



## FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Member of Wyoming Solid Waste and Recycling Association (WSWRA)

P.O. Box 1400

Lander, WY 82520

telephone 307.332.7040

fax 307.332.5013

trashmatters.org

### MEETING AGENDA

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

BOARD OF DIRECTORS – REGULAR MEETING

February 20, 2019 - 9:30 a.m.

#### 1. PRELIMINARY ITEMS:

- a. Pledge of Allegiance
- b. Roll Call: Michael Adams, Steve Baumann, Gary Weisz, Rick Klaproth, Mark Moxley, Rob Dolcater, Gina Clingerman, Jennifer Lamb, Robert Townsend
- c. Declaration of Quorum
- d. Approval of Agenda (*Discussions and Formal Action*)
- e. Public Comment / Communication from the Floor

#### 2. CONSENT ITEMS:

- a. Approval of the Minutes:
  - i. Regular January 2019 Board Meeting
- b. Approval of the Accounts Payable
  - i. January 2019 Invoices
- c. Acceptance of Consultants and Agreement Reports
  - i. Trihydro Corporation
  - ii. Burns and McDonnell
  - iii. Wind River Inter-Tribal Solid Waste – *no report submitted*
- d. Acceptance of Staff Reports
  - i. Superintendent Report

#### 3. BUSINESS ITEMS:

- a. Wyoming Game & Fish – FCSWDD Deer Carcass Fee Waiver Pilot Project Report (*Discussions*)
- b. Committee Appointments – Health Benefit & Wage Committee, Disposal Rate Committee, Operating Budget Committee, Wind River Indian Reservation Solid Waste Negotiations Committee, and Recycling Committee (*Discussions and Formal Action*)
- c. Capacity Audits (*Discussions and Formal Action*)
- d. FCSWDD Policy Review – Proposed Revisions (*Discussions*)

#### 4. NEW BUSINESS

#### 5. CALL FOR ADJOURNMENT

#### 6. UPCOMING MEETING(S):

- a. The next Regularly Scheduled Meeting(s):
  - i. March 18, 2019, at 9:30 a.m.



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FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

### Minutes of Regular Board Meeting

January 21, 2019

#### 1. PRELIMINARY ITEMS:

a. – c. The regular meeting of the Fremont County Solid Waste Disposal District Board of Directors was held on the above date and called to order by CHAIRMAN MOXLEY at 9:30am. CHAIRMAN MOXLEY then led the Pledge of Allegiance and declared that there was a quorum of the Board with the following people in attendance:

<u>Board Members:</u>	Mike Adams, Steve Baumann, Rick Klaproth, Mark Moxley, Rob Dolcater, Gina Clingerman, Jennifer Lamb, and Robert Townsend
<u>Excused Member(s):</u>	Gary Wesiz
<u>Unexcused Member(s):</u>	None
<u>Commissioner Liaison:</u>	Mike Jones
<u>Community Liaisons:</u>	Kyle Larson (City of Riverton)
<u>Attorney:</u>	Rick Sollars (Western Law & Assoc.)
<u>Staff:</u>	Andrew Frey (Superintendent) & Linda Kummer (Bookkeeper)
<u>Consultant(s):</u>	None Present
<u>Guest(s):</u>	Robert Fay

#### d. **Approval of Agenda**

VICE-CHAIRMAN ADAMS made a motion to approve the agenda as presented. SECRETARY/TREASURER KLAPROTH seconded the motion. **MOTION CARRIED**

#### e. **Public Comment/Communication from the Floor**

CHAIRMAN MOXLEY opened the floor to public comment. No comment was made.

#### 2. CONSENT ITEMS:

##### a. **Approval of Prior Meeting Minutes**

- December 2018 Board Meeting

##### b. **Approval of Accounts Payable**

- December 2018 Invoices

##### c. **Acceptance of Consultants Reports:**

- Trihydro Corporation – Progress Report
- Burns and McDonnell – Progress Report
- Wind River Indian Reservation Joint Solid Waste Program – No Report Submitted

##### d. **Acceptance of Staff Reports:**

- Superintendent Report

### 3. OTHER ITEMS OF BUSINESS:

#### a. Introduction of New Board Members

CHAIRMAN MOXLEY introduced JENNIFER LAMB of Lander and ROBERT TOWNSEND of Atlantic City as the two newly appointed Board members.

#### b. Introduction of New Commissioner Liaison

CHAIRMAN MOXLEY introduced Commissioner Mike Jones as the new Commissioner Liaison.

#### c. Board Officer Elections (Chairman, Vice-Chairman, and Secretary/Treasurer) (*Discussions and Formal Action*)

CHAIRMAN MOXLEY informed the Board that the officer positions are elected by the Board annually. Further, the existing officers are willing to retain their positions if no other Board members are interested in taking on the responsibility.

STEVE BAUMANN made a motion to reappoint the current officers, Chairman as MARK MOXLEY, Vice-Chairman as MIKE ADAMS, and Secretary/Treasurer as RICK KLAPROTH. GINA CLINGERMAN seconded the motion. **MOTION CARRIED**

#### d. Mileage Reimbursement Rate Notice - \$0.58 Per Mile (IRS Established Rate) (*Discussions*)

Superintendent Frey informed the Board that the IRS established mileage reimbursement rate, the rate utilized by the District, is currently \$0.58 per mile. This reimbursement rate is for mileage traveled during District related business.

#### e. New Year/Board Resolutions (*Discussions and Formal Action*)

##### i. Proposed Resolution 01-2019 – Authorized Depositors

Superintendent Frey explained that this proposed resolution authorizes all of the financial institutions listed to receive deposits from the District. Further, all of the financial institutions were again listed on one resolution to simplify the process.

STEVE BAUMANN made a motion to approve Resolution 01-2019 as presented. ROB DOLCATER seconded the motion. **MOTION CARRIED**

##### ii. Proposed Resolution 02-2019 – Authorized Account Signers

Superintendent Frey explained that this proposed resolution identifies the authorized individuals for signing documents, and that any one financial document requires at least one Board signature.

STEVE BAUMANN made a motion to approve Resolution 02-2019 as presented. GINA CLINGERMAN seconded the motion. **MOTION CARRIED**

##### iii. Proposed Resolution 03-2019 – Authorized Facsimile Signatures (State of WY Requirement)

STEVE BAUMANN made a motion to approve Resolution 03-2019 as presented. ROB DOLCATER seconded the motion. **MOTION CARRIED**

**f. Trihydro – Change Order Request (Time Only) (Discussions and Formal Action)**

Superintendent Frey presented the Trihydro change order request for the Lander Landfill Lifetime Operating Permit task order to accommodate the additional geotechnical testing requested by the District related to the Army National Guard lands. The change order changes the task order completion to June 30, 2019.

STEVE BAUMANN made a motion to approve the change order as presented. SECRETARY/TREASURER RICK KLAPROTH seconded the motion. **MOTION CARRIED**

**g. Town of Shoshoni – Fee Reduction and/or Waiver Request (Discussions and Formal Action)**

Superintendent Frey informed the Board that the District received a letter from the Town of Shoshoni requesting a fee waiver and/or reduction for buildings they are tearing down outside of the downtown buildings. Also, that the Board should note that the authorization and agreement in place with the WDEQ for the disposal of the asbestos containing materials (ACM) from the Wyoming Life Resource Center (WLRC) at the Shoshoni Landfill requires that we only allow either District staff or the hauling contractor onsite during disposal of the WLRC ACM. Acceptance of these materials would either need to take place at the normal operational hours on the first Saturday of the month or the District would have to send staff out for special hours.

**Discussion(s):** (1.) SECRETARY/TREASURER RICK KLAPROTH pointed out the impact to revenues earned at this site from the WLRC ACM materials will be greatly reduced by outside waste streams directed to the site by reducing the remaining disposal volume at the site. (2.) JEN LAMB asked if there are any ACM concerns with the Town's demolition work. Superintendent Frey relayed that there had not been any reported to the District. (3.) STEVE BAUMANN reminded the Board that the District receives requests annually from governmental and non-governmental groups requesting fee waivers. The Board has approved a few fee waivers in the past when directly related to human health and safety issues, such as the downtown demolition work that was led by the District in 2018.

STEVE BAUMANN made a motion to deny the Town of Shoshoni's fee reduction and/or waiver request. GINA CLINGERMAN seconded the motion. **MOTION CARRIED**

**h. FCSWDD Rules and Regulations – Proposed Changes (Discussion and Formal Action)**

Superintendent Frey presented to the Board a draft revision of the District's Rules and Regulations, explaining that the proposed revisions were included in the Board packets along with the summary of changes and an explanation for each proposed change.

**Discussion(s):** (1.) STEVE BAUMANN requested supporting information for the proposed changes. (2.) GINA CLINGERMAN requested clarification on the timeline of the Shoshoni Landfill closure. Superintendent Frey explained that the recently approved closure permit has the landfill closing this calendar year; however, the District may pursue delaying the closure date to accommodate the WLRC ACM associated with the demolition project. This may delay the closure by a couple of years, the District is unsure and waiting for additional information from the State of Wyoming Construction group. (3.) JEN LAMB noted that any changes should include adequate public notice. (4.) SECRETARY/TREASURER RICK KLAPROTH stated that the cost associated with processing materials at the Shoshoni Landfill are reduced in comparison to other District sites. (5.) STEVE BAUMANN suggested that if a scale was available in the Shoshoni area, the scale weights could be used for the Town only. (6.) ROB DOLCATER asked for clarification on whether the current activities at the Shoshoni Landfill associated with the WLRC ACM keep other customers from using the site. Superintendent Frey explained that during the times when

the WLRC ACM was being delivered that no other customers are allowed; however, the regular site schedule still allows for other customers.

