

SUNBURST FARMS IRRIGATION DISTRICT

Kay Lorenzen,	President
Brett Harrison,	Secretary
Eldon Graber,	Treasurer

**Employee Handbook Committee Meeting**  
**February 02, 2017 – 6:00 P.M.**  
**16040 N. 43rd Avenue**  
**Glendale, AZ 85306**

AGENDA

**NOTICE IS HEREBY GIVEN**, pursuant to A. R. S. Section 38-431.02A, that the Employee Handbook Committee of the Sunburst Farms Irrigation District will hold a meeting, which is open to the general public, on **Thursday, February 02, 2017 at 6:00 p.m.** at the District Office located at 16040 N. 43<sup>rd</sup> Avenue, Glendale, AZ., 85306 to consider the following:

- 1. CALL TO ORDER: (Kay Lorenzen, Chairperson)
- 2. NEW BUSINESS:
  - A. Discuss and possible action to approve minutes from January 18, 2017 and January 25, 2017 meeting
  - B. Discuss and possible action to make recommendations to Board of Directors
    - a. Accrued vacation days
    - b. Violations on MVR report
    - c. Substance Abuse Policy
    - d. Health insurance coverage
    - e. Sexual Harassment
  - C. Discuss and possible action to approve final copy of the employee handbook

3. ADJOURNMENT:

Posted this 1<sup>st</sup> day of February, 2017.  
 by Brenda Brown  
 Brenda Brown, Custodian of Records

The Sunburst Farms Irrigation District does not discriminate on the basis of disability in admission to its public meetings. Persons with a disability may request a reasonable accommodation by contacting the District at phone number (602) 938-8760. Requests should be made by noon of the day of the scheduled meeting to allow time to arrange the accommodation.

**SUNBURST FARMS IRRIGATION DISTRICT**

EXECUTIVE BOARD

Kay Lorenzen, President  
Brett Harrison, Secretary  
Eldon Graber, Treasurer

**PUBLIC NOTICE**

**There is no Board agenda; no official action will be taken at this time.**

**NOTICE OF ATTENDANCE**

February 1, 2017

Two or more Sunburst Farms Irrigation District Board of Directors may be in attendance at the following event:

Sunburst Farms Irrigation District  
Employee Handbook Committee Meeting

Meeting will be held at

Sunburst Farms Irrigation District  
16040 N. 43<sup>rd</sup> Avenue  
Glendale, AZ 85306

Thursday, February 2<sup>nd</sup>, 2017 6:00 p.m.

Dated this 1<sup>st</sup>, day of February, 2017

By   
Office Manager

*Pursuant to ARS 38-431.02, notice is hereby given to the Sunburst Farms Irrigation District (SBFID) Members and the General Public.*