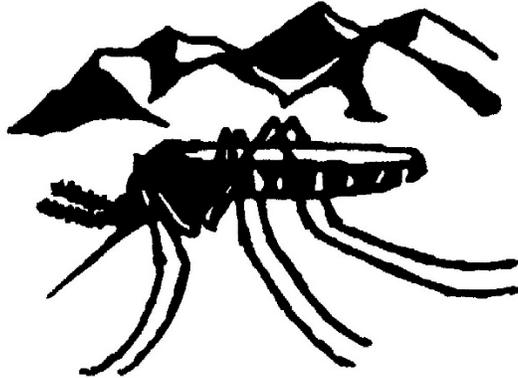


**CACHE MOSQUITO**



**ABATEMENT DISTRICT**

**EMPLOYEE  
HANDBOOK**

**EMPLOYEE RECEIPT AND ACCEPTANCE**

I hereby acknowledge receipt of the Cache Mosquito Abatement District (CMAD; “the District”) Employee Handbook. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with CMAD that provides otherwise, I have the right to resign from my employment with CMAD at any time with our without notice and with or without cause, and that CMAD has the right to terminate my employment with or without notice and with or without cause.

I have read, understand, and agree to all of the above. I have also read and understand the CMAD Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Disclaimer:** No contract exists between the Cache Mosquito Abatement District (hereafter known as the District) and its employees with respect to salary ranges, movement within salary ranges, or employee benefits or any other aspect of employment. These policies and procedures may change at any time. Utah state law (17B-1-801 *Utah Code*) requires the District to adopt a merit system and other policies concerning employees. While these policies grant certain privileges and require satisfactory performance by employees, they do not create a contractual relationship between the District and its employees. All District employees are employees at will, except to the extent that this at-will status is changed by a written contract approved by the Board of Trustees.

**Privacy in the Workplace:** All areas of the work place at the Cache Mosquito Abatement District are considered public areas which are subject to search, and employees have no expectation of privacy in any area of the work place, including desks, lockers, etc. Furthermore, company phones, computers, e-mail, and voicemail are provided for business purposes only and are subject to search and monitoring at any time (please refer to the electronic media policy).

## **I. GENERAL<sup>1</sup>**

The Cache Mosquito Abatement District (CMAD, “the District”) will provide fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion or creed, sex, national origin, age, physical or mental disability, veteran status, genetic information, and with proper regard for their privacy and constitutional rights as citizens. No class of jobs will be closed, nor will there be reduced compensation, to any individual because of the above-referenced criteria. An employee will receive at least minimum wage as a gross wage, minus the legally required deductions. This policy complies with Title VII of the Civil Rights Act of 1964 and the Fair Labor Standards Act.

Additionally, it is the policy of CMAD to strive for safety in all activities and operations and to carry out the commitment of compliance with health, safety, and environmental laws applicable to the District by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

## **II. EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

CMAD employees shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Trustees will not discriminate against any employee or applicant in a manner that violates the law.

CMAD is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. CMAD’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Field Operations Manager and/or Administrative Manager shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

CMAD will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of CMAD may have violated the Equal Employment Opportunity Policy should report the possible violation to one of the Managers. If CMAD determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this

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<sup>1</sup> Adopted by CMAD Board of Trustees April 28, 2016

policy will not be subject to retaliation. Upon completion of the investigation, CMAD will inform the employee who made the complaint of the results of the investigation.

CMAD is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at CMAD for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on CMAD. Employees who believe that they may require an accommodation should discuss these needs with the Managers.

If you have questions regarding this policy, please contact the Managers or the Chairman of the Board of Trustees.

### **III. POLICY AGAINST WORKPLACE HARASSMENT**

CMAD is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

CMAD's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, CMAD has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. CMAD's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. CMAD's policy against harassment covers employees and other individuals who have a relationship with CMAD which enables CMAD to exercise some control over the individual's conduct in places and activities that relate to CMAD's work (e.g. trustees, officers, contractors, vendors, volunteers, etc.).

*Prohibition of Sexual Harassment:* CMAD's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances—whether they involve physical touching or not; (2) requests for sexual favors in exchange for

actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against CMAD policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

*Prohibition of Other Types of Discriminatory Harassment:* It is also against CMAD's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in CMAD's premises such as on an employee's desk or workspace or on CMAD's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against CMAD's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

*Reporting of Harassment:* If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of CMAD, you should report the incident immediately to your supervisor or to the Chairman of the Board of

Trustees. Possible harassment by others with whom CMAD has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

CMAD will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. CMAD's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If CMAD determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, CMAD will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Managers. In the case where the allegation of harassment is against one of the Managers, please notify the Chairman of the Board of Trustees.