ROB DOLCATER made a motion to remove the Shoshoni Landfill rate changes from consideration in the proposed rule change. VICE-CHAIRMAN MIKE ADAMS seconded the motion. Voting in favor of the motion: SECRETARY/TREASURER RICK KLAPROTH, VICE-CHAIRMAN ADAMS, ROB DOLCATER, and BOB TOWNSEND. Voting in opposition to the motion: STEVE BAUMANN, JEN LAMB, and GINA CLINGERMAN. **MOTION PASSED**

*BREAK 10:44am-10:54am*

**i. Rural Transfer Station Analysis Report (*Discussions*)**

CHAIRMAN MARK MOXLEY reminded the previous and new Board members that the Board directed the Superintendent of Operations to conduct an in-depth review of the rural transfer stations to better understand the losses, the rate structure and possible alterations, the schedule and possible changes, as well as other possible operational changes that could minimize the annual losses. The annual losses in 2018 exceeded \$140,000. The report that was provided in the Board packets dissected the operations and included potential operational changes for consideration.

**Discussion(s):** (1.) SECRETARY/TREASURER RICK KLAPROTH reminded the Board that the sites were never intended for use by governmental agencies or commercial businesses. (2.) STEVE BAUMANN pointed out that all the sites aside from Atlantic City have observed steady reduction in usage. (3.) BOB TOWNSEND stated that he operated a business in Atlantic City for 24-years. The previous operational changes had not impacted his business as they hauled their waste to Lander. This change would impact local businesses in the Atlantic City area. (4.) GINA CLINGERMAN agreed that the governmental agencies should not use the sites, but maybe an increased rate could be applied for businesses. (5.) ROB DOLCATER stated that governmental agencies, such as the District, should not compete with commercial businesses in the pursuit of commercial waste disposal. (6.) SECRETARY/TREASURER RICK KLAPROTH stated that the decrease in volumes in due to an increase in rural residents utilizing commercial hauling services. (7.) STEVE BAUMANN voiced his support of altering the rural site operations and that the governmental agencies need to be shut-off from use immediately.

STEVE BAUMANN made a motion to adopt the operational changes provided within the report effective July 1, 2019, altering the hours of operation, removal of the recycling credit, and no longer allowing commercial businesses or governmental agencies from using the sites. GINA CLINGERMAN seconded the motion. Voting in favor of the motion: SECRETARY/TREASURER RICK KLAPROTH, VICE-CHAIRMAN ADAMS, ROB DOLCATER, STEVE BAUMANN, JEN LAMB, GINA CLINGERMAN. Voting in opposition: BOB TOWNSEND. **MOTION PASSED**

**j. Recruitment Discussions (*Discussions*)**

Superintendent Frey explained to the Board that the District continues to have issues recruiting new employees to fill vacancies. The most recent example includes having already advertised three times to fill a vacant equipment operator-truck driver position, now working on the fourth round. The District has been operating with around 21-22 full-time employees, but would like to be operating at between 24 and 25 full-time employees if qualified and competent individuals could be identified.

**Discussion(s):** (1.) CHAIRMAN MARK MOXLEY suggested the Board look again at the 1.4% cost-of-living (COLA) adjustment that was previously proposed. The COLA discussions were dropped due to pressure from the commissioners. The commissioners followed these discussions with a COLA for their staff. (2.) Commissioner Mike Jones stated that with the District's requirement of having three areas of requirements, equipment operator, truck driver, and laborer, an increase in wages could be justified. (3.) STEVE BAUMANN suggested the District get creative with staff schedules, such as a four day – ten-hour work week. (4.) GINA CLINGERMAN suggested that the wages need to be considered as well.

VICE-CHAIRMAN ADAMS made a motion to provide the Superintendent with the flexibility of alter staff work schedules, including four day – ten-hour work weeks. BOB TOWNSEND seconded the motion.

**MOTION CARRIED**

**k. Health Benefit and Wage Committee Update (*Discussions*)**

Superintendent Frey informed the Board that the Health Benefit Committee made up of GINA CLINGERMAN, GARY WEISZ, ROB DOLCATER, AND VICE-CHAIRMAN MIKE ADAMS, met on 1/7/2019. Discussions included a review of the annual premiums over the past seven years with notable savings identified starting in 2015 after the District opted out of the County plan and implemented the high deductible plans with an HRA and HSA component. The consensus for the upcoming year includes maintaining the same health insurance, looking to “shop out” the disability and life insurance components to see if there are savings to be located. The disability and life insurance plans would remain unchanged, only looking at different providers. The plan for next year would include completely bidding out the health benefit to see if there are savings out there.

**Discussion(s):** (1.) GINA CLINGERMAN informed the Board that in addition to the review of the current health benefit, the committee received a presentation from a representative of MASA, a group that offers air ambulance coverage for all five air ambulance providers that serve Fremont County. After review of the plan offerings by MASA, the group recommends the Board approved the Emergent Plus plan through MASA for all full-time employees with an effective date of February 1, 2019.

SECRETARY/TREASURER KLAPROTH made a motion to approve the Health Benefit and Wage Committee's recommendation. VICE-CHAIRMAN ADAMS seconded the motion. **MOTION CARRIED**

**4. NEW BUSINESS**

- a. Tour Offer – Superintendent Frey offered a tour opportunity to all Board members. The commissioners have also been provided the same offer, with three of the five accepting.
- b. February 2019 Meeting Date – Superintendent Frey reminded the Board that all February meetings are on the Wednesday following the third Monday to avoid the holiday conflict.
- c. Capacity Audits – Superintendent Frey informed the Board that a hard copy of the most recent capacity audits was provided at their seats. Discussions will be available at next months meeting.
- d. General Information and Operational Milestones – this document was developed at the request of the CHAIRMAN MARK MOXLEY. A copy was provided to all Board members in their Board packets.
- e. Commissioner Mike Jones – informed the Board that the county is reviewing the assessed valuations and are also looking at policy reviews.

**5. CALL FOR ADJOURNMENT**

ROB DOLCATER made a motion to adjourn at 12:24pm. GINA CLINGERMAN seconded the motion.  
***MOTION CARRIED***

**6. UPCOMING MEETING(S):**

- a. The Next Regularly Scheduled Meeting:**
  - i. February 20, 2019, at 9:30am.

Respectfully submitted by,

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Andrew Frey, P.E.  
Superintendent of Operations  
Fremont County Solid Waste Disposal District

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Mark Moxley  
Board of Director's Chairman  
Fremont County Solid Waste Disposal District

## Fremont County Solid Waste Disposal District

## Balance Sheet

As of January 31, 2019

	Jan 31, 19	Jan 31, 18
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
122105 · Petty Cash	300.00	300.00
122106 · Transfer Station Cash	200.00	200.00
122107 · Scale House Cash	1,600.00	1,600.00
123110 · CB&T Checking	77,551.89	16,553.32
123115 · Edward Jones Investments	5,426,392.53	4,805,001.77
123120 · Bank of Jackson Hole	37,994.72	8,023.92
123130 · WYO STAR	7,913,172.71	7,296,679.09
124135 · U.S. Bank	1,968,537.99	642,765.37
Total Checking/Savings	15,425,749.84	12,771,123.47
Accounts Receivable	528,317.75	358,723.91
Other Current Assets	27,317.78	7,342.63
Total Current Assets	15,981,385.37	13,137,190.01
<b>TOTAL ASSETS</b>	<b>15,981,385.37</b>	<b>13,137,190.01</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable	86,223.90	134,799.50
Other Current Liabilities	3,427.81	5,868.48
Total Current Liabilities	89,651.71	140,667.98
Total Liabilities	89,651.71	140,667.98
Equity		
380190 · Fund Balance - Undesignat...	-708,684.02	-47,746.26
380860 · Cash Reserve	750,000.00	750,000.00
380970 · Closure/Post-Closure Rese...	13,862,996.00	10,973,496.00
Net Income	1,987,421.68	1,320,772.29
Total Equity	15,891,733.66	12,996,522.03
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>15,981,385.37</b>	<b>13,137,190.01</b>





## memorandum

**To:** Andy Frey, P.E., Superintendent, Fremont County SWDD  
**From:** Jeff Young, P.E.  
**cc:** Fremont County SWDD Board  
**Date:** February 11, 2019  
**Re:** Project Updates for February 18, 2019 Board Meeting

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The following information is provided to update the Board of the Fremont County Solid Waste Disposal District (District) regarding the status of various projects that are being managed by Trihydro Corporation (Trihydro), and associated activities associated with the Wyoming Department of Environmental Quality (DEQ), Solid and Hazardous Waste Division (SHWD), Water Quality Division (WQD), and Air Quality Division (AQD). The information provided is generally limited to activity during the previous month.

### **Sand Draw, Shoshoni, Lander, and Dubois Landfills – FY 2018-2019 Monitoring (Task Order 10-023 / Trihydro Project 09Y-008-004)**

Trihydro prepared and submitted three routine air quality reports to WDEQ/AQD for the Sand Draw Landfill at the end of January. Deliverables were signed by Mr. Moxley and included the annual compliance certification, non-methane organic compound (NMOC) emission rate report, and semiannual monitoring report.

Quarterly methane monitoring was conducted at the FCSWDD facilities on February 4, 2019. The next environmental monitoring event for the four landfills is scheduled for the week of April 8, 2019 and will include both groundwater and methane monitoring.

On October 30, 2018, a Draft Title V operating permit was issued by WDEQ/AQD, and the document was provided to FCSWDD in late November. The new permit will require formal semiannual emission observations for the used oil heater. WDEQ/AQD submitted the permit to EPA for review on December 31, 2018.

### **Technical Assistance (Task Order 10-024 / Trihydro Project 09Y-005-005)**

Technical assistance activities during the previous month included:

- A project status report was prepared for the monthly Board meeting.
- Additional drawing files were requested by Burns and McDonnell on February 6, 2019 and will be provided the week of February 11, 2019.



Andy Frey, FCSWDD  
February 11, 2019  
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**Sand Draw Landfill – Water Balance Cover and Lifetime Operating Permit (Task Order 10-019 / Trihydro Project 09Y-001-005)**

No updates to report.

