

INTRODUCTION

THE GOAL OF SUNBURST FARMS IRRIGATION DISTRICT (SBFID) IS THE DELIVERY OF WATER TO THE MEMBERS IT SERVES IN AN EQUITABLE MANNER WITHIN THE CAPABILITIES OF THE IRRIGATION DISTRICT.

The Irrigation District was formed by the original land developer, Thomas E Breen, in 1967 and later continued by Hallcraft Homes as a company whose purpose was to provide irrigation and agricultural services to the homeowners in the Sunburst Farms project.

As a Special Taxing District, the SBFID was formed with and operates under the authority of Arizona Revised Statutes, Title 48-Chapter 19.

Each owner of a Sunburst Farm has an interest in the company that supplies the irrigation water and bridle path maintenance. To date, there are approximately 647 farms consisting of one or multiple-acre parcels covering 828 acres.

The Irrigation District owns two pump sites, two pumps, two wells and a water distribution system consisting of an underground line network of concrete and PVC pipe with alfalfa valves at each lot.

In addition, the District retains a legal advisor. The District employs an Office Manager, an Irrigation Manager, three full-time irrigators and two repair employees as necessary to operate the District.

The Board of Directors bears the responsibility for the overall management and operation of the Irrigation District. The Board meets monthly (the first Tuesday of each month) for the purpose of setting policies and monitoring the Company's operations.

Revised 02/03/2015

Policies & Procedures

ABSENCES

- **Attendance is a condition of employment**
- Employees who, because of illness or other valid reason, cannot report for duty are required to notify Manager via his/her cell phone number.
- Manager is to be notified as soon as possible, but *not later than two hours prior to your shift.*
- No unreported absences will be tolerated and can be cause for dismissal.
- Absences above and beyond three days during any one calendar year without written doctor's confirmation can be cause for dismissal.
- **Employees may use up to three paid Personal Days for illness, illness in family, injury, bereavement or other personal reasons. Personal Days will not be cumulative or carried over. These days will be coded as PTO (Paid Time Off) days.**
- PTO days will be earned at 2 hours per month for a total of 24 hours per year (or three (3) days) or for permanent, full-time (40-hour a week) employees. For the night irrigator who works 32 hours a week while irrigating, and 40 hours a week on maintenance, will earn 5 hours for each four month period for a total of 15 hours per year.
- This is based on the following calculation: 32 hours per week for 8 months and an average of 36 hours per week for 4 months = 296 hours. 40 hours for 12 months = 480 hours. 296 is 61.7% of 480. Rounding to 62%, 62% of 24 hours = 15 hours.
- **An employee must be employed 90 days before receiving Personal Days**

AFFIRMATIVE ACTION

- Equal opportunity workplace

BEREAVEMENT LEAVE

- Absences due to death or illness in the immediate family will be counted as Personal Days (PTO) up to three days for any single death or illness.
- The immediate family include *father, mother (or one who served the same capacity), brother, sister, wife, husband, child, grandparent and grandchild*
- Employees will have deductions made from their paycheck in an appropriate amount for the days that are missed over and above the three Personal Days (PTO).

DISCIPLINARY POLICY

- Policies and Procedures developed are intended to provide the orderly and efficient administration of the Irrigation District.
- Discipline will be progressive in nature and will reflect the nature of the offense. Write up of oral reprimand will remain in personnel file for three months.
- Appropriate discipline is the discretion of the Manager and may begin with an oral reprimand, /informal discussion or suspension without pay until problem has been resolved or can result in termination. Disciplinary measure will be appropriate and retained in employees personnel file.

DRUG FREE WORKPLACE

- Employees of Sunburst Farms Irrigation District are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.
- The unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance on the premises or while conducting official business is absolutely prohibited.
- Violation of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

EMPLOYEE/HOMEOWNERS RELATIONS

- Employees are not to linger on work premises when they are not on duty.
- Employees are expected to treat each homeowner equally and respectfully at all times. Arguments with homeowners will not be tolerated.
- Employee relations should reflect mutual respect and support.
- Do not discuss fellow employees, board members or other homeowners with anyone.
- Do not attempt to negotiate any problems outside the water scheduling.
- If a problem or questions arise, employees are to refer homeowner to the Manager. Report any such incidents to the Manager immediately.
- Do not argue or enter into any conflicts with homeowners.
- Do not borrow equipment or supplies from homeowners without prior approval from Manager.

GRIEVANCE POLICY

- Should an employee have a grievance against the Board, its' members, fellow employees, or homeowner it should be brought to the attention of the Manager for verbal resolution.
- If employee still feels conflict, proper forms should be obtained from the office, filled out and returned. The issue will then be taken before the Board for final resolution.
- Retaliation for filing a grievance will not be tolerated.