#### **IV. SOLICITATION**

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on CMAD property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by CMAD may not solicit or distribute literature on CMAD's premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Manager.

#### **V. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY**

The regular work week is forty (40) hours. For field and surveillance workers, individual work hours should be discussed and approved by the Field Ops Manager. Absenteeism or tardiness that is unexcused or excessive in the judgment of the Field Ops Manager and/or District is grounds for disciplinary action, including dismissal. If you are absent for any

reason or plan to arrive late or leave early, you must notify your supervisor or the administrative manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or the Administrative Manager will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with CMAD. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, CMAD may counsel employees prior to termination for excessive absences, tardiness or leaving early.

Overtime, defined as work in excess of forty hours per week, shall be compensated at the rate of 1½ times base pay. All overtime must be pre-approved by the Field Operations Manager if so authorized by the District Board of Trustees. Payment of overtime will BE provided in the pay period following the period in which it is earned.

## **VI. EMPLOYMENT POLICIES AND PRACTICES**

### **A. Definition of Terms**

- **Employer.** The CMAD is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by CMAD.
- **Full-Time Employee.** A Full Time Employee regularly works at least 40 hours per week
- **Part-Time Employee.** A Part Time Employee regularly works less than 40 hours per week but no less than 17 ½ hours per week.
- **Exempt Employee.** An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").
- **Non-Exempt Employee.** A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non-Exempt Employees, an accurate record of hours worked must be maintained. CMAD will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

- Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the *CMAD Employee Handbook*.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

## **VII. POSITION DESCRIPTION AND SALARY ADMINISTRATION**

Each position shall have a written job description (see Appendix A). In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car, etc. The manager(s) shall have discretion to modify the job description to meet the needs of CMAD.

Paychecks are distributed biweekly (Field Ops Manager and field workers) or monthly (Administrative Manager). Timesheets are due to the Administrative Manager within two days of each pay period. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement) that may be authorized.

## **VIII. ECONOMIC BENEFITS AND INSURANCE**

At the current time, CMAD does not provide health/life insurance, a retirement plan, or tax deferred annuity plan. CMAD participates in the provisions of the Social Security, Medicare and Medicaid programs. Employee's contributions are deducted from each paycheck and CMAD contributes at the applicable wage base as established by federal law.

Employees are covered for benefits under the Workers Compensation Law. Absences for which worker compensation benefits are provided are not charged against the employee. To assure proper protection for employees and CMAD, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from CMAD. CMAD also participates in the state of Utah unemployment program.

## **IX. LEAVE BENEFITS AND OTHER WORK POLICIES**

Due to the seasonal aspect of CMAD, there are no holidays, vacation, or sick leave. Employees may be excused from their regular work hours for bereavement, parental, military, or extended personal leave or for civic duties.

## **X. REIMBURSEMENT OF EXPENSES**

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for CMAD at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the Board of Trustees, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or CMAD's current and anticipated work. Expenses for these purposes can be paid by CMAD, if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by CMAD for work outside normal work hours if the employee is on official business for CMAD. Employees authorized to use their personal cars for CMAD business are reimbursed at the U.S. Internal Revenue Service approved rate. Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

## **XI. SEPARATION**

Either CMAD or the employee may initiate separation. CMAD encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Field Ops Manager or his or her designee. The Board of Trustees has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. **Resignation.** Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused benefits, as applicable.

2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused benefits, as applicable.

The Board of Trustees or the Manager(s) have authority to discharge an employee from the employ of CMAD. As stated above, all employment at CMAD is “at-will.” That means that employees may be terminated from employment with CMAD with or without cause, and employees are free to leave the employment of CMAD with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected CMAD’s decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to CMAD or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including CMAD’s property;
- Breach of confidentiality (such as purchase negotiations for land);
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of CMAD or its customers or vendors;
- Placing oneself in a position in which personal interests and those of CMAD are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using CMAD property or services for personal gain or taking, removing or disposing of CMAD material, supplies or equipment without proper authority;
- Gambling in any form on CMAD property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the CMAD premises at any time in violation of
- CMAD’s policies.
- Carrying or possessing firearms or weapons on CMAD property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Manager(s), the employee may be asked to leave immediately or be given a period of notice.