**Lander Landfill – Water Balance Cover and Lifetime Operating Permit (Task Order 10-020 / Trihydro Project 09Y-009-002)**

Change Order No. 5 was included with the January Board Report for execution, to extend the completion date for this project and conduct analysis and reporting for the off-site borrow area (No. 4), located adjacent to the southern side of the landfill, on federal land managed by the U.S. Army Corps of Engineer. Additional soil sampling was completed on December 28, 2018 and samples were submitted for laboratory analysis. A call was placed on February 11, 2019 regarding analysis and results and the laboratory is looking into the request. The remaining budget is adequate to complete the additional scope of work, so no additional funding is requested.

**Shoshoni Landfill – Water Balance Cover and Closure Permit (Task Order 10-021 / Trihydro Project 09Y-004-002)**

Trihydro is currently working on the final project task, which includes preparation of a draft project manual.

It is our understanding that additional construction demolition associated with the Wyoming Life Resource Center will be placed in the Shoshoni landfill. Once demolition projects are completed, another site survey will be necessary to determine how much disposal capacity remains, if any, and whether changes to the permitted design will be necessary. Potential changes are expected and will affect the previous release for bid date of the first quarter of 2019.

The closure will require coverage under the State's Large Construction General Permit, which is part of Wyoming's Pollution Discharge Elimination System Program (WYPDES). The current Stormwater Pollution Prevent Plan (SWPPP) was prepared in 2003 for operations, and is out-of-date and inadequate for closure. The Superintendent has directed Trihydro to proceed with preparing a new SWPPP for closure as an out-of-scope item under the current Task Order, using a portion of the unspent project budget. Preparation of the SWPP is currently under way.

**Additional Information**

The new Chapter 4 (Construction & Demolition (CD) Landfills) and Chapter 6 (Transfer, Treatment, and Storage Facilities) regulations will go before the Environmental Quality Council (EQC) on February 19, 2019 for approval. The regulations now include lifetime permits for CD landfills and transfer facilities. The proposed rules, comments submitted, and analysis of comments will be posted on the Council's website at <https://eqc.wyo.gov/Public/Dockets.aspx> under Docket #18-5103.



Andy Frey, FCSWDD  
February 11, 2019  
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Please let us know if you have any questions or need additional information. You can call me on my cell phone (307-851-4674), send me an email ([jyoung@trihydro.com](mailto:jyoung@trihydro.com)), or stop by our office at 388 Main Street, Suite C, in Lander.

Attachment:  
- None

**END OF MEMORANDUM**

# Memorandum



Date: February 8, 2019

To: Andy Frey, PE, Fremont County Solid Waste Disposal District

From: Matt Evans, PE

Subject: Progress Report – February, 2019

The following provides an update on work completed by Burns & McDonnell since the last Progress Report.

## *Capacity Audits*

The capacity audit reports are completed and were included with the January Board package.

## *Technical Engineering Assistance*

Burns & McDonnell completed our monthly progress report, invoice and overall project management related to the administration of the project as part of this task.

## *Capital Improvement Plan Modeling*

Burns & McDonnell is developing a revised long-term capital improvement plan (CIP). Projects being looked at include, but are not limited to, the following:

- Construction needs at Sand Draw and Lander to accommodate the shift of primary MSW landfill operations in approximately 2028
- Dubois cell excavations
- Shoshoni landfill closure

The CIP and accompanying budget model are being updated with the intention of finalizing by the end of April 2019 and presenting the results at the May 2019 board meeting.

## *Leachate Management System Design, Bid Administration, and Construction Support*

Construction of the underground storage tank project is complete and operational. A construction documentation report for the project has been finalized.

Burns & McDonnell appreciates the opportunity to work with the District. If there are any questions regarding this progress report or work that is being completed, please do not hesitate to contact me at 952-656-3629 or [maevans@burnsmcd.com](mailto:maevans@burnsmcd.com) at your earliest convenience.

Fremont County Solid Waste Disposal District

**Superintendent Report**

February 12, 2019

**Office/Staff/Board/Inter-Government**

**Office:**

1. The calculated annual tonnages and cost per ton is as follows (calculated using revenues, expenses, and tonnages):
  - a. 2013 = \$139.96 & 31,472 total tons
  - b. 2014 = \$176.43 & 27,562 total tons
  - c. 2015 = \$99.44 & 31,890 total tons
  - d. 2016 = \$103.22 & 29,659 total tons
  - e. 2017 = \$102.26 & 33,483 total tons
  - f. 2018 = \$106.03 & 36,352 total tons

**Staff:**

1. January 2019 – following the approval of the ***Safety Incentive Program*** in April 2015, and the implementation July 1, 2015, the Riverton Area staff (i.e. Riverton Transfer Station and the Sand Draw Landfill) has not had a single lost-time accident/incident → **3 years and 7 months**, and the Lander Area staff (i.e. Lander Landfill, Dubois Landfill, and the rural transfer stations) had one lost-time accident early on but has now made it **3 years!!**
2. February 2019 – the **annual human resource training** has been scheduled with LGLP.
3. February 2019 – the **annual PCB and Haz. Waste training** has been scheduled. The training has also been offered to the Lysite volunteer group and the WRIR Inter-Tribal Council Solid Waste Program.
4. February 2019 – the **annual safety training** has been scheduled with LGLP.
5. January and February 2019 – discussions continue with the staff and supervisors around developing a **four day per week, ten-hour day schedule**.

**Board:**

1. January 2019 – The following represents the previous list of ***Board Committees and Members***. We will reassign these positions at the February 2019 meeting.
  - a. Recycling Committee: Mark Moxley, Gary Weisz, Rick Klaproth, and Mike Morgan.
  - b. Health Benefit and Wage Committee: Gina Clingerman, Rick Klaproth, Gary Weisz, and Mike Adams.
  - c. Rate Committee: Gina Clingerman, Rob Dolcater, Gary Weisz, and Mike McDonald.
  - d. Budget Committee: Mark Moxley, Rob Dolcater, Gary Weisz, and Mike McDonald.
  - e. WRIR Solid Waste Negotiations Committee: Mike Morgan, Mark Moxley, Gary Weisz, and Steve Baumann.

#### Inter-Government:

1. Bureau of Land Management:
  - a. June – October 2018: We have been working with the BLM to review our old landfill sites near Hudson and near Atlantic City to clean the sites to their standards. All of the necessary work has been completed and we await a time to schedule an inspection with BLM staff.
    - i. December 2018: The BLM staff indicated that they would conduct an inspection in the spring.
2. State – *No Updates*
3. County:
  - a. January 2019 - A **guided tour** was offered at the start of the year to all the commissioners. So far three of the five have committed to a tour.
4. Municipalities – *No Updates*

#### Regulatory/Engineering/Legal/General Contractors

##### Regulatory

1. WDEQ – Solid and Hazardous Waste Division
  - a. **Rules and Regulations Revisions** – The WDEQ-SHWD has been working on revising the Chapter 4 and 6 language. The District has reviewed the revisions, commented on them, and is working with the Wyoming Solid Waste and Recycling Organization (WSWRA) on minor modifications.
  - b. **Shoshoni Landfill Closure - Administrative Order on Consent (AOC)** – The draft AOC has been reviewed with Craig McOmie from the WDEQ and will go in front of our attorney prior to submittal to the Board.

##### Engineering

1. Trihydro:
  - a. **Geotechnical Testing**: Trihydro and our staff completed the geotechnical sampling on the Army National Guard lands near the Lander Landfill for determination on their suitability for the Lander Landfill Alternative Cover System (i.e. Evapo-Transpiration Closure Design).
2. Burns and McDonnell:
  - a. **Capacity Audits**: Included with the January 2019 Board packets and discussions will take place at the February 2019 meeting.

##### Legal: No Updates

##### General Contractors:

1. **Wind River Indian Reservation – Solid Waste:**
  - a. February 2019 – the WRIR Inter-Tribal Council set-up a joint account for the monthly payments consistent with the recent agreement.

Sites/Operations/Equipment:

Sites:

1. February 2019 – community meetings are being scheduled to discuss the upcoming rural transfer stations changes:
  - a. Missouri Valley – Missouri Valley Fire Hall February 26, 2019, at 7:00pm
  - b. Jeffrey City – Jeffrey City Fire Hall February 27, 2019, at 7:00pm
  - c. Town of Shoshoni – Shoshoni Fire Hall March 7, 2019, at 7:00pm
  - d. Town of Pavillion – Pavillion Town Hall March 12, 2019, at 7:00pm
  - e. Atlantic City – location / date / time not set yet...

Operations – No Updates

Equipment:

1. February 2019 – the District advertised for bids on **roll-off containers**. The bids will be received and presented to the Board at the March 2019 meeting.
2. February 2019 – the District is pricing **grapple bucket** options for the loader at the Lander Landfill. This bucket would also serve as a back-up to the Riverton loader grapple bucket used at the Riverton Transfer Station for loading trucks.
3. February 2019 – the District is looking at possible trade values and purchase values against the maintenance costs associated with the **two 924K loaders** nearing the end of their warranty periods.

Miscellaneous/Upcoming Work & Events/Work in Progress:

Miscellaneous: No Updates

Upcoming Work & Events:

1. February 9, 2019 – The annual **Christmas Tree Collection Program** was concluded at Ocean Lake with approximately 300 trees collected, hauled, and placed on the lake.

Work in Progress:

1. February 2019 – the FCSWDD **Rules and Regulations** revisions and supplemental information is being pulled together for the March 2019 meeting.
2. February 2019 – the District **Safety Policy** is being reviewed and proposed changes drafted for Board review at the March 2019 meeting.

Thank you,



Andrew Frey, P.E.

