

**Coast Fork Willamette Watershed Council
Steering Committee Meeting Notes
October 9, 2008**

Attendees: Larry Weaver, Dave Cunningham, Allen Martin, Deb Schmidt, Pam Reber, Alison Center, Brian Forge, Jim Mough.

Check-In:

Larry – pulling blackberries. Cleaning up knapweed and thistle in Garden Lake Park. Hill Creek quest for info on diversion – COE is innocent of the Hill creek project suggested he check with NRCS. Checked a NRCS and he is still waiting for follow up from them.

Dave – Gathering of Gardeners worked with urban forest group building momentum for spring planting. He is also working with the high school horticulture classes.

Allen – been out of town. Attended a workshop in North Carolina on soils and what makes them hydric – how to monitor and identify them. He attended a conference on wetlands.

Deb – Champion abandoned mine clean-up is closing down for the season. They have completed most of the repository work and capped them. Seeding and mulching is occurring, but we are looking for resources for high elevation native plants for next year. Rujada dam removal on Layng Creek is complete and looks very good.

Brian – Went through East Regional Park with Pam and Rob

Jim – Doing research work on Black Butte mine

Alison – Going to biology meetings – Joan Hagar presentation and bird walk. Her message is that mixed woodlands are good. Went to National Association of Butterflies meeting and was nominated for the board. She attended a Pond turtle working group meeting yesterday. Her message is that sometimes non natives are providing necessary habitat that benefit wildlife and that we need to consider that when we do habitat restoration.

Executive Summary

No comments

On the ground open discussion

OWEB conference – there are a lot of talks. Allen made a schedule of sessions available at specific times and shared that with the committee. Thursday appears to be the best day to attend. In summary there are five topics with 6 to 10 sessions under each topic for the conference.

Alison on Turtles – up at Finley Wildlife Refuge the Boy scouts did a project – making floats with plywood. After a couple days there were 10 turtles on them. After the bird walk at East Regional Park noticed not a lot of turtle nesting area available there. Then went to Cinderella park the grassy area could have a better chance at

successful nesting. Some places where they are having success with nesting they have volunteers going out at night find nest sites and put cages over them to protect them.

Pam discussed the red eared slider issue – review exec summary for details.

Black Butte Mine – they have finished summer sampling have a report out. Jim will send to Pam. Sampled 20 sites mostly at junctions of streams. There should be a decision in November on listing as a national priorities listing site. Needs to be a 10% state match, which could be as much as a million dollars. EPA is interested in whether the community is supportive of a national priorities listing of the site.

September Financial Report

Not much change from last month.

October Grant Update and Approval

Mosby Design resubmittal (tentative) – Will not resubmit this time.

Education/Outreach (tentative) – Still trying to formulate this proposal. It needs to be restoration focused. Pam’s working with Gail Hemsoth on this. Looking for Steering committee to review

Not moving forward with Cinderella Park at this time. Alison suggested asking the county to mow in May to help improve nesting habitat.

Carnine restoration (tentative) – Will not submit at this time

Turtle monitoring (tentative) – Potential to move forward in some fashion. Could include some basking log/habitat improvement/placement.

Outreach and Administrative Specialist Hire

Next Tuesday will do interviews of narrowed pool of applicants. Brian and/or Dave will assist Pam, Donna and Gail. Pam has been calling references.

Pam would like the Steering committee to review the draft personnel policies and identify which components that we should include in our final personnel policies. Provide this information to Deb by October 20th.

Support Grant Preparation

Due Mid December. Pam doesn’t think that it will be much different than last time.

Next meeting November 13th Agenda Items

Support grant prep. – think about highlights from last year and a half, changes, and where we are going

Look at expanding steering committee

Start thinking about annual work session

OWEB conference debrief

Appendices

A. Executive Summary

B. Draft personnel policies

Appendix A

Coordinator Executive Summary

September 2008

Upcoming Events

Oct 9th Steering Committee Mtg

Oct 22nd 5-7pm Open House with MAPS; 7pm Greg Taylor on the BiOp.

Oct 25th 9am-noon Garden Lake Work Party

Nov 5-7th OWEB Conference

Nov 19th Holiday Open House

Program Updates by Funding Category/Quarterly Work Plan Outline:

Support Grant

Administrative Duties

Fiscal management: See reports & budget. Need to set up a meeting at Siuslaw Bank to switch signers and MWA.

