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Cc: [Perkins, Drew](#)
Subject: Personnel Policy Updates - Item H1d
Date: Friday, June 13, 2025 12:56:02 PM
Attachments: [image001.png](#)

Dear Board of Trustees,

Wendy and I have been working on adjustments to the personnel policy as an annual update. There are certain items that we feel need minor adjustments to process to improve our workflow and clarify areas that need more specificity.

Some of the notable adjustments will be as follows:

1. Clarification of sick leave vacation during the probationary period, which would allow employees to appeal to the HR director and Executive Director for a hardship request to use vacation time during probation.
2. Clarification as to how HR records are managed by staff.
3. Review of current equal opportunity provisions.
4. Suggestion that the 1-year waiting period to join the retirement plan be reduced to align with the probation period.
5. Suggestion that beginning 10-1-2025, employees shall accrue a floating holiday once per quarter, which shall accrue on the first paycheck of the quarter, for a total of 4 floating holidays per year. The employee is required to schedule the time off for the floating holiday with their supervisor. All floating holidays must be used within the calendar year in which it was accrued. No balance of floating holidays shall accrue forward to the next calendar year. These floating holidays shall replace Lincoln's Day, President's Day, Truman's Day, and Indigenous People's Day. The rationale for this is that employees prefer this option, it improves customer service by being open more days, and it reduces holiday overtime pay by being staffed 4 additional days out of the year.
6. Inflationary adjustments to the personal protective gear and footwear allowance.
7. Allowing the Executive director to implement a safety incentive program that requires employees to achieve 10-hour OSHA safety certification and provides a \$500 safety incentive upon successful completion and certification by OSHA. Money was allocated for safety in the 2025 budget, but no specific purpose was given. This clarifies the budgeted amount.
8. Allowing on-call employees who work for the district to live within a 45 minute radius of the main office instead of a 30 minute radius.
9. Clarifications of the random drug testing policy.
10. Clarifications of the vehicle accident reporting procedure.
11. Clarifications to the workplace harassment policy.

Additionally, we have been exploring the idea of creating a "BYOD" policy which stands for bring your own device for cell phones. There are concerns we are studying relative to complying with the sunshine law. In consultation with Angela, we decided it would be best to bring the new IT vendor on board and explore technology options that minimize the use of unnecessary devices, while still meeting all record keeping requirements of the sunshine

law. More information will be presented on this in the coming months. The rationale is that the district spends extensive time managing a myriad of devices. Some are not used frequently. Many employees have indicated that they would be willing to sign a waiver and be paid a stipend for the partial use of their device in order to not have to carry multiple phone devices. Potential benefits are employee satisfaction and cost savings to the district. Potential risks result around record keeping requirements. Boone County has adopted a similar policy, which we are reviewing, and may need to be customized to our situation once our IT vendor explores options with us.



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