

DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
D. RALPH HUFF, III, COMMISSIONER
ELAINA L. BALL, CEO/GENERAL MANAGER



FAYETTEVILLE PUBLIC WORKS COMMISSION
955 OLD WILMINGTON RD
P.O. BOX 1089
FAYETTEVILLE, NORTH CAROLINA 28302-1089
TELEPHONE (910) 483-1401
WWW.FAYPWC.COM

PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY, APRIL 14, 2021
8:30 A.M.

AGENDA

I. REGULAR BUSINESS

- A. Call to order
- B. Approval of Agenda

II. AWARD PRESENTATION

- A. American Public Power Association (APPA) Exceptional Electric Reliability Award in 2020
Presented by: Elaina Ball, CEO/General Manager
Jon Rynne, Electric Chief Operating Officer
- B. Adopt PWC Resolution # PWC2021.13 - Resolution Honoring Public Power
Lineworkers During Lineworker Appreciation Days April 12 and April 18, 2021

III. CONSENT ITEMS

(See Tab 1)

- A. Approve Minutes of meeting of March 24, 2021
- B. Approve bid recommendation to award contract for the Rockfish Creek Water Reclamation Facility (WRF) Screening Improvements to J. Cumby Construction Company, Cookeville, TN, the lowest, responsive, responsible bidder in the total amount of \$2,430,000.00 and forward to City Council for approval.

Funding for the Rockfish Creek WRF Screening Improvements is from WS-85 (CPR1000329). Funding in the amount of \$250,000.00 is available in FY2021, funding in the amount of \$1,485,000.00 is budgeted in FY2022 and \$695,000.00 is budgeted in FY2023

Bids were received on March 15, 2021, as follows:

Bidders

Total Cost

BUILDING COMMUNITY CONNECTIONS SINCE 1905

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Award Recommendation: Alternate Bid

J. Cumby Construction, Inc., Cookeville, TN	\$2,430,000.00
Laughlin-Sutton Construction Co., Browns Summit, NC	\$2,483,600.00
Haren Construction Company, Inc., Etowah, TN	\$2,647,000.00
State Utility Contractors, Monroe, NC	\$2,919,000.00
T.A. Loving Company, Goldsboro, NC	\$3,095,900.00
Water & Waste Systems Construction, Garner, NC	\$3,160,000.00

Other Evaluated Bids: Base Bid Only

J. Cumby Construction, Cookeville, TN 38501	\$2,810,000.00
Laughlin-Sutton Construction Co., Browns Summit, NC	\$2,815,000.00
Haren Construction Company, Etowah, TN	\$2,972,000.00
State Utility Contractors, Monroe, NC	\$3,244,000.00
Water & Waste Systems Construction, Garner, NC	\$3,460,000.00
T.A. Loving Company, Goldsboro, NC	\$3,470,000.00

COMMENTS: Notice of bid was advertised on February 16, 2021 with an original bid opening date of March 11, 2021. Addendum No. 1 was issued on February 22, 2021 to provide bidders the ability to attend the mandatory pre-bid virtually. Addendum No. 2 was issued on March 3, 2021, to provide minutes to the Pre-Bid Meeting and provide additional Contract document Revisions. Addendum No. 3 was issued on March 10, 2021, to provide additional Contract Document Revisions and extend the bid opening date to March 16, 2021. The bids for this project were evaluated by Water Resource Engineering. By accepting the alternate bid there was a reduction of \$380,000.00 from their base bid price, for a total recommended bid price of \$2,430,000.00. The project Base Bid was for equipment manufactured by Huber who provided the screens installed as part of the Cross Creek WRF Screening Improvements project completed in February 2020. The Alternate Bid form allowed bidders to write in equipment manufactured by either JWC or Headworks. The research and evaluation work performed by Hazen and PWC prior to the Cross Creek project resulted in a specification that considered Huber, JWC, and Headworks all as equal equipment. SDBE/Local Participation: J. Cumby Construction is not a local firm. They do not anticipate utilizing DBE or local firms. They do anticipate \$50,000 of expenses for local hotel and/or apartment rental and tool purchases.

- C. Adopt PWC Resolution # PWC2021.10 – Resolution to Authorize the Condemnation of Easements and the Delegation of Real Estate Acquisition Authority to the General Manager

Staff recommends condemnation of three (3) Easement Parcels in Project Area 23, Section 02; eight (8) Easement Parcels in Project Area 25; and six (6) Easement Parcels in Project Area 32 East - Section 01. The Easement Parcels listed are in addition to the ones previously approved in PWC Resolution Nos. PWC2021.01, PWC2021.06, & PWC2021.09 where negotiations to date have either proven unsuccessful and or the signatures of rightful owners unobtainable.

