



RESOLUTION NO. 2016-002

A RESOLUTION OF THE BAYVIEW WATER AND SEWER DISTRICT APPROVING AND ADOPTING A PERSONNEL POLICY MANUAL FOR THE BAYVIEW WATER AND SEWER DISTRICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Idaho Code § 42-3212, the Bayview Water and Sewer District may exercise all powers of management, control and supervision of all the business and affairs of the district, including hiring employees, and,

WHEREAS, the District desires to provide a set of guidelines intended to create and maintain understanding and cooperation among the employees of the District and to set forth results and procedures to enhance the services of the District to its members, and,

WHEREAS, state and federal rules and regulations set certain provisions regarding District employees, some of which must be set forth in writing, and,

WHEREAS, the Board of Directors agree that it is in the best interest of the District and its employees to adopt a written personnel policy to establish a safe, efficient and cooperative working environment, to establish the responsibilities and level of performance expected of all District employees, and to explain benefits provided to District employees, and,

WHEREAS, the Board of Directors have reviewed the personnel policy and believe the proposed Personnel Policy Manual should be adopted, to be effective as of the 15th day of November, 2016,

NOW, THEREFORE; BE IT RESOLVED by the Board of Directors of the Bayview Water and Sewer District as follows:

1. That the attached Personnel Policy Manual is hereby approved and adopted as the Personnel Policy Manual for the Bayview Water and Sewer District effective the 15th day of November, 2016.

Said Resolution was adopted by the following vote:

Directors:

Richard Doney, Chairman Aye ___ Nay ___ Absent ___ Abstain ___

Sharon Meyer
Sharon Meyer, Vice Chair Aye Nay ___ Absent ___ Abstain ___

Marsha Ritzheimer
Marsha Ritzheimer Aye Nay ___ Absent ___ Abstain ___

Don Gardner (not present) Aye ___ Nay ___ Absent Abstain ___

Steve May Aye Nay ___ Absent ___ Abstain ___

STATE OF IDAHO)
) ss
County of Kootenai)

On this 15th day of NOV, 2016 I DOROTHY B. ELDRIDGE certify that the following members of the Bayview Water and Sewer District, Richard Doney, Sharon Meyer, Marsha Ritzheimer, Don Gardner, and Steve May signed the forgoing document, willingly and freely in my presents and that the signatures are genuinely his/hers.

IN WITNESS WHEREOF, I have hereunto set my hand under my official seal this 15th day of NOV, 2016.

Dorothy B. Eldridge
NOTARY PUBLIC for the State of IDAHO

DOROTHY B. ELDRIDGE
(Print Name)

My commission expires: 12/17/19

ADOPTED by the Board of Directors this 15th day of November 2016.
BAYVIEW WATER & SEWER DISTRICT

Richard Doney
RICHARD DONEY, Chairman of the Board