Superintendent of Operations

Fremont County Solid Waste Disposal District

# Summary Report

**To:** Fremont County Solid Waste Disposal District Board of Directors

**From:** Wyoming Game and Fish and Fremont County Solid Waste Disposal District

**Date:** February 13, 2019

**Re:** 2018-2019 Deer Carcass Disposal Pilot Project

The Wyoming Game and Fish Department and Solid Waste staff would like to present a summary of the one-year Deer Carcass Disposal Pilot Project that ended Jan 31, 2019. First, a big thank you to the Fremont County Solid Waste District Board for their willingness to move forward with the Pilot Project and to the Solid Waste staff for amazing record keeping that made compiling the report very easy.

The purpose of this project was to try to reduce improper carcass disposal and therefore the potential spread of diseases through this type of action. This was aimed in particular at deer species who as a species are carriers of chronic wasting disease and other diseases of concern. For more details on the project see, attached letter dated January 18, 2019.

Over the last year, scale attendants collected data on type of animal disposed of and who was disposing of the animal. Data were compiled at the District main office and then Game and Fish analyzed the information and placed users into six groups: Wyoming Game and Fish Department, Wyoming Department of Transportation, Hunters, Homeowners, Commercial, and Others.

Some highlights of the program are below as well as graphs on page 2:

- Overall, 298 visits were made to dispose of carcasses for a total of 36.84 tons for a revenue loss to the district of \$2,947.
- The Lander Landfill saw the most use with 180 of the 298 visits. The remaining sites were visited equally.
- October was by far the busiest month.
- Commercial operators (meat processors) were the group that disposed of the most tons at 11.7 of the 36.84 tons.

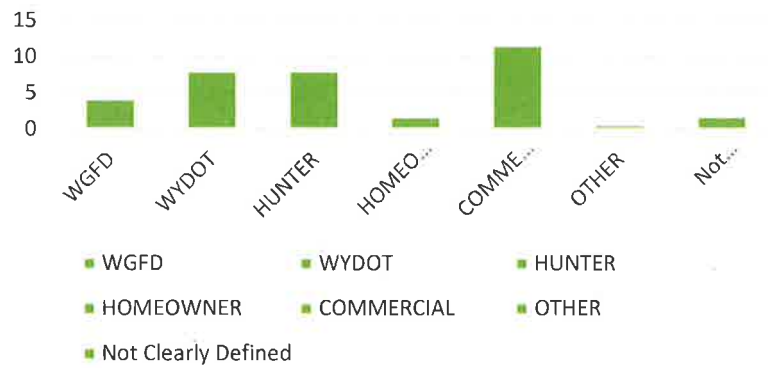
Game and Fish feels this program has helped reduce the potential spread of diseases. Measuring the actual success of this program is not feasible due to many uncontrolled influences; however, we are confident that proper carcass disposal encouraged by this project will yield beneficial results. Therefore, we would love to see this project continue and feel that it has been appreciated by the user groups listed above as well as the community as a whole.

Moving forward we would like to recommend/request for consideration the following:

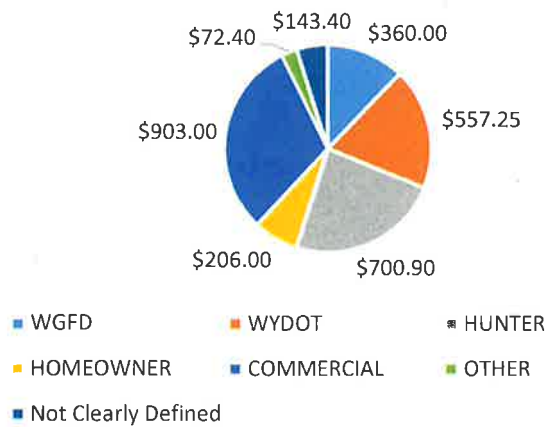
1. The District continue the project, including a continuation of the data tracking, for another 5 years. Game and Fish would commit to giving an annual report to include an update on recorded disease data, as well as any perceived or measured impact.
2. Game and Fish would offer to contribute up to \$1,500 annually towards the program.
3. Potential removal of the commercial meat processors from consideration in this program as they should have proper waste disposal built into their business model.



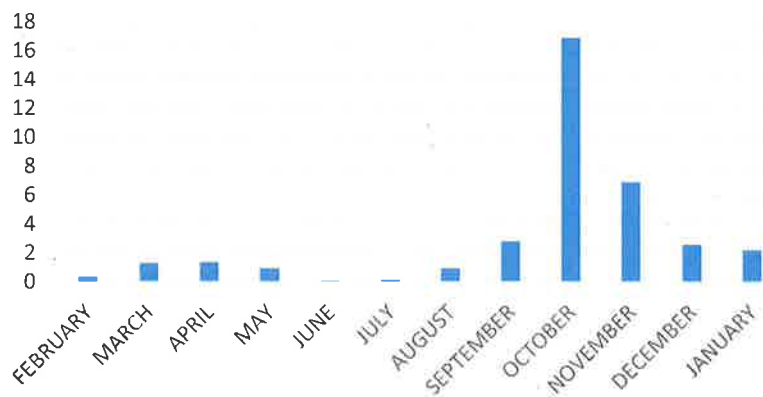
### TONAGE USE BY GROUP



### REVENUE LOSS TO FCSWDD BY GROUP



### TONS BY MONTH 2018-19





## FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Member of Wyoming Solid Waste and Recycling Association (WSWRA)

P.O. Box 1400  
Lander, WY 82520  
telephone 307.332.7040  
fax 307.332.5013

January 19, 2018

Wyoming Game and Fish  
Attn: Rene Schell  
260 Buena Vista Drive  
Lander, WY 82520

Re: Deer Carcass Disposal – Pilot Study

Rene,

This letter has been drafted for the Fremont County Solid Waste Disposal District (District) to thank the Wyoming Game and Fish for working with the District to better understand the potential risks associated with Chronic Wasting Disease in deer species as well as to provide notification and details of a Board of Directors' (Board) approved Deer Carcass Disposal Pilot Study project. This pilot study was presented and approved at the January 15, 2018, District Board meeting.

The specific details of the approved study are as follows:

1. For the term of one year, specifically February 1, 2018, through January 31, 2019, the Fremont County Solid Waste Disposal District will waive all disposal fees for carcasses of deer species. As defined within this project, the definition of "deer species" includes: mule deer, white tailed deer, elk, and moose.
2. This fee waiver will only apply at the following District sites during normal operating hours: the Lander Landfill, the Riverton Transfer Station, the Sand Draw Landfill, and the Dubois Landfill.
3. District Scale Attendants will work to verify that all carcasses are of the deer species and input the disposal event into a special charge account in order to allow the District to track the number of disposal events and the overall waived fees.
4. To work with the Wyoming Game and Fish as well as our own marketing/public communication groups to inform the public about the deer carcass fee waiver.
5. During and following the one year deer carcass fee waiver period, work with District staff and Wyoming Game and Fish staff to summarize the following:
  - a. The number of customers who utilized this opportunity,
  - b. The cost associated with the fee waivers,
  - c. The impact as viewed by the Wyoming Game and Fish,
  - d. Evaluate the effectiveness of the program, and
  - e. Provide a recommendation to the Board at the February 2019 Board meeting.
  - f. Determine the necessity of reaching out to other interested groups for financial involvement.

For assistance in public notice and advertising purposes, the physical address for each of the qualifying fee waiver locations is provided below. For additional site specific information, including hours of operation, please direct the public to our website at "trashmatters.org."

Lander Landfill  
52 Beebee Road  
Lander, WY 82520

Riverton Transfer Station  
329 North Smith Road  
Riverton, WY 82501

Sand Draw Landfill  
743 Sand Draw Road  
Riverton, WY 82501

Dubois Landfill  
100 Mountain View Drive  
Dubois, WY 82513

It would be wonderful if our groups could work on the advertising/public communication documents to ensure a consistent message to the public. Please contact us at your earliest convenience at (307) 332-7040 or [afrey.fcswdd@wyoming.com](mailto:afrey.fcswdd@wyoming.com) to coordinate a meeting time and location.

Thank you,

A handwritten signature in blue ink, appearing to read 'Andrew Frey', with a long horizontal flourish extending to the right.

Andrew Frey, P.E.  
Superintendent of Operations  
Fremont County Solid Waste Disposal District



## FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Member of Wyoming Solid Waste and Recycling Association (WSWRA)

P.O. Box 1400  
Lander, WY 82520  
telephone 307.332.7040  
fax 307.332.5013

February 11, 2019

Fremont County Solid Waste Disposal District  
Board of Directors  
52 Beebee Road  
PO Box 1400  
Lander, WY 82520

Re: Capacity Audits Summary

Board,

The following write-up summarizes the critical information provided in the Capacity Audits developed by Burns and McDonnell for the period of July 1, 2017 through June 30, 2018.

### Lander Landfill

- Airspace Utilization (i.e. waste density) – 1,044 pounds per cubic yard
- Consumed airspace during term of review – 54,900 cubic yards
- Remaining airspace – 613,500 cubic yards
- Sufficient onsite soils for daily operations, intermediate cover, and final closure
- Projected timeline of the landfill reaching capacity – end of 2028
- Estimated closure cost – \$2,662,400 (present value)
- Estimated post-closure cost - \$2,889,560 (present value)

### Sand Draw Landfill

- Airspace Utilization (i.e. waste density) – 986 pounds per cubic yard
- Consumed airspace during term of review – 5,986 cubic yards
- Remaining airspace – 2,388,786 cubic yards
- Sufficient onsite soils for daily operations, intermediate cover, and final closure
- Projected timeline of the landfill reaching capacity – 2095
- Estimated closure cost – \$3,443,620 (present value)
- Estimated post-closure cost - \$2,699,940 (present value)

**Dubois Landfill**

- Airspace Utilization (i.e. waste density) – 410 pounds per cubic yard
- Consumed airspace during term of review – 2,018 cubic yards
- Remaining airspace – 191,000 cubic yards
- Surplus onsite soils for daily operations, intermediate cover, and final closure
- Projected timeline of the landfill reaching capacity – end of 2078
- Estimated closure cost – \$299,020 (present value)
- Estimated post-closure cost - \$723,030 (present value)

**Shoshoni Landfill**

- Consumed airspace during term of review – 3,365 cubic yards
- Remaining airspace – 30,600 cubic yards
- Sufficient onsite soils for daily operations, intermediate cover, and final closure (surplus of between 25,000 and 35,000 cubic yards)
- Projected timeline of the landfill reaching capacity – current closure scheduled for 2019
- Estimated closure cost – \$1,305,890 (present value)
- Estimated post-closure cost - \$552,950 (present value)

Please feel free to contact me at your convenience with any questions at (307) 332-7040.