- D. Adopt PWC Resolution # PWC2021.11 – Resolution to declare personal property described as one (1) 2010 Caterpillar 430E Backhoe, VIN #CAT0430ECSWC00201 as surplus and sell by public auction.

COMMENTS: North Carolina General Statute 160A-270 permits the sale of personal property with an estimated value of \$30,000 or more by public auction upon authorization by the governing board.

- E. Adopt PWC Resolution # PWC2021.12 – Resolution Rescinding Policies

Staff recommends that the Commissioners adopt a resolution rescinding policies from the PWC Policy and Procedure Manual. PWC is currently undertaking a comprehensive review of the entire Policy and Procedure Manual, engaging many employees from across all divisions. Additional resolutions and information will be shared as the effort progresses.

END OF CONSENT

IV. POLICY AND PROCEDURES MANUAL UPDATE

Presented by: Paula Shambach, Corporate Development Manager

V. STRATEGIC PRIORITY RANKING DISCUSSION

Presented by: Elaina L. Ball, CEO/General Manager

VI. GENERAL MANAGER REPORT

(See Tab 2)

A. Open Commission Requests

VII. COMMISSIONER/LIAISON COMMENTS

VIII. REPORTS AND INFORMATION

(See Tab 3)

A. Personnel Report – March 2021

B. Position Vacancies

C. Approved N.C. Department of Transportation Encroachment Agreement(s):

- Encr. # 18781 - installation of water main, sanitary sewer main and doghouse manhole on SR1408 (Bonanza Drive).
- Encr. # 19171 – install of water lateral with split tap on US401 N (Ramsey St) for Take 5 Automotive

D. Actions by City Council during the meeting of March 22, 2021, related to PWC:

- Approved Bid Recommendation – Three (3) Substation Concrete Based Cable Trench Systems

IX. ADJOURN

Resolution Honoring Public Power Lineworkers During
Lineworker Appreciation Days April 12 and April 18, 2021

WHEREAS, on January 3, 2017, the 115th Congress of the United States adopted House Resolution 10 recognizing lineworkers, the profession of lineworkers, the contributions these brave men and women make to protect public safety, and expressing support for the designation of April 18 as National Lineman Appreciation Day; and

WHEREAS, on April 15, 2015, the North Carolina General Assembly ratified House Bill 140, which designates the second Monday in April of each year as Lineman Appreciation Day in North Carolina; and

WHEREAS, the Fayetteville Public Works Commission of the City of Fayetteville celebrates the profession of electric lineworkers and wishes to honor its Electric Department personnel for their exemplary service to the Fayetteville Public Works Commission and its customers and its community; and

WHEREAS, electric utilities employ a special class of employees – electric lineworkers – responsible for building and maintaining the distribution lines that bring electricity to homes and businesses, constantly devoting themselves to their duty; and

WHEREAS, *this profession demands passion, dedication, and ongoing training and requires lineworkers to maintain the lines around the clock, ensuring they can provide safe, reliable energy to the community; and*

WHEREAS, lineworkers are often first responders during storms, working to repair broken and damaged electric lines under hazardous conditions in order to make the area safe for other public safety heroes; and

WHEREAS, lineworkers play a vital role in the lives of our citizens by maintaining and growing our electrical infrastructure, putting their lives on the line every day by working with the many dangers of high voltage, and

WHEREAS, the lineworkers of the Fayetteville Public Works Commission and their example of service above self are deserving of the respect, admiration, and appreciation of all the customers of the Fayetteville Public Works Commission; now, therefore, be it

RESOLVED, that the Fayetteville Public Works Commission, Fayetteville, North Carolina, joins with all N.C. Public Power communities and with all public power systems in the United States in these celebrations of Lineworker Appreciation Days.

Adopted this 14th day of April, 2021.

FAYETTEVILLE PUBLIC WORKS COMMISSION

Wade R. Fowler, Jr., Chairman

ATTEST:

Darsweil Rogers, Secretary

D R A F T

PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY MARCH 24, 2021
8:30 AM

Present: Wade R. Fowler, Jr., Chairman
Darsweil L. Rogers, Secretary
Evelyn Shaw, Treasurer

Others Present: Elaina L. Ball, CEO/General Manager
Christopher Davis, City Council Liaison

Absent: D. Ralph Huff, III, Vice Chairman
Telly Whitfield, Assistant City Manager
Michael Boose, Cumberland County Commissioner, Liaison
Melissa Adams, Hope Mills Town Manager/Liaison
Media

REGULAR BUSINESS

Chairman Wade Fowler called the meeting of Wednesday, March 24, 2021, to order.

APPROVAL OF AGENDA

Upon motion by Commissioner Shaw, seconded by Commissioner Rogers, the agenda was unanimously approved.

