



# Waseca Soil and Water Conservation District

300 North State Street

Waseca, MN 56093

507-835-0603

[www.wasecaswcd.org](http://www.wasecaswcd.org)

**Board of Supervisors Meeting**

**10/12/23**

**Call to Order**

**Review October Agenda**

## **Consent Agenda**

1. September Minutes
2. Treasurer's Report
3. Approval of Bills

## **Old Business:**

1. Work Hours-Personnel Policy change. (pg 8-9)

### *Section 7 – Hours of Work and Overtime*

#### *7.1 – Work Week*

*A normal work week shall consist of a forty (40) hour week, Monday through Friday.*

#### *7.2 – Lunch Breaks*

*The normal lunch period is a half (1/2) hour long. It is not part of the compensated work day. Full time employees shall receive two (2) fifteen (15) minute rest periods in each regular work shift, as designated by their supervisor. There is no accumulation of rest period time.*

#### *7.3 – Office Hours*

*Business hours for the District office are 8:00 a.m. to 4:30 p.m. (including the noon hour), Monday through Friday.*

#### *7.4 – Overtime*

1. All employees shall be expected to respond to call for work outside of the regular hours, should it be deemed necessary by the District Manager.
2. All hours worked over forty (40) hours per week, or on a Saturday, Sunday, or holiday, shall be considered as overtime for non-exempt employees.
3. Overtime will be paid in the form of compensatory time, and at the rate of one and one-half hours (1 ½) to be taken at a minimum of one hour for each overtime hour worked for non-exempt positions.
4. Any regular non-exempt employee who is separated from the District employment shall be paid for earned and unused compensatory time, at the hourly rate effective when separated.

#### *7.5 – Compensatory Time*

1. Exempt employees are expected to work whatever time is necessary to complete their responsibilities. These employees generally determine their own work day, however, job duties must be completed and employee must be available to supervise.
2. Non-exempt employees shall earn compensatory time off, on a time and one half basis, for all hours worked in excess of forty (40) per week. Such compensatory time may be accumulated up to forty (40) per week. Non-exempt permanent part-time employees may accumulate hours over their scheduled work week not to exceed forty (40) hours per week and banking of flex hours not to exceed (40) hours. This will be compensated at straight time. Only hours worked on Saturdays, Sundays and Holidays would be compensated at one and a half times.

*3. It is understood, that exempt employees may often be required to work hours in excess of the normal work day to fulfill job responsibilities. In recognition exempt employees shall earn compensatory pay, on a time and one half basis.*

2. Social Media-Facebook

3. Other

**New Business:**

1. Suggested New Cash Flow Sheet
2. 2024 Buffer Law Work Plan approval
3. Le Sueur Fiscal Agreement
4. FY 2024/25 Conservation Delivery Grant
5. FY 2024/25 Conservation Contracts Grant
6. Rough Draft of Newsletter-any suggestions
7. Resolutions-must be submitted by November 1
8. Other

**Supervisor Reports:**

**Agency Reports:**

**Staff Reports:**

**Adjourn:**

**Next Board Meeting Thursday, November 9, 2023 at 6:30 pm.**

**Upcoming Meetings:**

**October Bills:**