefit programs, document pay increases and for other personnel- related matters

Personnel records are considered confidential subject to statutory requirements. Individuals may review their own personnel records, except for letters of reference, upon request. Personnel files may be reviewed during normal working hours at the [LWOG the Watershed Center](#) office, but no

documents may be removed by the reviewer. If the employee does not agree with any information contained in his/her file, then s/he may submit a written statement explaining his/her position, which will be made a part of the file. Personnel files may not be removed from the office by any employee.

Employees should notify the Executive Director (or his/her designee) promptly of changes in the following information: Name, Address, Marital status. This information will be maintained as part of each personnel record. No information from an employee's personnel file will be provided to any outside entity without the employee's prior written permission or a court order. Personnel records will be retained for 5 years after an employee leaves the organization.

It is the policy of LWOGthe Watershed Center that letters of recommendation and personnel information regarding employees is handled in a uniform manner. References to prospective employees shall be limited to the dates of employment and the position held, unless the employee gives written permission to LWOGthe Watershed Center to release additional information. Any such personnel information from LWOGthe Watershed Center will be issued by the Executive Director or other designated supervisor. No other employee shall divulge personnel information.

F. COMPENSATION

1. SALARIES AND WAGES

The salary or hourly rate for Executive Director/Watershed Coordinator will be determined by the Board of Directors. The salary or hourly rate for all other employees will be determined by the Executive Director or other designated supervisor in accordance with the Board approved annual budget. The following will be considered in determining the salary/hourly rate: the position, the fiscal condition of the organization, Board approved annual budget, and the individual's experience and qualifications.

Longevity, experience, and meritorious service may be recognized through wage/salary increases and/or bonuses, when deemed fiscally feasible by the Board of Directors.

Salary and wage compensation is distributed through direct deposit on the last working day of each month.

2. BENEFITS

~~Full-time employees are eligible to participate in a SIMPLE IRA retirement plan, where LWOGthe Watershed Center matches up to 3% of the employee's annual salary. Any employee who is expected to receive at least \$5,000 in the current year is eligible to participate in a SIMPLE IRA retirement plan, where the Watershed Center matches up to 3% of the employee's annual salary. Eligibility begins on the first day of the first full month of employment.~~

LWOGTthe Watershed Center may offer health insurance for eligible employees who are regularly scheduled at least 32 hours per week, provided that legal and budgetary limits allow such benefit. Information on the scope of coverage and available options, if any, will be reviewed with all employees.- If group insurance is or is not available to be offered, no payment in lieu of such

benefit will be available or due to any employee who does not receive or does not choose to receive insurance benefits.

3. REIMBURSEMENT OF EXPENSES

Employees, when authorized by the Executive Director or designated supervisor, will be reimbursed for necessary and reasonable expenses incurred for travel, lodging, parking, tolls, meals and other incidentals. All expense vouchers and accompanying receipts should be submitted monthly.

Travel: Employees are expected to use their privately-owned vehicles for approved travel, either in-state or out-of-state. Mileage will be reimbursed at the current IRS-authorized mileage rate. Employees are to use the most economical means of transportation, in light of actual cost and time spent traveling.

Travel Time: Employees traveling on ~~LWOG~~the Watershed Center business will be compensated for travel time to and from the destination when that travel is during normal working hours. While at the destination, they will be compensated for actual time spent working.

Lodging: Employees will be reimbursed for the actual cost of in-state or out-of-state lodging. Reimbursement for lodging is limited to the rate charged for a single room. A receipt detailing the charges must accompany the expense voucher.

Meals: Employees will be reimbursed for meals at established federal rates or the actual cost of the meal (whichever is less based on receipts) while traveling either in-state or out-of-state.

Other incidentals: Other travel-related expenses, such as bridge and road tolls, parking, will be reimbursed upon submission of an expense voucher and receipts for these expenses.

4. HOLIDAYS

Each regular full-time employee will receive twelve paid holidays as listed below. The office will be ~~closed~~closed between December 24th- January 1st and on the following ~~ten~~ holidays:

~~New Year's Day~~

Martin Luther King, Jr. Day

President's Day

Memorial Day

~~Juneteenth~~

Independence Day

Labor Day

Veteran's Day

Thanksgiving

Thanksgiving Friday

~~Christmas~~

Specific dates will correspond to the recognized federal holidays in any given year, or as negotiated with the Executive Director or with the designated supervisor.