AWARD PRESENTATION

Presented by: Chris Smith, W/R Treatment Facilities Manager

North Carolina Waterworks Operators Association (NCWOA)
2020 A-Surface Operator of the Year Award

Chris Smith, Manager of the W/R Treatment Facilities, stated he is here on behalf of NCWOA which has between 4,000 to 5,000 members. PWC has volunteered and served on the board of this organization in many capacities down through the years. He stated the NCWOA's mission is to train operators, make better operators and to advocate for operators.

Before presenting the award, Mr. Smith acknowledged Mr. Jason Greene, who is the WR Facilities Operations Supervisor. Mr. Smith explained the process for becoming certified as a C, B and A Surface Operator. Mr. David Faircloth is an 'A' Operator, the highest classification. Once a year, the members of the NCWOA can submit an application and narrative for those operators who have performed exceptionally. Del Coffman, a senior operator at the Glenville Plant, submitted an application and narrative nominating David Faircloth, and Mr. Faircloth was voted A-Surface Operator of the Year for 2020.

Mr. Chris Smith presented the A Surface Operator of the Year for 2020 Award to Mr. Faircloth.

CONSENT ITEMS

Upon motion by Commissioner Shaw, seconded by Commissioner Rogers, Consent Items were unanimously approved.

A. Approve Minutes of meeting of March 10, 2021

B. Approve bid recommendation to award contract award for the Freedom Town Center Sewer Main Replacement to JSmith Civil, LLC, Goldsboro, NC, the lowest responsive, responsible bidder in the total amount of \$809,847.00, and forward to City Council for approval.

The Freedom Town Center Sewer Main Replacement project is funded from WS-53 (CPR1000397). A total of \$429,733.68 is available in FY2021 and \$900,000.00 is budgeted in FY2022.

Bids were received February 8, 2021 as follows:

<u>Bidders</u>	<u>Total Cost</u>
<u>Award Recommendation: Base Bid with Alternates 1, 2, & 3</u>	
JSmith Civil, LLC, Goldsboro, NC	\$ 809,847.00
Sandy's Hauling & Backhoe Service, Roseboro, NC	\$1,123,975.00
<u>Other Evaluated Bids and Bid Combinations with Alternates</u>	
Base Bid Only:	
JSmith Civil, LLC, Goldsboro, NC	\$ 857,159.00
Sandy's Hauling & Backhoe Service, Roseboro, NC	\$1,123,975.00
Base Bid with Alternate 1	
JSmith Civil, LLC, Goldsboro, NC	\$ 828,607.00
Sandy's Hauling & Backhoe Service, Roseboro, NC	\$1,123,975.00
Base Bid with Alternate 2	
JSmith Civil, LLC, Goldsboro, NC	\$ 843,899.00
Sandy's Hauling & Backhoe Service, Roseboro, NC	\$1,123,975.00
Base Bid with Alternate 3	
JSmith Civil, LLC, Goldsboro, NC	\$ 851,569.00
Sandy's Hauling & Backhoe Service, Roseboro, NC	\$1,123,975.00

COMMENTS: Notice of bid was advertised on December 22, 2020 with an original bid opening date of January 27, 2021. Addendum No. 1 was issued on December 23, 2020, to provide Contract Document Revisions. Addendum No. 2 was issued on January 19, 2021, to provide minutes to the Pre-Bid Meeting and provide additional Contract Document Revisions. Addendum No. 3 was issued on January 28, 2021 to re-advertise the project with a new bid opening date of February 8, 2021, as the originally scheduled bid opening failed to produce three (3) bids.

Bids were evaluated by WR Engineering for this project. By accepting each of JSmith Civil's three (3) bid alternates, there was a reduction of \$47,312 from their base bid price, for a total recommended bid price of 809,847.00. The bid form included the option for three (3) bid alternates, each of the bid alternates provided bidders the opportunity to utilize PVC pipe in lieu of ductile iron pipe for specified distances at specific locations within the project. For each alternate, bidders could indicate either a plus or minus (+/-) from the base bid price. Alternate No. 1 required bidders to provide pricing for pipe bursting of existing 8-inch concrete pipe and install pipelined with 6-inch HDPE with 8-inch fisible PVC pipe in lieu of restrained joint ductile

iron pipe. Alternate No. 2, an open cut installation, required bidders to provide pricing for furnishings and installing 8-inch restrained joint PVC sewer main in lieu of restrained joint ductile iron pipe, and Alternate No. 3, an open cut installation, required bidders to provide pricing for the removal of existing sewer and provide replacement with 8-inch restrained joint PVC sewer main in lieu of restrained joint ductile iron pipe. **SDBE/Local:** JSmith Civil, LLC is not a local firm nor classified as SDBE, minority or woman-owned business. They anticipate \$5,000.00 of SDBE spend with Crowder Trucking, Fayetteville, NC for hauling needs.