Thank you,



Andrew Frey, P.E.

Superintendent of Operations

Fremont County Solid Waste Disposal District

# Memorandum

**To:** Fremont County Solid Waste Disposal District Board of Directors

**From:** Andy Frey

**Date:** January 8, 2019

**Subject:** Summary of Proposed Changes – FCSWDD Managerial Guideline

The following defines the proposed changes to the District's Managerial Guideline. In the attached edited document, you will note the highlighted text. The portions that are highlighted represent the modified language, some that has been struck-through representing a proposed deleted portion of text and the subsequent text intended as the replacement.

1. Cover Page – the photo used at the top of the page was changed from a waste compactor to a front-end loader picture. This will allow the policies to be distinguished with different pictures on the cover pages. Additionally, the current date was selected for the revision date. Once an updated document is approved by the Board, the revision date will be updated.
2. Page 3, Section 1.B.E. – The proposed deleted language is no longer applicable as there are no Part-Time employees that fit this description.
3. Page 3, Section 1.B.F. – The proposed added language is consistent with our operations.
4. Page 5, Section 2.D.D. – this language has been added to be consistent with the Confidentiality Training that was provided in 2018.
5. Page 8 – the date will be adjusted to the final date when/if the Board takes formal action.



# ***Fremont County Solid Waste Disposal District***

## ***Managerial Guideline Handbook***

**REVISED: April 2016**

\_\_\_\_\_  
Superintendent of Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Directors Chairman

\_\_\_\_\_  
Date

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## FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT MANAGERIAL GUIDELINE HANDBOOK

This document is not intended as a policy document, only as suggested guidelines.

### Section 1     GENERAL PROVISIONS

**1. A. INTERPRETATION AND ADMINISTRATION:** The Fremont County Solid Waste Disposal District Board of Directors is responsible for the interpretation of the Personnel Policies, Safety Policies, and Managerial Guideline language and are vested with full authority to establish, by administrative directive, other terms and conditions of employment consistent with the documents. Supervisors are charged with the responsibility of enforcing the language within the documents and with maintaining documentation of compliance by the employees in their departments.

**1. B. DEFINITIONS:**

- A. **IMMEDIATE FAMILY** includes spouse, children, step-children, parents, step-parents, parents-in-laws, siblings and step siblings.
- B. **EXTENDED FAMILY** includes, grandchildren, grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and guardianship.
- C. **SUPERVISORS** are employees hired by the Fremont County Solid Waste Disposal District who have the responsibility for, and are in charge of, directing and supervising one or more employees.
- D. **FULL-TIME EMPLOYEE** is an employee who works no less than an average of 173 hours per month on an annual basis at minimum wage or more and who receives all the benefits established by the Fremont County Solid Waste Disposal District Board of Directors.
- E. **PART-TIME EMPLOYEE** is an employee who works at minimum wage or more on a regular schedule on an annual basis, but on average less than 30 hours per week, but more than 120 days per year. This classification of employee is not eligible for benefits beyond retirement based on hours worked. Part-time employees hired prior to June 1, 2015, and continuously employed by the District shall be eligible to receive sick leave, vacation leave, retirement, and single health insurance based on hours worked. The compensation level comparable to cover single health insurance is determined by the District.
- F. **TEMPORARY EMPLOYEE** is an employee who is hired on a temporary basis and paid an hourly wage. A temporary employee works on average 29 hours per week, and shall not be entitled to employee benefits.

## **Section 2     MANAGEMENT OF STAFF**

**2. A.    SELECTION:** All employees are selected for hire on the basis of merit, character, training, and experience. The Fremont County Solid Waste Disposal District shall comply with all applicable State and Federal labor laws and regulations.

### **2. B.    DISCIPLINE:**

A. **POLICY:** Employment with the Fremont County Solid Waste Disposal District shall be considered a privilege, and not a right. The employment relationship between the District and its employees is entirely voluntary, and may be terminated by either party at any time, with or without cause. Nothing in the Grievance procedure is intended nor shall it alter the "at-will" status of the employment relationship. Employees shall expect that their continued employment is subject to compliance with a certain standard of behavior to be enforced by discipline. Disciplinary actions are to correct and improve an employee's job performance and/or to ensure that an employee is accountable for misconduct or inappropriate behavior. There are two basic principles of sound discipline: 1) Consistent Treatment, and 2) Progressive Discipline.

- 1) **Consistent Treatment** - The application of policies regarding the employee conduct should be uniform among all employees and appropriate to the offense committed. This is not intended to deprive the supervisor the flexibility to deal with each disciplinary case on its own merits and to consider the employee's past work performance before administering disciplinary measures. However, consistency is the best way to avoid unequal treatment of employees.
- 2) **Progressive Discipline** - Discipline shall not only show the employee that he/she has violated an accepted work policy but also shall allow the employee the opportunity to correct his/his behavior. The basic steps in progressive discipline are:

Verbal Warning  
Written Warning  
Suspension  
Dismissal

Supervisors are encouraged to use these steps when dealing with disciplinary measures. However, there are exceptions to following this sequence of disciplinary measures, depending on the nature or severity of or circumstances surrounding the infraction. If the nature of the infraction is deemed to be of a serious nature, by example and not a limitation, hostile or threatening behavior towards another employee or the public, such behavior shall constitute grounds to skip one or more steps in the above progressive disciplinary procedure.

**2. C. RESPONSIBILITY:** The responsibility for initiating and administering disciplinary action is vested in the Superintendent or his/her designee.

**2. D. PROCEDURE:** The Superintendent or his/her designee shall take the following steps when they suspect discipline may be necessary:

- A. Meet with the employee privately to discuss the matter, gather facts concerning the incident and give the employee a chance to offer explanation or refute the charge.
- B. Make any further investigation deemed necessary, for example, inspection of records, discussions with the supervisor, witnesses or involved parties, etc.
- C. Meet with the employee to explain the determination made and the discipline to be imposed. If other than an oral warning or reprimand, the employee shall be given in writing the specific details of the offense, the disciplinary action being administered and its effective date, why disciplinary action is being imposed and if appropriate, corrective actions the employee should take with specific deadlines and/or the consequences he/she will face for future violations. He/she shall be told that a copy of any documentation shall become a permanent part of his/her personnel file and shall be notified of the grievance procedures if applicable.
- D. The document shall be signed by the employee and Superintendent or his/her designee. The employee may include any written statement he/she wishes. If the employee refuses to sign, a another supervisor may be asked to witness shall and sign a statement verifying that the employee read the notice but refused to sign.

**2. E. CAUSES:** Causes for discipline fall within a wide range of problems from minor to major offenses. The following examples are not intended to be all inclusive or mutually exclusive as it would be impossible to list all infractions requiring discipline. They are intended only as a guide to illustrate the standard of conduct expected of Fremont County Solid Waste Disposal District employees.

- A. Violation of or failure to comply with the state Constitution or statutes, District Rules and Regulations or District Policies.
- B. Failure or refusal to comply with a lawful order or to accept a reasonable and proper assignment from an authorized supervisor;
- C. Inefficiency, incompetency or negligence in the performance of duties;
- D. Being under the influence or in possession of alcohol or any controlled substance while on duty, unless the use or possession is by specific medical authorization or job requirements;
- E. Theft or careless, negligent or improper use of District property, equipment or funds;
- F. Failure to obtain and maintain required licenses or certifications;
- G. Excessive absenteeism or tardiness or abuse of sick leave or other leave benefits;

- H. Failure to follow established safety practices or to utilize provided/required safety equipment;
- I. Disregard for appropriate personal appearance, uniform dress or personal hygiene;
- J. Acts of illegal discrimination or sexual harassment;
- K. Falsification of records, reports or employment applications;
- L. Failure to establish satisfactory working relationships with coworkers;
- M. Inability or failure to maintain the physical or health condition required for his/her assigned position.

**2. F. APPEAL:** The Executive Committee of the Fremont County Solid Waste Disposal District Board shall have jurisdiction over all matters of employee appeals under these rules.

A. **GROUND FOR REVIEW:** Any regular employee may file a request for review on any disciplinary matter involving dismissal or suspension without pay for three (3) days or more. There shall be no right of review from any warning or reprimand.

B. **PROCEDURE:**

- 1) The aggrieved employee shall submit to the Superintendent a written and signed statement setting forth his/her allegations and any other information he/she deems necessary to explain why the action taken against him/her should be modified or reversed. This statement shall be submitted within ten (10) working days of the date the employee was notified of the disciplinary action.
- 2) The Superintendent shall respond in writing to the employee within five (5) working days after receiving the employee's statement with his/her answer to whether the Superintendent will modify or reverse his decision.
- 3) If the grievance has not been settled to the employee's satisfaction with the Superintendent, the Superintendent shall submit all papers, without comment, within two (2) working days to the chairman of the Fremont County Solid Waste Disposal District Board, who shall set a date for hearing in front of the Executive Committee not beyond thirty (30) working days and shall direct the Superintendent to notify all parties of such hearing date, time and place.
- 4) Hearings before the Executive Committee of the Fremont County Solid Waste Disposal District Board shall be informal and shall be conducted according to rules prescribed by the Board.
- 5) Any District employee called as a witness shall not suffer loss of pay as a result of his/her attendance. He/she shall be paid overtime if the hearing is held during off-duty hours and if attendance causes him/her to work more hours than normally required for the work period.