HOLIDAY SCHEDULE

- Employees are entitled to pay on those days established by the Executive Board as holidays, if qualified.
- An employee must be employed with the Irrigation District 90 days before qualifying for holiday pay.
- Full-time employees are paid 8 (eight) hours for each of the listed holidays at regular time.

New Years Day

Memorial Day

July 4th

Labor Day

Thanksgiving

Christmas Day

- Permanent part-time employees who work every day will be paid holiday pay on their *normal* regular working hours.
- Permanent full-time employees must work (or have a paid vacation day) the day prior or the day after a holiday to be paid holiday pay.
- Permanent part-time employees who work on certain days of the week, i.e., Wednesday and Friday will be paid their regular working hours for holiday pay if the holiday falls on one of their *normal* work days.
- Summer part-time employees do not qualify for holiday pay.
- Full and permanent part-time employees who work on the above holidays will be paid regular pay, holiday pay and any overtime.

MILEAGE ALLOWANCE

- Reimbursement for the use of personal vehicle authorized by the Manager will be at the rate established by the Board.
- In emergency situations or with pre-approval, mileage for use of personal vehicle for official business purposes will be reimbursed at .55 (fifty five cents) a mile and to be in compliance with IRS Standard Mileage Rate.

SALARY SCHEDULE – TERM AND HOURS OF EMPLOYMENT

- ***Workweek*** runs Sunday through Saturday, paycheck ***to be handed out no later than Friday, 12:00 noon.***
- New Employees start at ***wage set by the Board through the first 90 days of probation.***
- After the first 90 days of probation, Manager will evaluate all new employees. If sufficient progress has been made, Manager at that time will give his evaluation and recommendation to the Board for final approval.
- All salary and pay decisions must be approved by the Board of Directors.

VACATION & BENEFITS

- A full-time employee (***one who works at least 40 hours per week and has been with the Irrigation District at least one year***) is entitled to vacation pay.
- One (1) year of full-time employment entitles an employee to one (1) week paid vacation.
- Two (2) years of full-time consecutive employment entitles an employee to two (2) weeks paid vacation.
- Ten (10) years of full-time consecutive employment entitles an employee to three (3) weeks paid vacation.
- Vacation does not accumulate, must be taken within the year that it is earned.
- Employees working on irrigation and related duties ***will take their vacation during the winter months with Manager pre-approval.***
- No employee will take vacation in consecutive weeks unless special arrangements have been made with the Manager (***or the Board in the case of a Manager position***)
- Employees hired on a temporary, seasonal or “as needed” basis are not entitled to paid vacation.
- Manager must pre-approve any and all paid vacation for hourly employees.
- ***Managers must have their vacations pre-approved by Board of Directors.***
- At the completion of the initial probation period (90 days) the employee will be entitled to health insurance paid by SBFID.

RESPONSIBILITIES AND DUTIES

OF

ALL PERSONNEL

RESPONSIBILITIES AND DUTIES

ALL HOURLY PERSONNEL

- All new employees are hired on a probationary status for a period of up to three (3) months. During the probationary period, upon the recommendation of the Manager, (*or Board in the case of a Manager's position*) the employee can be recommended for permanent employment or released from the position.
- All *Irrigation Employees* are hired to perform work including irrigating, maintenance/repair, digging, painting, weed eating, driving tractor and other District vehicles.
- Operation work hours are 7:00 a.m. to 3:30 p.m. Monday through Friday, when not irrigating or as instructed by the Irrigation Manager. Summer hours are 5:00 a.m. to 1:30 p.m.
- All *wage* personnel are responsible for punching in/out *their own time card*. All exceptions, including those who forget to clock in, must be verified and initialed by the Irrigation Manager.
- Check work schedule "Posted" for any possible changes to your shift.
- Report immediately in writing to Manager any and all accidents regardless if personal, to property, or vehicles. (See form attached) Accident shall be noted in personnel file.
- Bridle path speeds shall not exceed 7 mph. All employees are expected to adhere to this rule.
- Only employees of the Irrigation District are allowed in the Irrigation District vehicles, with the exception of Board Members.
- On days when not irrigating, lunch break is limited to 30 minutes.
- We encourage all employees to attend Board Meetings.
- Refer to "Do's & Don'ts" Section. These are responsibilities and duties of each employee.

JOB DESCRIPTIONS

OFFICE MANAGER

IRRIGATION MANAGER

IRRIGATORS

MAINTENANCE

JOB DESCRIPTION

Office Manager

Work days – Monday through Friday – 40 hours per week 8:00 a.m. 5:00 p.m. Office Manager and Irrigation Manager will take a half day alternating Friday afternoon as comp time for Board of Directors Meetings. Also, the District Office may close early on Christmas and New Years Eve.

Rate of pay – Salary as determined by the Board of Directors and reviewed annually prior to budget preparation.