- C. Approve bid recommendation to award bid for purchase and installation of battery energy storage system at the PWC Butler Warner General Plant to Strata Solar, LLC, Durham, NC, the lowest responsive, responsible bidder in the total amount of \$3,201,417.14 and forward to City Council for approval.

The BWGP Battery Energy Storage System (BESS) Project is funded from EL48 Battery Storage (CPR1000470). Total funding available is \$5,160,000.00. Funding in the amount of \$910,000.00 in FY2021; \$2,250,000.00 (budgeted in FY2022); and \$2,000,000.00 (budgeted in FY2023)

Bids were received February 23, 2021, as follows:

<u>Bidders</u>	<u>Total Cost</u>
<u>Award Recommendation: Bid Schedule No. 3 – Base Bid with Extended 10 Year Warranty</u>	
Strata Solar, LLC, Durham, NC	\$3,201,417.14
Faulconer, Cary, NC	\$3,529,000.00
M-W Electric, Inc. DBA M-W Electrical Const., Red Springs, NC	\$3,676,896.13
Mitsubishi Electric Power Products, Inc., Warrendale, PA	\$4,423,600.00
PowerSecure, Wake Forest, NC	NO BID
<u>Other Bids Evaluated and Bid Combinations with Alternates</u>	
<i>Bid Schedule No. 1: Base Bid for 1.44 MW / 5.76 MWh BESS</i>	
Strata Solar, LLC, Durham, NC	\$2,621,650.05
Faulconer, Cary, NC	\$2,931,900.00
M-W Electric, Inc. DBA M-W Electrical Const., Red Springs, NC	\$3,184,383.88
PowerSecure, Wake Forest, NC	\$3,219,188.47
Mitsubishi Electric Power Products, Inc., Warrendale, PA	\$3,929,700.00
<i>Bid Schedule No. 1: Base Bid for 1.44 MW / 5.76 MWh BESS with Extended 10 Year Warranty</i>	
Strata Solar, LLC, Durham, NC	\$2,621,650.05
Faulconer, Cary, NC	\$3,013,900.00
M-W Electric, Inc. DBA M-W Electrical Const., Red Springs, NC	\$3,266,231.30
PowerSecure, Wake Forest, NC	\$3,465,707.02
Mitsubishi Electric Power Products, Inc., Warrendale, PA	\$4,110,600.00
<i>Bid Schedule No. 2: Base Bid for 1.5 MW / 6 MWh BESS</i>	
Faulconer, Cary, NC	\$3,046,900.00
M-W Electric, Inc. DBA M-W Electrical Const., Red Springs, NC	\$3,297,760.70
Mitsubishi Electric Power Products, Inc., Warrendale, PA	\$3,929,700.00
Strata Solar, LLC, Durham, NC	NO BID
PowerSecure, Wake Forest, NC	NO BID
<i>Bid Schedule No. 2: Base Bid for 1.5 MW / 6 MWh BESS with Extended 10 Year Warranty</i>	
Faulconer, Cary, NC	\$3,130,900.00
M-W Electric, Inc. DBA M-W Electrical Const., Red Springs, NC	\$3,381,928.70

Mitsubishi Electric Power Products, Inc., Warrendale, PA	\$4,110,600.00
Strata Solar, LLC, Durham, NC	NO BID
PowerSecure, Wake Forest, NC	NO BID

<i>Bid Schedule No. 3: Base Bid for 1.75 MW / 7 MWh BESS</i>	
Strata Solar, LLC, Durham, NC	\$3,201,417.14
Faulconer, Cary, NC	\$3,329,000.00
M-W Electric, Inc. DBA M-W Electrical Const., Red Springs, NC	\$3,479,087.51
Mitsubishi Electric Power Products, Inc., Warrendale, PA	\$4,216,700.00
PowerSecure, Wake Forest, NC	NO BID

Note: The purpose of this project is to install a battery storage system adjacent to PWC’s Community Solar site and connect it in tandem with the existing 500 kW battery storage facility already in use. This addition will provide additional cost saving to PWC during coincident peak demands and will enable us to meet the battery storage threshold specified in our current Duke Energy Progress contract.

COMMENTS: The bid form included multiple bid schedules with each schedule providing various energy storage capabilities and warranty levels. Electrical Engineering has evaluated the bids to ensure compliance with PWC specifications and has recommended award for Alternate Bid Schedule No. 3 Base Bid + Extended Warranty as it will have the greatest impact in supplementing PWC’s wholesale power cost while still operating within the terms of the wholesale contract with Duke Progress. This specialized equipment is complex in nature requiring significant manufacturing time with installation.