- 6) The Board shall make its determination within five (5) working days and forward its decision in writing to the Superintendent and employee. All decisions of the Executive Committee shall be final and not subject to appeal.

## **2. G. NON-DISCIPLINARY GRIEVANCES:**

- A. **SCOPE:** Any employee who believes he/she has a valid complaint regarding the terms and conditions of employment, other than matters covered or specifically prohibited by Section 2. E., should first discuss the matter with his/her direct supervisor, unless the complaint is against his/her direct supervisor, in which case it should be discussed with the Superintendent. If the Employee is not satisfied with the response, he/she may file a written grievance within five (5) working days of the occurrence of the alleged act.
- B. **PROCEDURE:** The written grievance shall be filed with the Superintendent, unless the complaint of the party is the Superintendent, in which case it shall be filed with the Executive Committee. The written grievance shall contain the following information:
- 1) Name of complaining party (or parties),
  - 2) Name of party (or parties) complained against, if any,
  - 3) Date and place of the act, and
  - 4) A concise statement of the grievance.
- C. **SUPERINTENDENT RESPONSE:** The complained of party shall be given a period of five (5) working days to respond to the complaint, which response shall be in writing. Upon receipt of the complaint and response the Superintendent shall respond in writing to the employee and complained of party within five (5) working days after receiving the response. If the complaint of the party is directed at the Superintendent, then he/she shall respond within the time specified herein and the Executive Committee shall render a decision within five (5) working days.
- D. **APPEAL TO EXECUTIVE COMMITTEE OF THE BOARD:** If the grievance has not been settled to the employee's satisfaction with the Superintendent or if the complaint is against the Superintendent, then all papers shall be forwarded to the Executive Committee of Fremont County Solid Waste Disposal District Board. The Executive Committee shall have full discretion to either render a decision on the grievance based upon the written submissions or to hold a hearing on the same. If a hearing is determined to be held, a date for hearing in front of the Executive Committee not beyond ten (10) working days shall be set and the Executive Committee shall direct the Superintendent to notify all parties of such hearing date, time and place. The hearing shall be informal and shall be conducted according to rules prescribed by the Board. The executive Committee shall render a decision on the grievance within Ten (10) working days of the hearing or of submission of the papers if no hearing is held and the decision of the Executive Committee shall be final and not subject to appeal.

## Certification

---

I CERTIFY THAT I HAVE READ AND UNDERSTAND ALL OF THE LANGUAGE IN THE FREMONT COUNTY  
SOLID WASTE DISPOSAL DISTRICT MANAGERIAL GUIDELINE, REVISED **APRIL 2016.**

---

Employee's Printed Name

---

Employee's Signature

---

Date

# Memorandum

**To:** Fremont County Solid Waste Disposal District Board of Directors

**From:** Andy Frey

**Date:** January 8, 2019

**Subject:** Summary of Proposed Changes – FCSWDD Personnel Policy

The following defines the proposed changes to the District's Personnel Policy. In the attached edited document, you will note the highlighted text. The portions that are highlighted represent the modified language, some that has been struck-through representing a proposed deleted portion of text and the subsequent text intended as the replacement.

1. Cover Page – the photo used at the top of the page was changed from a waste compactor to a tracked loader picture. This will allow the policies to be distinguished with different pictures on the cover pages. Additionally, the current date was selected for the revision date. Once an updated document is approved by the Board, the revision date will be updated.
2. Page 4, 2<sup>nd</sup> Paragraph – the date has been modified to represent the date of the modifications. Any approved alternations through formal action by the Board will have their approval date shown in the title (the same as the Cover Page).
3. Page 5, Section 2.E. – the “last working day” was replaced with the “28<sup>th</sup>” to be consistent with the operations.
4. Page 7, Section 3.A. – the wording was modified to allow for other media outlets aside from only newspapers.
5. Page 7, Section 3.B. – the relatives identified within this section were made consistent with the “Immediate Family” definition in the Managerial Guideline to keep the references used consistent.
6. Page 8, Section 3.C. – the file that is maintained contains public information and is located in the office for reference by anyone who desires to see it.
7. Page 8, Section 3.F. – the portion of this section deleted offers language that is no longer consistent with the policy as adopted previously (missed in the last review). The “and confirm receipt” language was added to confirm that when the acknowledgement form is signed, they are confirming that they have read and understand the policy.

8. Page 10, Section 7.A. – the District no longer has any part-time employees that qualify for vacation leave. The last part-time staff that qualified through a grandfather clause are no longer employed by the District.
9. Page 10, Section 8.A.4. – The District no longer has any employees that were hired prior to April 14, 1997; therefore, this language is no longer relevant.
10. Page 11, Section 8.B. – The language added at the end of this section is consistent with the process that has always been used following three consecutive missed days.
11. Page 12, Section 10.A.A. – this language was added for clarification based on a previous staff person that challenged the work day length. This removes any question of the amount allowed.
12. Page 15 – Once an updated document is approved by the Board, the revision date will be updated.





# ***Fremont County Solid Waste Disposal District***

## ***Personnel Policy Handbook***

**REVISED: April 2016**

\_\_\_\_\_  
Superintendent of Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Directors Chairman

\_\_\_\_\_  
Date

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## **FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT PERSONNEL POLICY HANDBOOK**

The following policies and practices have been adopted by the Fremont County Solid Waste Disposal District (District). All employees of the Fremont County Solid Waste Disposal District are expected to adhere to these policies and practices.

The Personnel Policies revisions were approved by motion of the Fremont County Solid Waste Disposal District Board of Directors, effective **April 2016**. These policies will continue to be in effect unless further modified or terminated by the Fremont County Solid Waste Disposal District Board of Directors, Fremont County, Wyoming.

This Personnel Policy Handbook (Handbook) contains a general statement of office purpose and should not be read as including the fine details of each policy nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The Handbook is not intended to alter the employment-at-will status in any way. The District may add to the policies in this Handbook, or revoke or modify them from time to time. Management will try to keep the Handbook current, but there may be times when policy will change before this material can be revised.

### **Section 1      CODE OF EMPLOYER-EMPLOYEE RELATIONS**

**1. A. AT-WILL EMPLOYMENT STATEMENT:** Your employment with the Fremont County Solid Waste Disposal District is a voluntary one and is subject to termination by you or the Fremont County Solid Waste Disposal District at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Fremont County Solid Waste Disposal District employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Fremont County Solid Waste Disposal District Board of Directors.

These personnel policies are not intended to be a contract of employment or a legal document.

### **Section 2      GENERAL PROVISIONS**

**2. A. CHAIN OF COMMAND:** To facilitate effective personnel management, all communications should follow the following chain of command:

- Board of Directors
- Superintendent of Operations
- Crew Chief
- Lead Operator (if applicable)
- Employee

**2. B. ATTENDANCE & PUNCTUALITY:** Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, employees are required to telephone their supervisor as far in advance as possible (minimum of two hours). In the event the immediate supervisor cannot be reached, employees are expected to work up the Chain of Command. If you do not call in an absence in advance, it may be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

**2. C. BREAKS:** Employees are entitled to a 15-minute rest twice each day. Scale Attendants are expected to take their two 15-minute breaks as the workload allows, while maintaining responsibilities within the scalehouse.

Employees are also entitled to a 60-minute unpaid lunch break during each 8 hour work period. Scale Attendants are not provided the 60-minute lunch break; however, they are paid for and expected to work 9-9 ½ hours per day.

Breaks may be scheduled to staggered times to allow department coverage.

## **2. D. HOURS.**

**2. D. 1. HOURS OF OPERATION:** The Fremont County Solid Waste Disposal District Office will be open Monday through Friday, 8:00 a.m. to 5:00 p.m. For purposes of the Fremont County Solid Waste Disposal District, the work week shall begin on Sunday and end on Saturday. The landfills, transfer stations, bale stations, and recycling facilities will be open varying hours as set by the District Board.

**2. D. 2. WORKWEEK:** The workweek shall be defined as Sunday at 12:00 a.m. until the following Saturday at 12:00 a.m.

**2. D. 3. HOURS WORKED:** For computing compensation time or overtime pay, "hours worked" shall mean actual hours worked during the workweek.

**2. E. SALARIES:** All salaries will be determined by experience, qualifications, job performance, etc. and not be automatic. Salaries and raises of the Superintendent of Operations, Crew Chief, and other employees shall be determined by the Fremont County Solid Waste Disposal District Board of Directors. Employees will be paid on the last working 28<sup>th</sup> day of every month.

## **2. F. COMPENSATION TIME.**

**2. F. 1. EXEMPT EMPLOYEES:** The Superintendent of Operations and Crew Chiefs are exempt from this section. All other employees working overtime will either be paid or given compensation time.

**2. F. 2. NON-EXEMPT EMPLOYEES:** All non-exempt employees working more than 40 hours in the workweek shall be compensated at one and a half times their regular hourly rate or receive compensatory time off work at the rate of one and a half times actual hours worked (if compensatory time is used within the week it is accrued, the compensatory time is at a rate of one-to-one).

**2. F. 3. APPROVAL REQUIRED:** Employees will earn overtime compensation only with the advance approval of their supervisor who will keep strict records of overtime and submit them to the party responsible for personnel compensation.

**2. F. 4. USE OF COMPENSATED TIME:** Compensated time off must be used in the month accumulated. The employee's supervisor retains the authority to designate and/or authorize days (or hours) off that best meet the needs of the District. Any accumulated compensated time off remaining at the end of the month shall be paid out to the employee along with the employee's regular salary for that month.

**2. G. EVALUATION:** All employees shall be evaluated periodically. It is the intent of the District to evaluate employees on an annual basis, when practicable.