Office: Still considering a work party to get it gussied up; dreaming about moving to the front space with the window frontage . . .

Committee coordination:

Steering Committee: Paul Boehner submitted a letter of resignation.

Education & Outreach Committee met to evaluate the applications for the Outreach & Administrative Specialist position on Oct 7th. We received 13 application packets, of which 8 were complete and met the required qualifications. Interviews are tentatively planned for October 14th.

The Technical committee updated on projects and plans for the next grant cycle. Things are quite a bit more tentative than desired.

September Events/Meetings:

September 14th 1-4pm Friends of Mosby Creek Annual Picnic

September 24th Public Mtg with Joan Hagar, USGS, on bird habitat.

September 25th 9am East Regional Park bird walk with Joan Hagar

September 25th 11am ERP and Cinderella Park site visit with Chris Yee, ODFW

September 27th 9a-noon Garden Lake Work Party

Joan Hagar was a great speaker, and a great birder. We had over 20 participants at the meeting and a group of 6 that went birding.

Garden Lake

I participated in helping the city of Creswell prepare a grant for submission to the State Parks Youth Legacy Program. This grant was funded and will begin implementation shortly as it must be complete by June 2009.

About 10 volunteers came out for our Sept. 27th workparty, thanks mostly to Anne O'Connell! We are planning our next workparty for Oct 25th, and may be joined by some volunteers from the UO athletic department!

Floodplain Restoration

Submitted a summary of in-kind work since our first phase of work. Had additional phone meetings in preparation of moving forward on one phase of outreach prior to the end of November in order to meet a timeline the Corps has for some funding.

Plan to share first maps of opportunity areas at our Oct 22nd Public Meeting!

Upper Willamette Water Quality Monitoring Program

Aryana Ferguson, the contracted water quality monitoring coordinator began work on this project. On September 24th, we met with all three cities (Creswell, Cottage Grove and Coburg) to begin notifying our municipal partners about beginning monitoring in October. They were largely receptive, but I will meet October 8th in the afternoon with Kennedy and Stephanie from Walama about integrating this year's school program into the water quality monitoring.

Laurie Bernstein has agreed to co-lead our council's liaison work with this effort.

Mosby Creek

Monitoring Project

OSU Aquatic Inventories Project has completed their monitoring work on the mainstem of Mosby Creek. Peggy Kavanagh, the team lead, joined us at the Friends of Mosby Creek picnic to give an overview of their habitat assessment methods. Their results should be available sometime between November and early January.

Instream Project

While it has been my understanding that we will be resubmitting this proposal, Bob Danehy has been indicating some concern with the OWEB grant cycle. We will be meeting once Erik returns October 12th, and I have a

revised version of the grant application ready to go once we talk Bob into returning to this funding pool. This is a critical time for Mosby, if Weyerhaeuser retracts their involvement due to the market or other changes, they may not be involved in the future. . .

Landowner Outreach

This is continuing with BLM funds, which are going to be supported by another \$22k secured from OWEB at the end of the grant selection/fiscal allocation process.

Friends of Mosby Creek

The Friends of Mosby Creek Second Annual Picnic was a success. New faces and quite a bit of interest in setting up site visits. These will begin once I get the new staff person oriented.

Appendix A: Final Job Description (attached)

Appendix B: Technical Committee Notes

Appendix C: Phone mtg with Chris Yee

Coast Fork Technical Committee Minutes: 6:30-8pm Tuesday Sept 23rd

Round robin of recent activities (20 min)

Erik—Distributed 200 salmon carcasses in Mosby Creek this morning; water felt cold; saw a 12” cutthroat; presented at the Friends of Mosby Creek picnic. Erik needs fish trap volunteers that will be available for the holidays.

Alison—has been reviewing turtle habitat mgmt plan (ERP); Using Reptiles of WA and OR by Seattle Audubon; Alison joined the NABA board. Saw a chukar on Cedar Park.

Julie—wants to get started with a monthly blackberry removal party, wants to start second week of Oct.

Laurie—Hermann Pond chub sampling ongoing, concerns that none were found today. They were stocked by Paul Scheerer a few years back, and have been consistently present for several years. Rujada Dam was removed this week. Prather Dam will also be decommissioned and work will occur on this next summer.

Pam—gave update on bringing water quality program in relation to Laurie’s question.