Notice of the bid was advertised through our normal channels on December 16, 2020 with an original bid date of January 26, 2021. Addendum No. 1 was issued on January 8, 2021. The addendum was to provide bidders with the option to attend a non-mandatory pre-bid conference. Addendum No. 2 was issued on January 15, 2021 to provide responses to questions from bidders, modify the contract documents, and to extend the bid opening from January 26, 2021 to February 23, 2021. Addendum No. 3 was issued on January 26, 2021 to clarify responses to questions in Addendum No. 2. **SDBE/Local Participation:** Strata Solar, LLC, Durham, NC is not classified as a SDBE, minority or woman-owned business.

D. Approve PWC Resolution # PWC2021.08 - Resolution Authorizing the Solicitation of Offers for the Sale of Real Property and the Initiation of an Upset Bid Process

Staff recommends that the Commissioners adopt a resolution authorizing the solicitation of offers for the sale of the RC Williams Building and the initiation of an upset bid process in order to sell the RC Williams Building in accordance with applicable law, specifically G.S. 160A-269. Staff further recommends that the Commissioners delegate authority to the CEO/General Manager to retain a commercial broker for that purpose.

Comments: PWC has determined that it would be prudent to explore a potential sale of the RC Williams Building at this time by authorizing the solicitation of offers and engaging in an upset bid process.

E. Approve PWC Resolution # PWC2021.09 - Resolution to Authorize the Condemnation of Easements and the Delegation of Real Estate Acquisition Authority to the General Manager

END OF CONSENT

GENERAL MANAGER REPORT

W/WW Cost of Service Study

Ms. Elaina Ball, PWC CEO stated we continue to work on our W/WW Cost of Service Study. We will bring back the cost of service model to the Commission in April. We are currently in rate design, looking at

customer allocation between customer classes and as well as bench marking rates for those customer classes. We are also looking at fee options. Recently we discussed economic development and some of our infrastructure that is fully depreciated and some of the costs we access which can be significantly prohibitive, especially for brown-fill development. We will look systematically at fees and bring back suggestions at a later time. We will also need to discuss if there are changes, what the effective date of the changes will be. Commissioner Rogers asked if there is time for another rate discussion. Staff confirmed.

Grays Creek

Ms. Ball stated we recently met with the County to continue our discussion around Grays Creek. We provided them with an array of options from just serving the schools in that area to serving all public roads in the area.

We are both (PWC & County) looking at the same numbers and the same issue. There is a large fixed cost to providing water service. For this to work, we must have rates in the area that would incent connection. Just like Annexation, if we assessed all the fixed costs to the customers, the bills would be prohibitive. No one would want to connect. Additionally, we can't recover those fixed costs on other customers. When you look at a precipitating event, we had an industrial pollution issue generated from a private company, and it would not be prudent to necessitate those costs from customers. We are having the conversation with the County, but Amy Cannon and I are looking at the same problem, which is we need a funding source. We are at the table and we want to be solution oriented. But whether it is private dollars or public dollars we are going to need support to consider serving the area. Discussion ensued regarding the life of the potential funding.

Pilot Study for Groundwater Remediation for TEXFI

Ms. Ball stated staff provided information to Rep. Szoka in support of a plan to introduce a bill to conduct a pilot study for ground water remediation in the abandoned TEXFI area. PWC does not own the property. It is owned by the City, however the trichlorethylene in the area and is spreading in the area is a risk to the utility. We want to be a good partner with the city and ensure we are exploring technology that will address the remediation effort. It is called in situ enhanced reductive dichlorination. We want to test it out. We are hoping it goes through the budgeting process at the state and we can kick off the pilot project with the City on a 50/50 cost share. Additional discussion ensued. Council Member Davis asked if the City is aware of this conversation. Mr. Noland stated we discuss this at our City/PWC meetings. Ms. Ball stated she has personally spoken to CM Doug Hewett and she also understands when the City Council met with the State Delegation, Rep. Szoka brought up this issue.

Virtual PWC EXPO and Speaking Engagements

It will be held on Friday from 11 am to 1pm. This is our first virtual EXPO, with all the normal live events, however it will be streamed from our Facebook page.

Elaina Ball is a guest speaker at the Virtual Chamber Coffee Club on Thursday morning. She is also a guest on the CityView Podcast on Friday. She has some upcoming visits with leadership at Cape Fear Valley as well as ASOM.

Policy and Procedures Manual

We have a team working through policies and procedures, and they have done a terrific job. A majority of the policies are being sunset or placed into a procedures manual. There are some policies that were approved by the Commission in the past, and we will bring them back for the Commissioners to review, likely by the next Commission meeting.

Update of Performance Management System

We have a firm helping us re-establish goals and re-tune our performance management system as an organization. We currently have a performance management system that is ongoing that evaluates employees' performance, on their anniversary. We are going to reset it for July 1st and evaluate both the organization's performance and the team's performance based on the fiscal year.