Responsibilities

Work together with the Irrigation Manager to assure efficient District operations within the guidelines set by the Board of Directors. Position is also District Treasurer and is bonded as such.

Responsibilities include:

1. Cash receipts and banking, including deposits.
2. Accounts Receivable.
3. Accounts Payable
4. Application and collections of liens.
5. Billing, statements and inserts.
6. Posting District payroll to Quick Books
7. Knowledge of Irrigation Scheduling and related computer input
8. Computer input as required including irrigation orders and changes
9. Purchasing office supplies and tracking office expenditures
10. Customer service
11. Election administration
12. Drafting agendas for meetings as required by the Board of Directors
13. Minutes of Board Meetings within the time required by State Statutes
14. Submitting all required reports for State/Federal and Board Members

15. Protecting District rights and functions
16. Administrative functions, including ~~all~~ correspondence.
17. Observing and complying with relevant State Statutes, By-laws and rules.
18. Any changes or additions of responsibility required by the Board of Directors.
19. Attending classes relevant to State Statutes, By-laws and rules
20. Company truck provided occasionally, for business purposes only
21. Webmaster
22. Check email daily; respond appropriately
23. Meet customer commitments:
 - Messages left on recorder – Next half business day
 - Email Requests: Next business day
 - Mail: Two business days
24. Respond to inquiries in like mode:
 - Email to email, phone to phone, letter to letter, etc.

JOB DESCRIPTION

Irrigation Manager

Workdays – *Monday through Friday or as needed for irrigation maintenance.*

On call 24 hours Monday – Thursday “while irrigating” When Irrigation Manager is back filling or training irrigator, hours will be flexible per the Irrigation Schedule. When not training or back filling, regular office hours of 7AM to 4PM will be observed. “Office Manager and Irrigation Manager will take a half day alternating Friday afternoon as comp time for Board of Directors Meetings. Also, the District Office may close early on Christmas and New Year’s Eve.”

Rate of pay – Salary to be determined by Board of Directors and reviewed prior to budget preparation annually

Responsibilities

Work together with the Office Manager to assure efficient District operations within the guidelines set by the Board of Directors.

1. Assuming irrigation shift when necessary
2. Irrigation scheduling and all related computer input
3. Developing and maintaining employee evaluations, training/supervising District Irrigators, and Maintenance personnel
4. Efficient and effective irrigator scheduling
5. Overseeing and controlling maintenance and repair expenditures
6. Producing all required reports; i.e., Annual Water Report, Pump Reports, Monthly Irrigation Report, etc. to be included in Regular District Meeting packets
7. Conservation and protecting of District property, equipment and facilities
8. Maintaining clear and effective communication with residents
9. Observing and complying with relevant State Statutes, By-laws, and Rules including Blue Stake
10. Insuring that irrigation is provided regardless of minor equipment failure or irrigator absence
11. Providing annual budget projections for consideration by Board of Directors
12. Implementing any changes or additions of responsibility required by the Board of Directors

13. Respect “District business use only” in regards to District owned equipment and Vehicle
14. Interface with vendors, contractors and subcontractors. Oversee all Outside Services jobs to ensure they are completed per District specifications.
15. Manage GPS
16. Check email daily; respond appropriately
17. Meet customer commitments:
 - Messages left on recorder – Next half business day
 - Email Requests: Next business day
 - Mail: Two business days
18. Respond to inquiries in like mode:
 - Email to email, phone to phone, letter to letter, etc.
19. Perform a “walk-around” vehicle inspection at the beginning and end of each day; prepare report, and ensure that Irrigators and Maintenance employees perform “walk around”. Collect reports on each vehicle daily.
20. Assist in preparation of letters to homeowners regarding berm leaks and bridle path cleanup.
21. Compile District payroll. Work in conjunction with outside payroll firm to produce timely and correct paychecks.

JOB DESCRIPTION

Irrigators

Irrigators are responsible for equal water distribution to Sunburst Farms residents according to the line sequence, date and time as noted on schedules. Responsibilities include the following:

1. Arrive (30) minutes prior to your scheduled start time. Work a minimum of 40 hours per week (Exception: Night Irrigator will work a minimum of 32 hours when irrigating.)
1. Perform a “walk-around” vehicle inspection at the beginning and end of each shift; submit report to Irrigation Manager
2. Keep and maintain a written log of any line problems, leaks, breaks or damages
3. Checking standpipes to insure that they have been completely closed
4. Closing valves when finishing a lot or making a standpipe change
5. ***Checking drip oil on your shift and make certain that the pumps are being oiled properly (1 drip per second)***
6. ***Keeping oil barrels full (Refill every Friday)***
7. Checking flow meters on both pumps to verify that they are working properly. (report to Irrigation Manager as soon as possible if you detect a problem)
8. Monitoring line pressure via red lines at standpipe gates to insure proper water delivery flow
9. ***Driving the lines to check for open valves. (Do not spend time at the office between changes)***
10. Briefing the oncoming Irrigator of any problems, complaints, etc. at the end of your shift
11. Maintaining and repairing irrigation lines, standpipes, gates, valves, tools and equipment
12. Cleaning and returning all hand tools immediately after completion of a job
13. Cleaning and maintaining all equipment; including repairing, greasing, oiling and cleaning. This may be performed by Outside Services