Grants for October (1 hour):

Restoration--Cinderella Park (likely for Oct)

Cinderella Feedback—

- Long term maintenance;

Technical Assistance--Mosby Design Re-submittal (definite for Oct)

Mosby Feedback

- Mosby temperature listed on 303d list.
- Explain why Mosby is high priority—free flowing.
- Looking into wood supply—calling Deb, discussed BLM as a source
- *Restoration--Hollyer Property Wetland/Wet Prairie Restoration (maybe for Oct)*

Monitoring--Possible turtle monitoring proposal with ODFW

- The Technical Committee supports partnering with ODFW on turtle monitoring that includes red eared slider mgmt.

Other Projects Under Development (10 min):

- *Hill Creek Enhancement*

Approving and discussing the above will be the high priority actions of our meeting

Partner Updates:

- Friends of Buford Park requesting feedback on their Strategic Plan by Oct 10, let Pam know if you can review. Fwd to Alison & Laurie
- Exploring EDRR with Tania Siemens/Pam assisting with panel at OWEB conference Nov 5-7th
- WQ monitoring program is getting underway, local schools are involved, possibly long-term.
- Mtg with turtle biologist at ERP and Cinderella on Sept 25th
- Public mtg Sept 24th 'How Hardwoods provide Habitat' with Joan Hagar
- Bird walk Sept 25th 9am with Joan at East Regional park, please RSVP if interested! (time may change)

Landowner Recruitment:

- Successful Mosby Picnic--site visits to begin mid-late October, let Pam know if you are available to help (OWEB funding pending)
- First Floodplain meeting as soon as Oct 22nd or early November

Projects being Implemented:

- Garden Lake (last season)
- Mosby Aquatic Inventory (conducted this summer, data available Nov or Dec 08)
- East Regional Park (just beginning--design underway with Rob Cox, USFS)
- Mt Pisgah small grant
- STREAM small grant
- Ogsbury small grant

Priory (complete!)

Chris Yee, ODFW 9/17/08—Phone conversation (with P. Reber)

I called Chris initially about Cinderella Park, as council members were proposing some turtle enhancement work at that site. However, quickly I realized that he was potentially the most active local turtle biologist that had availability to work with the council, so we discussed his current monitoring direction and best mgmt practices for turtles in general.

Chris's Project partners:

- Lauri Mullen, City of Eugene, Delta Ponds and Golden Gardens sites
- Chris Rambo, researcher in the Clackamas/PDX area

Population Assessments:

- Chris has concerns about the effectiveness of visual monitoring and temporary mark recapture efforts.
 - Certain size classes of turtles are basking certain times of the year.
 - Females actively basking pre-breeding to activate nutrients needed for follicle development
 - Late summer younger cohorts are basking, with older, larger turtles likely on the bottom of the ponds.
 - Ocular estimates do not work
- Supports pit tagging in order to establish long term data; seeking funds for this
 - Needs \$7500 for more turtle traps, pit tagging, measurement tools, skeletal chronology for sliders (more below on sliders).
 - Will then trap twice or more annually in or to gain individuals from different cohorts.
 - Has a bull trout pit tagging expert in house that has a reader that could be concealed near suspected nesting sites—and thus determine time and date of turtle visits to these.
 - Discussing methods with experts regionally in order to standardize measurements and methodologies for this slow-to-maturity species.
 - Without good data collection and established protocols, monitoring a species with such a long life history will be inconsistent and not result in good science or guarantee long term mgmt.
- Part of his study focus is gathering baseline data on Red-eared sliders
 - Monitoring question: 'Under what habitat conditions is it necessary to remove sliders?'
 - Red-eared sliders have been in the area for about 20 years, no one has documented their impact on Western pond turtles, however, efforts to eradicate them is in the works, Chris sees a clear need for documentation to justify this activity.
 - When young, they are easy to determine age due to their 'annual eye ring', but this blurs with age.
 - As euthanasia efforts begin, he will be retaining femurs to determine a skeletal chronology for different age classes and attempt to estimate the population success in different areas based on this. This has begun at Golden Gardens, and there will be a site visit on October 8th.
- Correlation between Red-eared sliders and Western pond turtle juvenile recruitment:
 - RES have an earlier nesting chronology so that puts them in the ground earlier than turtles
 - Raccoon predation occurs on all nests, but where there is a lot of nesting, the later WPT nests will have evidence of nesting (fresh urine) later in the season when predators are at their peak of searching for nests.
 - Broader nesting areas; increased nesting areas increase productivity of both.

- Additional basking may also increase productivity due to the availability of nutrients resulting from basking.