## **XII. RETURN OF PROPERTY**

Employees are responsible for CMAD equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephones,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Manager or his or her designee, Employees must return all CMAD property that is in their possession or control. Where permitted by applicable law(s), CMAD may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. CMAD also may take any action deemed appropriate to recover or protect its property.

## **XIII. REVIEW OF PERSONNEL ACTIONS**

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor (Field Ops Manager). If further discussion is desired, the employee may then discuss the situation with the Administrative Manager. The decision of the Administrative Manager is final.

## **XIV. PERSONNEL RECORDS**

Personnel records are the property of CMAD, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by the Field Operations Manager or

Financial Officer. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action including separation from employment with CMAD.

**XV. COMPUTER AND INFORMATION SECURITY**

The CMAD Electronic Media Policy addressed computer and information security. Employees will receive this policy at the start of their employment. The signed statement of receipt and agreement to the provisions set forth will be contained in the personnel record.

**XVI. DISCIPLINE AND GRIEVANCE PROCESS**

Personal Conduct:

Employees should be at their best when representing the District. The impression that an outside individual has of the District may greatly be determined by the actions of its personnel. Individuals should take pride in their personal appearance. Punctuality, willingness to be of service, and courtesy should be observed at all times. Personnel shall keep District business out of social conversation. The confidential affairs of the District are not proper subjects for public discussion. Employees may be disciplined for any conduct that discredits the District in the eyes of the public or adversely affects the efficiency, effectiveness, or harmony of District functions.

Grievance:

In the event of demotion or dismissal, the employee may appeal to the governing body of the District. An appeal is taken by filing a written grievance with the District secretary within ten days after the action on which the grievance is based. The Board will then set a date for a hearing during which evidence may be taken. The decision of the Board must be made within fifteen days of the hearing and notice mailed to the affected employee. The Board's decision is final.

**XVII. WHISTLEBLOWER PROTECTIONS**

The Cache Mosquito Abatement District encourages the reporting of improper governmental actions by any district trustees or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the report are made in compliance with this policy and related procedure.

The District Board of Trustees and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedure.

“Improper governmental action” means any action by a trustee or employee undertaken in the performance of the trustee or employee’s official duties, whether or not the action is within the scope of the employee’s job; and that is:

- In violation of any federal, state, or local law or rule;
- An abuse of authority;
- Of substantial and specific danger to the public health or safety; or
- A gross waste of public funds.

“Improper governmental action” does not include personnel actions. “Retaliatory action” means any adverse action against an employee taken as a result of the employee reporting an improper governmental action.

A. Reporting

Employees who become aware of actions that they believe constitute improper governmental action should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor or designee, stating in detail the basis for the employee’s belief that an improper governmental action has occurred.

Where the employee reasonably believes the improper governmental action involves his or her supervisor (the field operations manager), the employee may raise the issue directly with the administrative manager.

In case of emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, or where the employee has a legal obligation to report (for instance, where child abuse is suspected), the employee shall report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.

District employees who fail to make a good faith attempt to follow this policy and procedure in reporting improper governmental conduct shall not be eligible for the protections outlined.

B. Response

The employee’s supervisor or the administrative manager shall take prompt action to see that the report of improper governmental action is properly investigated. Persons involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employees authorize the disclosure of their identities in writing.

After an investigation has been completed, the reporting employee shall receive a summary of the investigation results, except to the extent that resulting personnel actions must be kept confidential. If a reporting employee reasonably believes that an adequate investigation was not done by the district, that insufficient action has

been taken, or that the improper governmental action is likely to reoccur, the employee may report information about the improper governmental action directly to the appropriate government agency.

C. Retaliation

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise the District managers. Appropriate action to investigate and address complaints of retaliation shall be taken.

If the complaint cannot be informally resolved, the employee shall provide written notice to the Board of Trustees chairman that specifies the alleged retaliatory action and the relief requested by the employee. The written complaint must be filed within 30 calendar days of the alleged retaliation.

The District will respond to the complaint within 30 calendar days of receiving the written notice.

If the employee alleging retaliation receives no response from the District or objects to the District's response, the employee may request a hearing before a state administrative law judge.

The request for a hearing must be delivered in writing to the Board of Trustees chairman either 15 calendar days following the District's response, or 45 calendar days after the complaint was filed, if there was no response.