COMMISSIONER/LIAISON COMMENTS

Commissioner Rogers

Staff responded to questions from Commissioner Rogers regarding Virtual PWC Expo, and the Dogwood Festival

Commissioner Shaw

Commissioner Shaw commended the Water Resource employees who come out to inspect the customers' backflow system. She stated they are knowledgeable and possess very good customer service skills.

Commissioner Fowler

Commissioner Fowler thanked Jason Greene for the tour he gave of the Hoffer Plant. He stated it was done in the rain, and he did a very good job.

REPORTS AND INFORMATION

The Commission acknowledges receipt of the following reports and information.

- A. Monthly Cash Flow Report – February 2021
- B. Payment Analysis – February 2021
- C. Recap of Uncollectible Accounts – February 2021
- D. Investment Report – February 2021
- E. Purchase Orders
 - January 2021
 - February 2021
- F. Position Vacancies
- G. Financial Statement Recaps
 - Electric – February 2021
 - Water – February 2021

ADJOURNMENT

There being no further business, upon motion by Commissioner Rogers, seconded by Commissioner Shaw, and unanimously approved, the meeting was adjourned at 8:52 a.m.

**PUBLIC WORKS COMMISSION
ACTION REQUEST FORM**

TO: Elaina L. Ball, CEO/General Manager

DATE: April 6, 2021

FROM: Trent K. Ensley, Procurement Manager

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ACTION REQUESTED: Approve contract award for the Rockfish Creek Water Reclamation Facility (WRF) Screening Improvements to the lowest, responsive, responsible bidder, J. Cumby Construction, Cookeville, TN 38501. This project includes replacement of the existing mechanical bar screens at the preliminary treatment facility with multi-rake type mechanical bar screens utilizing belt conveyors for screenings removal, replacement of grit train influent and effluent isolation slide gates.

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BID/PROJECT NAME: Rockfish Creek WRF Screening Improvements

BID DATE: March 16, 2021

DEPARTMENT: Water Resources Engineering

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BUDGET INFORMATION: Funding for this project is from WS-85 (CPR1000329). Funding in the amount of \$250,000.00 is available in FY2021, funding in the amount of \$1,485,000.00 is budgeted in FY2022 and \$695,000.00 is budgeted in FY2023.

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BIDDERS	TOTAL COST
<u>Award Recommendation: Alternate Bid</u>	
J. Cumby Construction, Inc., Cookeville, TN 38501	\$2,430,000.00
Laughlin-Sutton Construction Company, Browns Summit, NC 27214	\$2,483,600.00
Haren Construction Company, Inc., Etowah, TN 37331	\$2,647,000.00
State Utility Contractors, Monroe, NC 28111	\$2,919,000.00
T.A. Loving Company, Goldsboro, NC 27533	\$3,095,900.00
Water & Waste Systems Construction, Garner, NC 27529	\$3,160,000.00
<u>Other Evaluated Bids: Base Bid Only</u>	
J. Cumby Construction, Cookeville, TN 38501	\$2,810,000.00
Laughlin-Sutton Construction Company, Browns Summit, NC 27214	\$2,815,000.00
Haren Construction Company, Etowah, TN 37331	\$2,972,000.00
State Utility Contractors, Monroe, NC 28111	\$3,244,000.00
Water & Waste Systems Construction, Garner, NC 27529	\$3,460,000.00
T.A. Loving Company, Goldsboro, NC 27533	\$3,470,000.00

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AWARD RECOMMENDED TO: J. Cumby Construction Company, Cookeville, TN 38501

BASIS OF AWARD: Lowest responsive, responsible bidder

COMMENTS: The Commission is asked to approve Rockfish Creek WRF Facility (WRF) Screening Improvements to the lowest, responsive, responsible bidder, J. Cumby Construction Company, Cookeville, TN 38501. Notice of the bid was advertised through our normal channels on February 16, 2021 with an original bid opening date of March 11, 2021. Addendum No. 1 was issued on February 22, 2021 to provide Bidders the ability to attend the mandatory pre-bid virtually. Addendum No. 2 was issued on March 3, 2021 to provide minutes to the Pre-Bid Meeting and provide additional Contract Document Revisions. Addendum No. 3 was issued on March 10, 2021 to provide additional Contract Document Revisions and extend the bid opening date to March 16, 2021.

The bids were evaluated by Water Resources Engineering and for this project. By accepting the alternate bid there was a reduction of \$380,000.00 from their base bid price, for a total recommended bid price of \$2,430,000.00. The project Base Bid was for equipment manufactured by Huber who provided the screens installed as part of the Cross Creek WRF Screening Improvements project completed in February 2020. The Alternate Bid form allowed bidders to write in equipment manufactured by either JWC or Headworks. The research and evaluation work performed by Hazen and PWC prior to the Cross Creek project resulted in a specification that considered Huber, JWC, and Headworks all as equal equipment.