**2. H. POLICY:** No person shall be discriminated against in employment because of a person's race, creed, religion, color, sex, age, national origin, ancestry or disability.

**2. I. SEXUAL HARASSMENT:** It is the policy of the Fremont County Solid Waste Disposal District to prohibit sexual harassment of its employees in the workplace by any person and in any form. The District will not tolerate verbal or physical conduct by any employee which interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. Victims are to report sexual harassment in writing as soon as possible in the order listed in **Section 2.A.**

**2. J. COMPUTER, EMAIL, AND INTERNET USAGE:** The Fremont County Solid Waste Disposal District recognizes that use of the internet has many benefits for operations and employees. Access to the Internet will be provided to users to support business activities and only on an as needed basis for minimal personal needs during non-working hours. The internet and e-mail make communication more efficient and effective; therefore, employees are required to use the internet appropriately. Unacceptable use of the internet can place the District and others at risk. Unacceptable usage of the internet may be cause for disciplinary action, up to and including termination.

**2. K. CELL PHONE USAGE POLICY:** All District staff, excluding Administrative Staff and Supervisors, are no longer allowed to have their personal cell phones in their possession during work hours. Personal cell phones are allowed in break rooms only for use during permitted breaks only. Any staff member, outside of those identified above, observed with their personal cell phone will be disciplined immediately including potential termination.

**2. L. SMOKING POLICY:** Smoking cigarettes and electronic cigarettes (and associated products) are prohibited inside Fremont County Solid Waste Disposal District vehicles, equipment and facilities. Smoking is only allowed in designated smoking areas.

All employees, customers, clients and other visitors are expected to comply with this policy; and employees who violate this policy will receive disciplinary action, up to and including termination.

### Section 3     EMPLOYMENT POLICY

**3. A. VACANCIES:** The Fremont County Solid Waste Disposal District may advertise with Wyoming Workforce Services and the local newspaper(s) media outlets for vacant positions that cannot be filled internally.

**3. B. NEPOTISM:** The Fremont County Solid Waste Disposal District may hire relatives of employees where there are no potential problems of supervision, safety, security, morale, or potential conflict of interest. Relatives include an employee's parent, child, spouse, or sibling are defined as Immediate Family (see Managerial Guideline).

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Note: Any employee who is already employed with the Fremont County Solid Waste Disposal District who acquires a new supervisor is not subject to this action.

**3. C. DRUG-FREE WORKPLACE:** The Fremont County Solid Waste Disposal District (District), by policy, previously established conformance with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subpart D) which states that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited.

Conformance with enforcement of a drug-free workplace is defined within job vacancy announcements and posted within the District Office.

The Fremont County Solid Waste Disposal District also prohibits any employee from being under the influence of drugs or alcohol while engaging in work for the District and for any employees receiving benefits from Workers Compensation. All testing results remain confidential and will only be reviewed by management and/or the Board of Directors.

Required substance abuse testing includes pre-employment screening, reasonable suspicion testing, post-accident/injury testing, post confirmed substance abuse testing, and random testing. Refusal by an employee to comply with drug/alcohol testing will result in immediate termination. Refusal by a job applicant to comply with drug/alcohol testing will result in dismissal for consideration of employment.

When a problem is identified, an employee will be required to participate satisfactorily in a Treatment program approved by a federal, state, or local health, or law enforcement agency. Appropriate action will follow, up to and including termination. Employees shall notify the Superintendent of Operations within five working days of positive confirmed test results. The employee may contest or explain the result within the five working day timeframe.

Any person engaged in contract work with the District, or any District employee will notify the District of any criminal conviction of drug/alcohol violation occurring in a workplace, within five (5) days of the conviction. When the Fremont County Solid Waste Disposal District Board of Directors receives such notice, it will within thirty (30) days, take appropriate action against the individual.



The District Office maintains a file with contact information on programs and/or entities designed to assist with personal or behavior problems. This file is a confidential file and maintained in a locked file posted in the administrative office.

**The Fremont County Solid Waste Disposal District is a participant in the Federal Highway Administration Drug and Alcohol Testing program.**

**3. D. CONFLICTS OF INTEREST:** No employee will engage in any activity or enterprise which conflicts with his/her duties as a Fremont County Solid Waste Disposal District employee or with the duties, functions, and responsibilities of the department in which he/she is employed. A few conflict of interest examples include: dual employment during working hours, or an employee with financial interest in a firm utilized by the District.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the governing body. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

**3. E. NON-DISCRIMINATION FOR THE DISABLED:** The employment decisions of the Fremont County Solid Waste Disposal District shall be made in accordance with Americans with Disabilities Act of 1992. Employment opportunities will be available to persons qualified to perform the essential functions of a job. For further information, contact an ADA Compliance Officer.

**3. F. EMPLOYEE SAFETY:** All routine personal safety equipment will be provided to employees during working hours. Employees are expected to utilize such devices and to work in a safe manner at all times while working for the District. This includes seat belt usage, and not using cell phones while operating District equipment while on official business.

All employees are required to read and confirm receipt of the Fremont County Solid Waste Disposal District Safety Policy and Managerial Guideline manuals.

## **Section 4     PROMOTIONS AND TRANSFERS**

**4. A. PROMOTIONS AND TRANSFERS:** Promotions in the District shall be based upon merit. Consideration will be given to employees presently employed by the District in regard to transfers whenever applicants can be found who meet the requirements of the vacant positions. Employee preference is based on ability, efficiency, conduct, seniority, and performance. If, in the opinion of the Supervisor, no subordinate employee is qualified to fill the vacancy, the position may be filled from sources outside the District.

## **Section 5     SEPARATION FROM SERVICE**

**5. A. RESIGNATIONS:** An employee who desires to resign his/her position in good standing shall be encouraged to submit a written resignation to his/her supervisor at least two weeks in advance. An employee may retire under the provisions of the State Retirement System.

**5. B. REDUCTION IN FORCE:** Employment is dependent upon the District's ability to finance services in various areas or departments. If it shall become necessary to institute a reduction in force of District employees due to lack of funds, lack of work, or reorganization, the District Board of Directors shall render the final decision as to the reduction in force on the



recommendation of the Superintendent of Operations. These employees may be eligible for the COBRA (Consolidated Omnibus Budget Reconciliation Act) benefit.

In deciding which employees shall be affected by the reduction in force, the following factors shall be considered together, in no particular order:

1. The specific needs of the District.
2. Work performance history.
3. Length of service.

**5. C. EXIT INTERVIEWS:** Exit interviews may be requested by the District or the employee upon separation of service.

## **Section 6     HOLIDAYS**

### **6. A. HOLIDAYS.**

**6. A. 1. RECOGNIZED HOLIDAYS:** The Fremont County Solid Waste Disposal District Board of Directors recognizes the following holidays for the purpose of District operations/closures, and/or employee compensation:

- January 1 (New Year's Day)
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve (1/2 day – closing at 12:00 p.m.)
- Christmas Day
- New Year's Eve (1/2 day – closing at 12:00 p.m.)

Staff that work a standard Monday through Friday schedule will receive the following Monday off if the holiday falls on a Sunday, and will receive the preceding Friday off if the holiday falls on a Saturday. Supervisors will have the discretion to alter this application for the benefit of District operations.

Staff that work any other schedule than that defined above will receive an assigned day of the month off, within the month the holiday occurred. The assigned day off will be decided by District management for the benefit of District operations.

**6. A. 2. HOLIDAY CLOSURES:** District operations will be closed on the holidays recognized by the District in Section 6. A. 1. including the District office, landfills, and transfer stations.

**6. A. 3. HOLIDAY COMPENSATION:** If the District is to be in operation on a listed holiday, employees may be assigned to work as determined by the District's Superintendent. Employees who work on a holiday recognized by the District shall be paid one and one-half times their regular hourly wage for hours worked.

## **Section 7      VACATIONS**

**7. A. VACATION POLICIES:** Vacation leave shall be granted to all full-time employees **and to qualifying part-time employees** (see Managerial Guideline) based on the number of hours worked. Vacation time may be taken at any time of the year, providing the vacation does not conflict with the work load of the District. All vacation use shall be contingent on the advanced approval from their supervisor.

**7. B. VACATION ACCUMULATION:** For the purpose of definition of service years, the anniversary of each employee's hiring date (based on full-time or hours worked part-time) shall be reached before each benchmark of additional vacation benefits can be awarded. Vacation day accumulate as follows:

<u>Years Employed</u>	<u>Vacation</u>	<u>Accumulation Cap</u>
1-5 years	8 hours per month	30 days (240 hours)
6-10 years	10 hours per month	35 days (280 hours)
11 + years	12 hours per month	40 days (320 hours)

### **7. C. PAY RATE.**

**7. C. 1. VACATION:** All vacation pay shall be computed at the employee's straight time rate of pay for the classifications to which he/she is assigned at the commencement of his/her vacation.

**7. C. 2. HOLIDAY:** If a legal holiday falls during an employee's regularly scheduled vacation, such holiday shall not be counted as a vacation day.

**7. C. 3. SEPARATION FROM SERVICE:** In the event an employee leaves the employ of the District for any reason, he/she shall receive accrued vacation pay.

**7. C. 4. DEATH OF EMPLOYEE:** In the case of death of the employee, any accrued wages or vacation due to an employee shall be paid to his/her beneficiary.

## **Section 8      SICK LEAVE**

### **8. A. SICK LEAVE MANAGEMENT**

**8. A. 1. ACCUMULATION AND LIMIT:** Sick leave may be accumulated at the rate of one (1) working day (i.e. 8 hours) per month. There is no limit to the amount of sick leave an employee may accumulate.

**8. A. 2. SICK LEAVE DONATION:** Twenty (20) sick days (i.e. 160 hours) must be maintained by each employee for his/her illness and any days over that amount may be donated to another employee.