The District will apply for hearing within five (5) working days to the state.

1<sup>st</sup> District Court – Cache County  
135 North 100 West  
Logan, UT 84321  
Phone: (435) 750-1300  
Fax: (435) 750-1355

The District will consider any recommendation provided by the administrative law judge that an employee found to have retaliated against an employee who reported improper governmental action be suspended with or without pay or dismissed.

D. Administration

A summary of this policy and procedure will be permanently posted where all employees will have reasonable access to it, the policy and procedure will be made available to any employee who requests them, and the policy and procedure is found in the *CMAD Employee Handbook* that will be given to all new employees.

## **APPENDIX A—POSITION DESCRIPTIONS**

Administrative Manager

Field Operations Manager

Seasonal Mosquito Control Technician (Larvicide)

Seasonal Mosquito Control Technician (Adulticide)

Seasonal Mosquito Control Technician (Surveillance)

**CACHE MOSQUITO ABATEMENT DISTRICT  
ADMINISTRATIVE MANAGER**

**This is a part-time non-exempt position; no benefits are offered.**

**Nature of Work:** Under the direction of the CMAD Board of Trustees and in coordination with the Field Operations Manager, this position relates to organizing, maintaining, and controlling administrative records for the district; public information liaison between District and public.

**Essential Job Functions:** Assists the Board of Trustees and Field Operations Manager in formulating policies and procedures and interprets federal, state, and county laws, rules, and regulations pertaining to mosquito abatement districts. Sets up and supervises the maintenance of budgetary and fiscal records, cost data, and personnel records, and devises forms as required. Analyzes the data and prepares summary and statistical reports. Plans, organizes, and directs the District's administrative functions including budgeting and budget preparation; fiscal evaluation, control, and accounting; personnel management and related responsibilities including job auditing, classification recommendations, transactions, recruitment, injured worker case management, equal employment opportunities, labor relations, employee benefits, and performance evaluations. Maintains the general ledger and expenditure records, reconciles bank statements, furnishes records to the CPA for annual review of all District transactions, prepares monthly financial statement of operations, and prepares cumulative analysis of expenditure accounts for control of existing budget and for use in preparation of following year's budget. Responsible for the fixed asset and equipment inventory records. Responsible for all records pertaining to the Board of Trustees, including agendas, minutes, resolutions, committees, terms of office, attendance records, appointments, and legal documents. Compiles data and prepares federal and state tax deposits and reports and all other payroll-related documents and payments. Keeps apprised of benefits and exclusions specific to insurance providers and makes recommendations to the employees-at-large accordingly. Assists Field Operations Manager in other duties as required. Plans and administers publicity and education programs with cities, schools, civic groups, and the media. Serves as public information officer for the District. Attends Board of Trustee meetings and staff training sessions and keeps informed of current developments and legislative actions, reads the professional literature, and participates in professional associations.

**Minimum Education, Training and Experience:** Prefer Bachelor's degree in Entomology, Biology, Environmental Sciences, or a related field supplemented by five (5) years of administrative office duties; public speaking and writing skills. Word processing skills, spreadsheet applications, and a working knowledge of Quickbooks Pro Accounting package and GIS mapping technology are required. Knowledge of the policies and procedures of the Cache Mosquito Abatement District.

**Required Certificates/Licenses:** Valid Utah Driver's License is required.

**CACHE MOSQUITO ABATEMENT DISTRICT  
FIELD OPERATIONS MANAGER**

**This is a part-time non-exempt position; no benefits are offered; primary duties are from April to October.**

**Nature of Work:** Under the broad policy guidance of the CMAD Board of Trustees and in coordination with the Administrative Manager, the incumbent performs a variety of managerial, administrative, and supervisory duties related to the mosquito abatement program to promote the health and comfort of county residents and visitors.

**Essential Job Functions:** Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and hires field workers. Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with staff, assists with complex/problem situations, and provides technical expertise. Ensures District compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations. Supervises, schedules, and coordinates truck spray operations and ground larvicide operations; maintains logs/reports of areas treated; reports to the Board of Trustees on a regular basis. Conducts surveillance of adult mosquito activity through traps; prepares laboratory reports of mosquito identification and counts. Ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials. Coordinates with Treasurer and Administrative Manager to prepares and administer operating budget and capital budget for assigned area; monitors expenditures to ensure compliance with approved budgets. Ensures that GIS mapping of mosquito locations takes place; operates personal computer as needed to log and record data and generate reports and records. Performs other related duties as assigned.