In addition, each employee will receive two Discretionary Holidays, at the employee’s choice and with Executive Director’s approval. These two days may be used for federal holidays not already covered, religious holidays, birthdays, or family events.

All employees who are on the active payroll roster on the date of the holiday are eligible for holiday pay (i.e. payment of wages for a day on which the employee is not required to report for work). Employees receiving Workers Compensation, on leave of absence, or on layoff, are not eligible for holiday pay. Employees working less than 40 hours per week but otherwise eligible for paid leave will receive pro-rated compensation based on the ratio of their normal work week to 40 hours per week.

When a holiday falls on a Saturday, ~~LWOG~~the Watershed Center will recognize the preceding Friday as the holiday. If the holiday falls on a Sunday, the following Monday will be recognized as the holiday.

5. ANNUAL LEAVE

Annual Leave with pay is granted to every permanent full-time and part-time employee, beginning with the first full month of employment.

For employees working 40 hours per week, annual leave is accrued as follows:

Years 1-2	10 days per year
Years 3- 9 5	15 days per year
Years 10 6-9+	20 days per year
<u>Years 10-14+</u>	<u>25 days per year</u>

Employees may accrue vacation from one year to the next (carryover). In no event shall an employee be permitted to ~~accrue carryover~~ more than sixty (120) hours or 15 days into the next year, without prior approval of the Board of Directors.

Annual leave for employees working less than 40 hours per week is pro-rated based on the ratio — of the number of their usual hours per week to 40. Earned annual leave is calculated and accrued on a monthly basis.

Annual leave must be approved by the Executive Director or by the designated supervisor.

Generally, no payments in lieu of annual leave will be made, except when an employee terminates employment, in which case, he or she will receive payment for that annual leave time which has accrued up to the date of termination.

6. HEALTH LEAVE

~~Health leave will accrue at the rate of 8 hours per month, or~~ Full time employees will receive 12 days

~~of health leave per year, available at the beginning of the calendar year for full time employees working 40 hours per week. Health leave for employees working less than 40 hours per week is pro-rated. During the first six months of their employment, new employees may "borrow" up to three days of health leave before it is accrued.~~

Health leave may be taken for medical appointments, personal illness, prevention of illness, or in the event of illness. Health leave that is earned but not taken shall carry over on an annual basis to a maximum of ~~60~~40 hours for full-time employees, pro-rated for part-time employees. The Board of Directors may grant additional health leave under exceptional circumstances.

Accrued health leave may not be taken as pay upon termination of employment.

7. BEREAVEMENT LEAVE

In the event of a death in the employee's immediate family, up to 8 days additional paid personal leave shall be granted at the discretion of the Executive Director. The President of the Board shall approve the Executive Director's request for bereavement leave.

8. MILITARY LEAVE

Employees who belong to military reserves or the National Guard who request leave for military training will be carried on the agency's records as on military training leave for a period not to exceed 15 calendar days per year. Annual leave or leave without pay may be used for military leave, and full benefits will accrue during the leave period. Request for military leave must be made in writing to the Executive Director or designated supervisor along with a copy of the employee's Military Orders, which will be placed in the employee's personnel file.

9. JURY DUTY

Any employee who is summoned for jury duty during a regularly scheduled work time will be compensated for scheduled hours. A copy of the subpoena or order requiring such duty must be submitted with a leave request in order for such compensation to be paid. As a condition of the receipt of such pay, any stipend paid to the employee for jury service or as a witness fee must be paid to ~~LWOG~~the Watershed Center or an equivalent amount deducted from the employee's pay.

10. LEAVE OF ABSENCE WITHOUT PAY

Under circumstances where an employee is not eligible for paid leave, he or she may be granted unpaid leave on such terms and conditions as may be permitted by ~~LWOG~~the Watershed Center in its discretion. Unpaid leave shall not be granted for more than six (6) months, but may be renewed upon its expiration.

No employee shall receive more than one leave of absence per year except in extraordinary circumstances; nor shall an employee be granted such a leave until her or his accrued annual leave is exhausted.

All benefits cease during a leave of absence without pay. Holidays are not paid, and annual and health leave does not accrue. Health benefits, when provided, can be continued during the leave provided the employee pays the full cost.

11. VOTING

Any employee whose work schedule is such that polls are not open during at least three (3) non working hours on Election Day shall be permitted paid leave for time spent voting, not to exceed two (2) hours.