Notes about turtle biology:

- Diet: Juveniles consume a lot of invertebrates, as they age, vegetation becomes a larger percentage of diet. May require basking to process some nutrients.
- Basking structures:
 - No wire (replacing traps with wood entryways)
 - Any wood
 - Sometimes they use tires
 - Root wads are great in shallower areas
 - Good cover for juveniles
 - Mats of vegetation may provide basking structure
- Overwintering
 - Prefer ponds, or will use ponds if available
 - Riverine turtles are the ones who will hibernate terrestrially.
- Predation:
 - Wading birds reduce turtle predators?
 - No data on this
 - Wading birds definitely predate juvenile turtles
 - Hooking mortality a risk, as is ANY bait fishing near turtles as they could eat hooks in dead fish and become impaired.
 - Theft of turtles for pets
- Population persistence:
 - There has always been a density or reproduction factor in the maintenance of turtle populations due to historical predation by native species.
 - Addition of non-native predators does introduce a high risk factor for turtles
- Reproductivity late to onset
 - 10 years in age or 150mm in carapace (?) length
 - This long timeline is the reason it is so important to capture morphological data in population assessment!
- Nesting
 - Loyalty:
 - Older turtles show high fidelity to areas where they were born
 - Younger turtles more likely to choose new nest sites—and historic disturbance in floodplain ecosystems used by turtles would validate some receptivity to new sites.
 - New sites:
 - Recommends adaptive mgmt that can integrate new data about turtles into site creation—(maybe at ERP, we could stage working in potential turtle nesting areas until year 2 or 3)
 - Cover for juveniles adjacent to nesting:
 - Non-native Ludwigia provides cover for juveniles at Golden Gardens

Headstart program—in OR about 11 years ago:

- Stocked at Cinderella Park
- Monitoring has fallen off, this is a missed opportunity to know the effect of headstart, and now the lack of data makes it difficult to advocate for this practice at sites that may have insufficient reproductivity levels to maintain the populations.
- WA had near extirpation due to development and respiratory disease
- WA headstart has resulted in successful reproductivity (as it is over 10 yrs old).

Appendix B



Personnel Policies draft

INTRODUCTION

The Coast Fork Willamette Watershed Council (CFWWC) is committed to fair, clearly stated and supportive relationships between the organization and its employees. The personnel policies of the CFWWC have been established in order to provide a guide to the personnel practices of the CFWWC, and to ensure consistency of personnel decisions. This policy cannot anticipate every situation, and, to retain necessary flexibility, we reserve the right to make changes without notice. It is the intention of the CFWWC to administer the personnel programs in a manner that complies with the letter and spirit of all applicable federal, state and local regulations. This document is designed to provide guidance to employees at the CFWWC.

Employee Classification

All employees are classified as either regular or term. Regular employees are employees hired without a specific termination date. Term employees are employees whose position at the time of hire is for a specified term period, usually a term limited by grant funding.

Employees also are classified as either exempt or non-exempt according to provision of the Fair Labor Standards Act.

All employees are "at will employees" which means that they may be terminated at any time with or without cause without subjecting the CFWWC to a claim for breach of an employment contract.

Full-time salaried employees are those employees working a minimum of 40 hours per week. Full-time salaried employees are eligible for all fringe benefits.

Part-time hourly employees are those employees working at less than 40 hours per week. Part-time employees are eligible for paid holidays at the proportion equivalent to their percentage of full time work. Hourly employees do not receive other fringe benefits.

Affirmative Action

The policy and intent of the CFWWC is to provide equal employment opportunity for all qualified persons without regard to race, marital status, political affiliation, disability, color, age, sex, religion, national origin, or other status or characteristics protected under any applicable federal or state law.

Affirmative action applies to all aspects of employment practices including, but not limited to: recruiting; hiring; placement; promotion; demotion; transfer; training; compensation; benefits; layoff; and termination.

Maternity Leave

The CFWWC complies with all current state and federal laws regarding maternity leave practices.

Hiring

The Board of Directors shall have sole authority for hiring the Executive Director/Coordinator. Upon hiring an Executive Director, the Executive Director shall have sole responsibility for hiring staff personnel. In the absence of the Executive Director, the Board of Directors shall have responsibility for personnel decisions.

The CFWWC intends to recruit, hire, and place applicants on the basis of relative knowledge, skills, and abilities. The decision to employ the individual will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description. Posted positions will be open for a minimum application period of 14 days, or until a final decision has been made.