**Minimum Education, Training and Experience:** Prefer Bachelor's degree in Entomology, Biology, Environmental Sciences, or a related field, supplemented by five (5) years of public health mosquito control experience as well as budget planning and implementation; public speaking, writing, and teaching skills. Knowledge of chemicals and techniques used in mosquito abatement; knowledge of GIS mapping technology. Knowledge of the policies and procedures of the Cache Mosquito Abatement District.

**Required Certificates/Licenses:** Valid Utah Driver's License is required. Must possess and maintain valid Utah Non-Commercial Pesticide Applicator's License.

## **Seasonal Mosquito Control Technician (Larvicide)**

*(Approximately: May - Sept)*

### **Position Description:**

Seasonal employees work under direction of the Field Operations Manager. Most work will be in the field, entailing inspection and larvicidal treatment of creeks, catch basins, drains, marsh areas, and miscellaneous sources. This position also includes preparing materials and equipment for work assignments, service requests, clearing access ways, some drainage maintenance, general maintenance, housekeeping, and assistance with frequent or routine needs. Seasonal employees are required to work dependably and cooperatively with others, maintain and appreciate safety precautions, attend training sessions as required, and operate some specialized equipment. Seasonal Mosquito Technicians (Larvicide) will operate District vehicles (pickups pulling trailers; all-terrain vehicles with mounted spreaders).

### **Minimum Qualifications:**

- High School Graduate
- 18 Years of age or over
- Possess a valid Utah driver's license to be insurable by automobile liability insurance companies that shall meet the current standards acceptable to the District's current automobile insurance carrier to qualify for, or continue employment with the District.
- Possess, or is able to obtain before field work starts, a Utah Non-Commercial Pesticide Applicators Permit

### **Working Conditions:**

- 40-hour workweek: 8:00 a.m. - 4:30 p.m., Monday through Friday.
- No paid vacation or sick leave time.
- Time off for College registration may be arranged.

## **Seasonal Mosquito Control Technician (Adulticide)**

*(Approximately: June - Sept)*

### **Position Description:**

Seasonal employees work under direction of the Field Operations Manager. Most work will be in the field, entailing ULV application for adult mosquito control. This position also includes preparing materials and equipment for work assignments, service requests, general maintenance, housekeeping, and assistance with frequent or routine needs. Seasonal employees are required to work dependably and cooperatively with others, maintain and appreciate safety precautions, attend training sessions as required, and operate some specialized equipment. Seasonal Mosquito Technicians (Adulticide) will operate District vehicles (pickups with foggers mounted in bed).

### **Minimum Qualifications:**

- High School Graduate
- 18 Years of age or over
- Possess a valid Utah driver's license to be insurable by automobile liability insurance companies that shall meet the current standards acceptable to the District's current automobile insurance carrier to qualify for, or continue employment with the District.
- Possess, or is able to obtain before field work starts, a Utah Non-Commercial Pesticide Applicators Permit

### **Working Conditions:**

- 30-hour workweek: 7:30 p.m. - 1:30 a.m., Monday through Friday.
- No paid vacation or sick leave time.
- Time off for College registration may be arranged.

## **Seasonal Mosquito Control Technician (Speciation)**

*(Approximately: June - Sept)*

### **Position Description:**

Seasonal employees work under direction of the Field Operations Manager. Most work will be inside working with mosquito speciation and counting. This position also includes preparing materials and equipment for work assignments (such as setting up CO2 traps once a week, collecting traps, speciating and counting mosquitoes) general maintenance, housekeeping, and assistance with frequent or routine needs. Seasonal employees are required to work dependably and cooperatively with others, maintain and appreciate safety precautions, attend training sessions as required, and operate some specialized equipment. Seasonal Mosquito Technicians (Speciation) will operate District vehicles (pickups with foggers mounted in bed).

### **Minimum Qualifications:**

- High School Graduate
- 18 Years of age or over
- Possess a valid Utah driver's license to be insurable by automobile liability insurance companies that shall meet the current standards acceptable to the District's current automobile insurance carrier to qualify for, or continue employment with the District.
- Possess, or is able to obtain before field work starts, a Utah Non-Commercial Pesticide Applicators Permit

### **Working Conditions:**

- 30-hour workweek: 7:30 p.m. - 1:30 a.m., Monday through Friday.
- No paid vacation or sick leave time.
- Time off for College registration may be arranged.