**8. A. 3. SICK LEAVE PAYOUT:** At the time of separation from service, the District will convert accrued employee sick leave and pay that to the employee based on the following conversion rate: 5 sick days equal 1 vacation day.

**8. A. 4. MAXIMUM COMBINED PAYOUT:** For employees hired after April 14, 1997, in computing the final payout of accrued vacation and sick leave that combined payout shall not exceed the "Accumulation Cap" set forth in Section 7. B. Vacation Accumulation. **Employees**

hired prior to April 14, 1997 and continuously employed by the District shall be paid in full subject to the conversion ratio described in Section 8.A.3.

**8. B. USES:** Sick leave may be used with supervisor's approval only when an employee is incapacitated by sickness or injury, for medical/dental/optical examination or treatment. Sick leave may also be used with supervisor's approval for immediate family's being incapacitated by sickness or injury, for medical/dental/optical examination or treatment. Any other request must be pre-approved by the Superintendent. Following three consecutive days of sick leave use, employees are required to provide a physician's note supporting the missed work days (unless otherwise approved by the Superintendent).

**8. C. NOTIFICATION OF ABSENCE:** Notification of absence due to sickness shall be given as soon as possible on the first day of absence to the Supervisor (minimum of two hours) by means of a phone call. In the event the immediate supervisor cannot be reached, employees are expected to work up the Chain of Command. If such notification is not made in accordance with this policy, such absence may be charged to vacation leave or leave without pay. At the discretion of the Superintendent of Operations, an employee may be required to provide a medical release before returning to work.

**8. D. OCCUPATIONAL DISABILITY:** An employee who is absent from work because of an occupational disability, which is compensable under the Wyoming Workers' Compensation Act, shall apply for temporary total disability benefits (lost wages) pursuant to the provisions of the Act. The employee shall continue to accumulate sick leave and vacation time during the period he or she is certified eligible for temporary total disability benefits. In addition, at his/her option, the employee may, during the period he/she is certified eligible for temporary total disability benefits:

- A. Retain any previously accumulated sick leave, vacation days, or comp time, and receive only Workers' Compensation benefits, **OR**
- B. Utilize his/her accumulated sick leave, vacation days, and comp time in order to receive the difference between his/her regular pay and the amount paid by Worker's Compensation for temporary total disability benefits. Provided, however, that in no instance shall the combination of Workers' Compensation benefits, together with converted sick leave, vacation pay, and comp time, be greater than the injured worker's net monthly take home pay prior to his/her injury.
- C. In order for the employee to retain their Health Benefit, they must pay the employee's share of the premium to the Fremont County Solid Waste Disposal District (Accounting Manager), no later than the 7<sup>th</sup> day of each month. Failure to do so will result in the loss of complete Health Benefit.

If after all District leave is utilized, and the employee is not certified as medically fit to return to work, the employee is encouraged to discuss options with the Superintendent of Operations.

**8. E. DONATION OF SICK LEAVE / LONG-TERM ILLNESS:** To qualify for donation of sick leave, the Superintendent of Operations must receive, as soon as possible, a doctor's certification of the employee's (or an immediate family member's) serious health condition attesting to the long-term need for sick leave.

After employees have exhausted all vacation and sick leave time, they are then eligible to receive donated sick days up to a total of thirty (30) days in a calendar year. Any employee may donate sick leave to another employee, provided:

- A. Employee's serious health condition has complied with **Section 8.E**.
- B. A formal request for allowance of acceptance of donated time must be submitted to the Superintendent of Operations for review. Allowance is contingent on approval.
- C. The recipient has used all sick leave days and all vacation days before accepting donated sick leave.
- D. An employee's donation of sick leave days is made in full before prior to the end of their employment.
- E. Twenty (20) sick days (i.e. 160 hours) must be maintained by each employee for his/her illness and any days over that amount may be donated to another employee.

As soon as an employee returns to work, or no longer is employed by the District, following the receipt of donated time, any excess donated time will be returned to the original employee on a prorated basis.

## **Section 9     FUNERAL LEAVE**

**9. A. AMOUNT OF TIME:** In the event of the death of a member of the immediate and/or extended family each employee shall be entitled to three (3) days leave with pay for funeral arrangements and attendance in each calendar year. Accumulated sick leave or vacation days may be used if additional time is needed.

## **Section 10     MISCELLANEOUS LEAVES**

**10. A. JURY LEAVE:** Jury leave shall be granted to all full-time and part-time employees. Any employee who is serving as a member of a jury panel, or who is subpoenaed as a witness, will have the following options:

- A. If the employee is prevented from performing his/her regular duties, that person shall be granted leave of absence with pay for up to 8-hours each day. Only daily jury service fees acquired for work days and received by the employee shall be reimbursed back to the District.
- B. If the employee chooses not to use paid leave to serve on jury duty, they will pay their own expenses and keep the jury service fee.

All requests for time off must go through the proper procedure.

**10. B. LEAVE TO VOTE:** Employees are encouraged to vote outside of working hours. Any persons entitled to vote at any special, primary, or general election may absent themselves from any service or employment in which they are then engaged or employed for a period of one hour – that hour being at the convenience of the employer, between the time of opening and closing of the polls. Such electors shall not, because of so absenting themselves, lose any pay,

providing they actually cast their legal votes. Such absences shall be subject to approval in advance by the Superintendent of Operations.

**10. C. MILITARY LEAVE:** The Fremont County Solid Waste Disposal District follows all mandatory federal regulations.

**10. D. EMERGENCY SERVICES LEAVE:** District employees who serve as emergency services volunteers will be granted time off and will be paid during normal working hours only. This will be done at the discretion of the Superintendent of Operations.

**10. E. MISUSE OF LEAVE:** Any employee who willfully violates or misuses this leave practice or who misrepresents any statement or condition under said practice shall be subject to disciplinary action or shall be subject to dismissal at the discretion of the Superintendent of Operations.

## **Section 11    ABSENCES**

**11. A. ABSENCE WITHOUT LEAVE:** Absence of an employee from duty, including any absence for a single day or part of any day, that is not specifically authorized shall be without pay and shall serve as a basis for disciplinary action up to, and including termination.

**11. B. REASON FOR ABSENCE:** Employees returning from an extended absence must report to their supervisor, giving an explanation for the absence and certifying that they are fit to return to work. The supervisor will record the employee's absence, forwarding a copy of the record to the Personnel Department and will verify that the employee has returned to work. Employees shall provide a physician's statement concerning such absence after an absence of three (3) consecutive working days unless otherwise approved by the Superintendent of Operations.

## **Section 12    EMPLOYEE BENEFITS**

**12. A. RETIREMENT SYSTEM:** Membership in the Wyoming Retirement System is available for employees under the guidelines of the State Retirement System outlined in State Statute 9-3-401 through 9-3-435. In addition to the Wyoming Retirement System, employees have the option to participate in the State of Wyoming's Deferred Compensation Plan (Section 457(b)).

**12. B. WORKERS' COMPENSATION:** Workers' Compensation will cover all District Employees.

**12. C. HEALTH BENEFIT:** The Fremont County Solid Waste Disposal District will provide a Health Benefit as determined by the Board of Directors. Notice of the coverage will be given to employees in a timely fashion for the following fiscal year. (See also the FCSWDD Managerial Guideline)

Contact the District Health Benefit provider for information regarding coverage of COBRA (Consolidated Omnibus Budget Reconciliation Act), or regular health insurance plans when leaving the employment of the Fremont County Solid Waste Disposal District.

The District offers a Premium Only Section 125 Plan (the plan). The plan allows employees to make an election to purchase the Health Benefit with pretax wages. District employees regularly scheduled to work 30 or more hours per week are eligible to participate in the plan. Employees are eligible to participate on the first day of the calendar month coinciding with or

following completion of 60 consecutive days of active employment. Please see the *Fremont County Solid Waste Disposal District Section 125 Premium Only Plan* handbook for complete rules and regulations regarding the plan.

**12. D. OTHER INSURANCES:** Other types of insurance plans are available through the payroll deduction payment, but there is no participation by the District.

**12. E. EDUCATIONAL COURSE REIMBURSEMENT:** With prior approval, the Fremont County Solid Waste Disposal District Board of Directors may elect to finance tuition (tuition only) for a limited number of educational courses for District employees for the purpose of increasing the efficiency of the District and to provide career ladders for employees at various levels of District service.

### **Section 13    TRAVEL**

**13. A. VEHICLE USE:** District employees will be expected to travel inside and outside of the County for reasons including, but not limited to travel required for daily operations, travel between District facilities, educational classes and training. During times of work-related travel, District employees are expected to use District owned vehicles.

13. A. 1. DISTRICT VEHICLE USE: Use of District vehicles is limited to business related travel only.

13. A. 2. EXPENSES COVERED: If a personal vehicle is used, mileage will be paid in accordance with the statutory provision. Employees using District vehicles will be reimbursed for gasoline/fuel. Employees traveling on District-related business will be reimbursed for lodging, meals, and other necessary expenses upon submission of receipts through the voucher system. Daily meal allowances shall not exceed \$40.00 without prior approval from the Superintendent of Operations. If a spouse or other non-District individual(s) accompany the employee on District-related business, lodging reimbursement to the employee will be based on a single room rate and other expenses reimbursed for the employee only.

## ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the Fremont County Solid Waste Disposal District Personnel Policy Handbook with a Revision Date of **April 2016**. I understand I am to become familiar with the contents of the handbook as it outlines my responsibilities, benefits, and District policies. I further understand that I am an at-will employee and have the right to end my employment with the District. I also understand that this handbook represents brief summaries of District policies, which are not all inclusive and are subject to change with notice. I understand that the contents of this policy handbook do not constitute an expressed or implied contract of employment. If I have questions regarding benefits or policy, I understand I am encouraged to talk to my supervisor or the Superintendent of Operations. Additional copies of all District policies are available upon request at the District Office.

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Employee's Printed Name

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Employee's Signature

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Date