Performance Reviews

New employees are hired on a six-month trial basis to permit the new staff member to evaluate the position and the CFWWC to evaluate the performance of the new employee. A decision to terminate the employee without notice or cause may be made at any time within the six-month period

Each employee shall have a performance review six months after commencing employment at the CFWWC and at least annually thereafter. The Executive Director will conduct all performance reviews for employees. The Executive Committee or Board President shall appraise the Executive Director's performance at least annually. The Executive Committee or Board President will solicit input from the rest of the Board prior to conducting the review in order to ensure that the Board's perspective can be incorporated into the review.

Documentation of the performance review will be provided to the employee and a copy retained for the employee's Personnel File.

Personnel Files

All employees are requested to update their payroll tax information, regarding changes of name, marital status, address, phone number and dependents. This information can be conveyed to the CFWWC accountant.

All employment practices information, payroll records, and all other records related to an employee will be maintained in a confidential personnel file.

Timesheet

A timesheet shall be used to document the hours worked and assure the employee is accurately paid for those hours. Employees shall record their own time worked on a daily basis.

Overtime

A non-exempt hourly employee scheduled to work more than forty hours in a payroll week will be paid at the rate of time and one-half for any hours or fractional hours worked over forty. A payroll week includes Sunday, 12:01am through Saturday, midnight. Prior authorization to work overtime must be obtained from the Executive Director.

Holiday Schedule

UDWC paid holidays follow the federal holiday schedule. These include:

New Year's Day	Martin Luther King Holiday
Memorial Day	Independence Day
Labor Day-first Monday in September	Thanksgiving Day
President's Day	Christmas Day
Veteran's Day	Columbus Day

When New Year's Day, Independence Day, or Christmas Day fall on a Sunday, the following day shall be considered the official holiday. When these holidays fall on a Saturday, the preceding Friday shall be considered the official holiday.

Part-time employees who are employed at least 20 hours per week but less than 40 hours per week will be compensated in proportion to the usual hours worked for that day. Interns and consultants are not compensated for holidays.

Flex Time

Full-time salary employees may elect to utilize flex time scheduling provided that a total of 80 hours is worked in a consecutive 2-week period and job performance will not be adversely affected by the change in schedule. Examples of appropriate flex time schedules may include, but not be limited to: 1) Four 10-hour work days per week, or 2) Nine 9-hour work days in a consecutive two-week period. Flex time scheduling will be available to employees at the discretion of the Executive Director. In the case of the Executive Director, the Executive Committee shall approve flex time scheduling. Flex time scheduling is not permitted during a new employee's trial period.

Paid Leave

The CFWWC does not distinguish between sick leave and vacation leave. Full-time salaried employees are eligible for paid leave that may be used for vacation and/or illness, in any combination. Accrual of paid leave will commence upon the date of employment for each employee and will be based, on an annual basis, upon each individual's anniversary date with the CFWWC. Paid leave will be accrued at the following rate:

13.3 hours/month (= 4 weeks/year) for first 3 years of employment

16.6 hours/month (= 5 weeks/year) after 3 years of employment

20 hours/month (= 6 weeks/year) for after 5 years of employment

The Executive Director must approve scheduled absences and the employee shall request such leave as soon as possible, with a minimum of two weeks in advance.

Employees are strongly urged to reserve at least 5 days of leave until the end of each year, to be used in the case of illness.

Employees will be able to use paid leave after successful completion of their probationary period.

Each employee person of the CFWWC shall notify the office each day they will be absent from work due to illness.

It is the policy of the CFWWC to encourage each employee to utilize allotted annual leave during each individual's employment year. A maximum of 10 days, or 80 hours, will be carried over from one year to the next. All other accrued annual leave will be forfeited on the employee's anniversary date.

Special Leave

Special leaves of absence without pay may be granted an employee at the discretion of the Executive Director or in the case of the Executive Director, the Board of Directors.

Medical Benefits

Full-time salaried employees are eligible for a medical stipend of up to \$200 per month. The stipend is paid on a reimbursement basis and employees shall submit receipts to be reimbursed at the end of each month. Carryover between months is not permitted.

Compensatory Time

Full-time salaried employees are expected to work a standard 40-hour week. In very unusual circumstances where additional work is required (e.g., special events, weekend work, etc.), the Executive Director may authorize paid time off to compensate for the extra time worked. All compensatory time shall be taken off during the pay period within which it is earned.