G. ADDITIONAL POLICIES

1. COMPLIANCE WITH CONFLICT OF INTEREST POLICY AND STATEMENT OF VALUES AND ETHICAL STANDARDS

Employees are subject to and shall at all times (including during their non-work hours) comply with the terms of the Conflict of Interest policy as adopted by and as may hereafter be amended by the Board of Directors of [LWOGthe Watershed Center](#). Without limiting the foregoing:

Employees must conduct all of their activities, including those relating to persons closely associated with them and to business and/or other organizations, in such a way that no conflict of interest or appearance of a conflict of interest will arise between those other interests and the policies, operations and interests of [LWOGthe Watershed Center](#). A conflict of interest exists whenever an employee, or his or her spouse, siblings, parents or children, has a material financial interest in a transaction or project under consideration by the Board of Directors of [LWOGthe Watershed Center](#) or otherwise involving [LWOGthe Watershed Center](#) or in which such person has a personal or organizational interest that would impair the person's ability to make judgments in the best interest of [LWOGthe Watershed Center](#).

No Employee of [LWOGthe Watershed Center](#) may participate in the selection, award or administration of a grant or contract in which he or she has a financial interest or any interest involving prospective employment.

Employees must annually submit a disclosure statement identifying any conflict of interest or potential or apparent conflict of interest.

No Employee may accept personal remuneration or gratuities from outside sources for the performance of services rendered on behalf of [LWOGthe Watershed Center](#).

Employees shall act in compliance with the mission of [LWOGthe Watershed Center](#) with integrity and accountability while respecting the confidentiality of information that is not generally available to the public.

2. TRAINING AND PROFESSIONAL DEVELOPMENT

Training and professional development are encouraged when they are of mutual benefit to the employee and to [LWOGthe Watershed Center](#). Requests for training or participation in professional

development activities shall be submitted to the employee's designated supervisor for approval. In some situations, tuition reimbursement for professional development training may be available to the employee, at the discretion of the supervisor based on the approved annual budget.

3. DRUG AND ALCOHOL

LWOG the Watershed Center is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its employees. The LWOG the Watershed Center program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on LWOG the Watershed Center property or as part of any LWOG the Watershed Center-sponsored activities. In order to meet these responsibilities, LWOG the Watershed Center policy:

1. Requires all employees to abide by the terms of this policy as a condition of initial and continued employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state and federal laws as well as LWOG the Watershed Center policies. LWOG the Watershed Center policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs or controlled substances in the workplace; on its premises; or as a part of any LWOG the Watershed Center-sponsored activities.
3. Considers a violation of this policy to be a major offense, which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment. A criminal conviction is not required for sanctions to be imposed upon an employee for violations of this policy.

4. VEHICLES AND AUTO INSURANCE

Use of personal vehicles. LWOG the Watershed Center staff must maintain their vehicles in good working condition and maintain their own auto insurance and a valid driver's license.

Use of Watershed Center vehicles.

Watershed Center vehicles may be used only for the purpose and in the manner authorized by the Watershed Center. Only authorized and qualified employees may operate Watershed Center vehicles. All vehicles shall be operated in accordance with all applicable traffic laws and vehicle operators shall be responsible for the condition and proper use of their vehicles. Unauthorized or improper use of Watershed Center vehicles will not be tolerated.

5. EEO CODE OF CONDUCT

A. Americans with Disabilities Act As Amended (ADAAA) and Religious Accommodation - LWOG the Watershed Center will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to LWOG the Watershed Center or cause a direct

threat to health and safety. Employees needing accommodation are instructed to contact any employee.

B. Equal Employment Opportunity (EEO) Harassment - LWOGthe Watershed Center strives to maintain a work environment free of unlawful harassment. In doing so, LWOGthe Watershed Center prohibits unlawful harassment because of race, color, religion, gender, gender identity, national origin, age 40 and over, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's protected status will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Posting, emailing, or distributing materials in written form such as cartoons, e-mails, posters, drawings, and photographs
- Verbal conduct such as epithets, derogatory comments, slurs or jokes
- Physical conduct such as assault, or blocking an individual's movements

This policy applies to all employees. Non-employees such as, vendors and consultants are expected to comply with this policy as a condition of their contracts. Employees, contractors, and consultants are also prohibited from harassing customers and clients on the basis of the protected status of the customers and clients.