14. Maintain and update Procurement and Repair spreadsheets
15. Clean and maintain vehicles used; including repairing, greasing, oiling and cleaning. This may be performed by Outside Services
16. *Closing bridle path barricade gates when the paths are wet and muddy. (It is customary to re-open the barricades as soon as the paths are dry enough to travel on). Close designated bridle paths*
17. *Irrigators might be required to work on Fridays with maintenance and repairs.*
19. Closing down the farms; close all valves and standpipes at end of irrigation cycles and the appropriate bridle paths
20. Driving SBFID vehicle to various locations, ex: dump, Home Depot, gas and possibly the outskirts of the farms
21. Mandatory staff meetings may be called throughout the year

MAINTENANCE

Maintenance and repair of equipment

- **Maintenance employees are expected to work a minimum of 40 hours per week.**
- 1. Clean and return all hand tools immediately after completion of a job
- 2. Clean and maintain all equipment; including repairing greasing, oiling and cleaning. This may be performed by Outside Services
- 3. Clean and maintain vehicles used; including repairing, greasing, oiling and cleaning. This may be performed by Outside Services
- 4. Perform a “walk-around” vehicle inspection at the beginning and end of each shift; submit report to Irrigation Manager

Maintenance and repair of lines, standpipes, gates and valves will include, but not limited to:

1. Digging
2. Working with concrete and PVC
3. Pipe installation
4. Painting

Maintenance and repair of bridle paths will include, but not limited to:

1. Weed cutting and removal
2. Clearing bridle path of any and all debris
3. General maintenance as deemed necessary by Manager
4. Closing down the farms (closing valves, completing runoff irrigation, closing gates)
5. Driving to various locations ex: dump, home depot, gas and possibly the outskirts of the farms
6. Mandatory staff meetings may be called throughout the year
7. Driving SBFID vehicle to various locations ex: dump, Home Depot, gas and possibly the outskirts of the farms

DO'S & DON'TS

Common Sense Rules

DO keep the office locked while away from the office.

DO *keep the outside gate locked at night when not irrigating.*

DO clean out vehicle of all trash before shift change.

DO *stay on the job site.*

DO play radio on low level

DO pick up after yourself. Keep the office, bathroom and the outside work area clean.

DO keep all books, magazines and personal items put away.

DO turn off all lights and electrical appliances if you are the last to leave.

DO lock up the office and outside gates if you are the last to leave.

DO NOT *use company vehicle for personal use.*

DO NOT tie up phone with personal phone calls.

DO NOT *smoke in company vehicles or in the District Office*

DO NOT ignore incoming calls. Respond to messages as soon as possible when you return to the truck

DO NOT use directory assistance. Use the Phone book

DO NOT bring televisions to the *office or to the break room area.*

DO NOT wash or service personal vehicles on company time or property.

DO NOT block or obstruct driveway.

***GATE IS LOCKED AT 5:00 WHEN OFFICE MANAGER LEAVES.**

SAFETY

1. Report immediately in writing to Manager any and all accidents, **whether personal, or to property, or to vehicles. (See attached form)**
2. Do not tie or chain anything around standpipe handles.
3. Do not cross fences unless absolutely necessary, and then proceed with extreme caution. Homeowners have dogs and farm animals (bulls).
4. Be extremely careful. The berm areas, bridle paths and yards can be very slippery when irrigating.
5. Use caution when making standpipe changes – they are slippery when wet and not all pipes have expended wire covers for added strength.
6. Look carefully when you start to open or close valves. Some homeowners have “hot wires”.
7. Do not climb on or touch A.P.S. utility boxes located in some of the homeowner’s yards.
8. Do not climb on standpipes with a ladder or pole in your hands – There are high voltage wires everywhere.
9. Report any person driving heavy vehicles *or other infringement while* driving down the paths. *(Always carry a paper & pencil to record the description and the license number of the vehicle)*
10. Report any person seen dumping into the bridle paths to Irrigation Manager.
11. Watch carefully at night for obstacles placed into the bridle paths.
12. Do not exceed 7 miles per hour in bridle paths.
13. Do not go into the standpipe without proper equipment and always have another employee with you.
14. GATE IS LOCKED AT 5:00 WHEN OFFICE MANAGER LEAVES.