Retirement Plan

The CFWWC participates in a 403(b) retirement program for employees. Under this program, all employees working more than 20 hours per week are eligible to make pre-tax contributions to their retirement account. Participation in the program is voluntary and, at this time, the UDWC does not provide matching contributions.

Jury and Witness Service

Employees who serve on jury duty or are subpoenaed for witness service in matters related to CFWWC business receive the normal pay they would have earned if they were working during the period of time they are in jury or witness duty, up to two weeks. Fees or compensation paid for jury duty or witness appearance shall be deducted from salary paid.

Staff Training

The CFWWC recognizes that the effectiveness of its professional employees is largely dependent upon sound employee training. As part of this employee training, the CFWWC encourages employees to participate in classes, seminars, and training that will enhance the knowledge and performance of its employees. Employees will be reimbursed for such training, when funds are available, with prior approval of the Executive Director. Training

required by the CFWWC will be paid by the CFWWC. Paid time off for training purposes must have prior approval by the Executive Director.

Travel and Employee Expenses

Travel and related expenses: The cost of transportation, lodging, meals, conference registration fees, and other reasonable expenses will be covered by the CFWWC for its employees when they are traveling for CFWWC related business. The CFWWC may be billed directly for certain items or the employee incurring the expense may be reimbursed. An appropriate receipt shall accompany the request for reimbursement. Daily travel expenses of greater than \$50 must have prior approval of the Executive Director.

Means of Travel: When using their own automobile for business activities related to the CFWWC, an employee will be paid a mileage allowance per the current IRS guidelines (\$0.365 / mile as of July 2002). It is expected that the employee will provide and maintain car insurance during use of the vehicle for CFWWC business.

It is expected that employees will exercise discretion when traveling and use accommodations that are economical.

Sexual Harassment Policy

It is the CFWWC's belief that the employees of the CFWWC are the primary means by which the goals and objectives of the CFWWC will be met. To that end, the rights of all employees must be respected. All employees of the CFWWC must understand its position on sexual harassment. By definition, sexual harassment is any unwanted attention or action of a sexual nature by someone in the work place that creates an intimidating, hostile, or offensive work environment. It will also be considered sexual harassment to harass an employee because of employee's gender, even if the harassment is nonsexual. The procedure for reporting and dealing with this very sensitive issue is as follow:

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.
- If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee shall report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee shall contact the Executive Director or, if appropriate, a member of the Board Executive Committee.

In all instances, a prompt, thorough, fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. The CFWWC will take those steps it feels necessary to resolve the problem which may include verbal or written reprimand, suspension, or termination.

No retaliation of any kind will occur because an employee has in good faith reported an incident of suspected sexual harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguard against retaliation while attempting to mediate any sexual harassment complaint.

Termination

Resignation

Any employee of the CFWWC may resign by submitting a letter of resignation to the Executive Director or in the case of the Executive Director, the Board of Directors.

At the time of the effective date of the resignation, the employees shall be able to use any accrued annual leave or the employee shall be paid for all unused accrued annual leave. If the employee has used all annual leave due prior to resignation, all hours used in excess of those earned shall be deducted from the employee's final paycheck at the rate of salary paid at the time of resignation.

Other Discharges

Discipline and/or discharge may result for many reasons including, but not limited to inappropriate behavior, unsatisfactory performance, misrepresentation or falsification of qualifications, or unprofessional behavior.

Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of agency property, conviction of a felony, violation of any policies or practices of the CFWWC.

Unsatisfactory performance means failure of an employee to meet performance standards, complete tasks in a timely, competent way, or maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or moral of others also constitute unsatisfactory performance. When a staff member's performance is unsatisfactory, a written warning will be issued outlining the problem and corrective action to be taken. A staff member shall have the opportunity to explain the situation and be heard by a committee of the Board, should a dispute exist. Individuals who are terminated will be notified in writing. Documentation of the unsatisfactory performance warnings and corrective steps taken, any performance appraisals, and the Board's deliberation proceedings will become a permanent part of the personnel file. At the discretion of the Executive Director or in the case of the Executive Director, the Board, any employee facing termination for unsatisfactory performance may be given the option to resign as described in the above section under "Resignation."

Work Products and Files

All supplies, materials, and work products of an employee, if purchased by the CFWWC, shall remain the property of the CFWWC after resignation or discharge. The employee may retain any personal files, but work files and other papers shall remain with the CFWWC.