C. Sexual Harassment - It is against the policies of LWOGthe Watershed Center, and illegal under state and federal law, for any employee or Board member, male or female, to sexually harass another employee. LWOGthe Watershed Center is committed to providing a workplace free from this unlawful conduct. It is a violation of this policy for an employee to engage in sexual harassment.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that employee; or
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following, when such acts come under the above definition:

- Either explicitly or implicitly conditioning any term of employment, such as continued employment, wages, evaluation, promotion or assigned duties, on the provision of sexual favors;
- Touching or grabbing a sexual part of an employee's body;
- Continuing to ask an employee to socialize on or off duty when that person has indicated s/he is not interested;

- Discussion of sexual matters, graphic descriptions of sexual activities, telling sexual jokes or displaying pornography in the workplace;
- Derogatory or provoking remarks about or relating to an employee's sex or sexual orientation.

D. Complaint Procedure - If an employee believes there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, s/he should use the following complaint procedure. [LWOGthe Watershed Center](#) expects employees to make a timely complaint to enable [LWOGthe Watershed Center](#) to investigate and correct any behavior that may be in violation of this policy.

Any employee, who believes that she or he has been discriminated against, harassed, and/or retaliated against, has a number of options. The employee should select the route that feels most appropriate for the circumstances. The employee may file a complaint with any of the following:

- The Executive Director; or
- The President of the Board.

If an employee believes that his or her personal safety is in jeopardy because of harassment while working outside of regular business hours, the employee should leave work immediately and notify one of the above as soon as possible.

[LWOGTthe Watershed Center](#) prohibits retaliation against an employee, applicant, or contractor for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

Upon notice of a complaint involving potential discrimination, harassment, and/or retaliation [LWOGthe Watershed Center](#) will promptly investigate the complaint. [LWOGTthe Watershed Center](#) will strive to protect the confidentiality of all aspects of its investigation; however, [LWOGthe Watershed Center](#) cannot guarantee confidentiality. All employees are expected to cooperate with [LWOGthe Watershed Center](#) management during the course of an investigation of discrimination, harassment, and/or retaliation.

If [LWOGthe Watershed Center](#) determines that an employee's behavior is in violation of this policy, the employee will be subject to discipline, up to and including termination of employment.

6. ELECTRONIC COMMUNICATIONS

PURPOSE. The purpose of this policy is to protect the quality and integrity of the Watershed Center's electronic communications and to provide employees with standards of behavior when using electronic communications. Each item in the policy is designed to strengthen the quality and integrity of this resource while minimizing risks to the Watershed Center's employees and the information systems.

POLICY. The Watershed Center is committed to the utilization of new technologies and provides a variety of electronic tools including, but not limited to: telephones, (including wireless), mobile

radio, voice mail, computers, facsimile machines, pagers, electronic mail (e-mail) systems, instant messaging, internet access and a browser for employees whose job performance would be enhanced by the technology. The Watershed Center's electronic communications tools are Watershed Center property and are primarily intended for business-related purposes. Incidental and occasional personal use is permitted. In order to ensure compliance with copyright laws and protect the Watershed Center from being victimized by the threat of viruses or hacking into our servers, the following guidelines are hereby adopted:

PERSONAL COMPUTER USAGE

It is the Watershed Center's intent to limit personal computer use and Internet access to official business. Employees are authorized to utilize personal computers and access the Internet for personal use only on an incidental and occasional basis during working hours and after regular hours, in strict compliance with the other terms of this policy.

Employees using the Watershed Center's personal computers, e-mail accounts and Internet link are acting as representatives of the Watershed Center. As such, employees must act accordingly so as not to damage the reputation of the Watershed Center by creating, viewing, storing, transmitting, sending, or intentionally receiving communications, files, or documents that are or could be interpreted as being intimidating, harassing, unlawful, or containing hostile, degrading, sexually explicit, pornographic, discriminatory, or otherwise offensive references.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received a copy of the employment guidelines of ~~the Lefthand Watershed Oversight Group (LWOG)~~the Watershed Center. I understand that I am to become familiar with its contents as it outlines my responsibilities, benefits, and organizational guidelines. **I understand that these guidelines do not constitute a contract and impose no legal obligation of any kind on LWOGthe Watershed Center.**

I understand that LWOGthe Watershed Center reserves the right to change or rescind these guidelines at any time, as well as the right to determine their meaning, purpose, and effect. I also understand that LWOGthe Watershed Center reserves the right, in its sole discretion, to determine whether, and to what extent, these guidelines should be applied in any given circumstances.

I understand that my employment with LWOGthe Watershed Center is at-will, and may be terminated at any time, with or without cause, a statement of reasons, or a hearing, and that I may resign at any time, for any reason.

_____ Printed Name

_____ Signature

_____ Date