The recommendation is to award this project for the Rockfish Creek WRF Screening Improvements, to the lowest responsive and responsible bidder, J. Cumby Construction, Cookeville, TN 38501

ACTION BY COMMISSION

APPROVED _____ **REJECTED** _____
DATE _____

ACTION BY COUNCIL

APPROVED _____ **REJECTED** _____
DATE _____

BID HISTORY
ROCKFISH CREEK WRF SCREENING IMPROVEMENTS
BID DATE: MARCH 16, 2021, AT 2:00PM

Consulting Engineer

Hazen and Sawyer, Raleigh, NC 27607

Advertisement

- | | | |
|----|------------------------|-------------------------------|
| 1. | PWC Website | 02/16/2021 through 03/16/2021 |
| | Addendum No. 1 | 02/22/2021 through 03/16/2021 |
| | Addendum No. 2 | 03/03/2021 through 03/16/2021 |
| | Addendum No. 3 | 03/10/2021 through 03/16/2021 |
| 2. | The Fayetteville Press | General Monthly Ad |

List of Prospective Bidders

1. State Utility Contractors, Inc., Monroe, NC
2. Sanford Contractors, Sanford, NC
3. Wells Brothers Construction Company, Turkey, NC
4. Sandy's Hauling & Backhoe Service, Roseboro, NC
5. T.A. Loving Company, Goldsboro, NC
6. J. Cumby Construction Inc., Cookeville, TN
7. M.B. Kahn Construction Co., Inc., Columbia, SC
8. Crowder Construction Company, Apex, NC
9. Wharton-Smith, Inc., Charlotte, NC
10. Adams Robinson Enterprises, Inc., Dayton, OH
11. Haren Construction Company, Inc., Etowah, TN
12. English Construction, Lynchburg, VA
13. Ulliman Schutte Construction, LLC, Roanoke, VA
14. Dellinger-Inc., Monroe, NC
15. Garney Construction, Raleigh, NC
16. J. Smith Civil, Goldsboro, NC 27530
17. Sandhill Contractors, Sandford, NC
18. Utilities Plus Inc., Linden, NC
19. Lanier Construction, Snow Hill, NC
20. Hine Sitework Inc., Goldsboro, NC
21. Odell Smith & Sons, Spring Lake, NC
22. Mechanical Jobbers, Lithonia, GA
23. Am-Liner East, Inc., Berryville, VA
24. Sak Construction, LLC, O'Fallon, MO
25. Armen Construction, LLC, Charlotte, NC
26. ES&J Enterprise Inc., Autryville, NC
27. Billy Bill Grading, Fayetteville, NC
28. Laughlin-Sutton Construction Company, Browns Summit, NC
29. Water & Waste Systems Construction, Garner, NC 27529

PWC Procurement Mailing List- Registered vendors via the PWC website and BBR registrants. (approximately 1000+ contacts)

Small Business Administration Programs:

Small Business Administration Regional Office (SBA)
NC Procurement & Technical Assistance Center (NCPTAC)
Veterans Business Outreach Center (VBOC)
Small Business Technology Center (SBTDC)
Women's Business Center of Fayetteville (WBC)

Local Business and Community Programs

FSU Construction Resource Office (FSUCRO)
FSU Economic Development Administration Program (FSUEDA)
FSU Career Pathways Initiative
NAACP, Fayetteville Branch
FTCC Small Business Center (SBC)
Greater Fayetteville Chamber
Hope Mills Chamber
Spring Lake Chamber
Hoke Chamber
Fayetteville Business & Professional League (FBPL)
Latinos United for Progress
Latino Community Connects
The Center for Emerging Business
Fayetteville Black Business Website

State Business and Community Programs

NC Institute of Minority Economic Development (The Institute) Durham, NC
NAACP, State Branch Raleigh, NC
National Utility Contracting Association- NC Chapter (NUCA)
Durham Chapter of the National Association of Women in Construction (NAWIC)
South Atlantic Region of National Association of Women in Construction (NAWIC)
The Hispanic Contractors Association of the Carolinas (HCAC)
United Minority Contractors of North Carolina
International Women in Transportation- Triangle Chapter
International Erosion Control Association (IECA)

Media

Fayetteville Observer
WIDU, AM1600
IBronco Radio at FSU
Fayetteville Press News
Up & Coming Weekly
Bladen Journal

SDBE/Local Participation

SDBE/Local: J. Cumby Construction is not a local firm. They do not anticipate utilizing DBE or local firms. They do anticipate \$50,000.00 of expenses for local hotel and/or apartment rental and tool purchases.

DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
D. RALPH HUFF, III, COMMISSIONER
ELAINA BALL, CEO/GENERAL MANAGER



FAYETTEVILLE PUBLIC WORKS COMMISSION
955 OLD WILMINGTON RD
P.O. BOX 1089
FAYETTEVILLE, NORTH CAROLINA 28302-1089
TELEPHONE (910) 483-1401
WWW.FAYPWC.COM

April 5, 2021

MEMO TO: Elaina Ball, CEO/General Manager

FROM: Jim Autry, Right-of-Way Supervisor

SUBJECT: Request Approval to Condemn Additional Easement Parcels -
Phase V Annexation, Project Areas - 23 Section 02, Area 25, Area 32 East
Section 01.

Staff recommends condemnation of Three (3) Easement Parcels in Project Area 23, Section 02; Eight (8) Easement Parcels in Project Area 25; and Six (6) Easement Parcels in Project Area 32 East - Section 01; The Easement Parcels listed are in addition to the ones previously approved in PWC Resolution Nos. PWC2021.01, PWC2021.06, & PWC2021.09 where negotiations to date have either proven unsuccessful and or the signatures of rightful owners unobtainable.

Project Area 23 Section 02 (Rayconda) is currently in construction, Project Area 25 with 111 total easement parcels of which 49 are unsettled, is to be advertised for bids in late April with a Notice to Proceed construction date of 01 July anticipated. Area 32 East Section 01 has a total of 158 easements 75 of which are unsettled, is to be advertised early May with anticipated Notice to Proceed of August 1st. We are currently asking to condemn Three parcels in Area 23 Section 02, Eight parcels in Area 25, and Six parcels in Area 32 Section 01 because we have reached an impasse. The remaining unsettled parcels are still in the negotiating stage. Many of these are likely to settle and those that do not, request to condemn will be forthcoming.

The recommendation, as approved by the Fayetteville Public Works Commission, shall be placed as an Administrative Agenda Item on the City Council Agenda in accordance with prior agreed upon procedure.

Please note that although legal action is initiated, the condemnation process may be stopped at any time a mutual agreement through formal or informal mediation is reached and that PWC Right-of-Way Staff and its representative Attorneys will continue to make every effort to negotiate a fair and reasonable settlement and keep litigation costs to a minimum.

**RESOLUTION TO AUTHORIZE THE CONDEMNATION
OF EASEMENTS AND THE DELEGATION OF REAL ESTATE
ACQUISITION AUTHORITY TO THE GENERAL MANAGER**

WHEREAS, Fayetteville Public Works Commission (PWC), as a public authority under North Carolina law, is entitled to exercise eminent domain rights as a local public condemnor to acquire real property interests that will be titled in the name of The City of Fayetteville and used to extend, enlarge, or improve the public enterprise comprised of PWC's utility operations;

WHEREAS, PWC has determined at this time that its utility operations should be extended, enlarged, and improved by the acquisition of utility easements on and crossing the properties specified hereinbelow in the name of The City of Fayetteville, by and through PWC, and that such acquisitions are necessary and in the public interest for the benefit and use of the public, specifically by and through the establishment, extension, enlargement, or improvement (to meet the need for expanded or upgraded service) of an adequate and sound system of transmission and distribution of electricity, water supply and distribution, and sanitary sewer lines and systems;

WHEREAS, PWC has the authority under Section 6A.8 of Chapter VIA of the Charter of The City of Fayetteville to delegate certain duties and responsibilities when necessary or convenient for its operations, including but not limited to the execution of contracts, settlement statements, instruments, and other legal documents necessary for the acquisition of interests in real property, which shall be titled in the name of the City of Fayetteville, by and through PWC; and

WHEREAS, PWC has deemed that the delegation of certain duties and responsibilities specified hereinbelow are consistent with PWC's authority and fiduciary responsibilities.

**THEREFORE, LET IT BE RESOLVED BY THE COMMISSIONERS OF
FAYETTEVILLE PUBLIC WORKS COMMISSION THAT:**

1. Fayetteville Public Works Commission, acting by and through its General Manager, is hereby authorized to acquire by condemnation, for the purposes stated above in the name of The City of Fayetteville, the property rights and interests described as follows:

a. **Phase V Annexation - Project Area 23 Section 02**; Permanent and Temporary utility easements ranging approximately 10-feet to 20-feet in width across the following Easement Parcels: Tax PIN(s) 9496-34-7504, 9496-35-1052, 9496-34-5649.

b. **Phase V Annexation - Project Area 25**; Permanent and Temporary utility easements ranging approximately 10-feet to 20-feet in width across the following Easement Parcels: Tax PIN(s) 9486-68-8229, 9487-50-1310, 9486-89-2606, 9487-62-5758, 9487-62-3464, 9487-71-4642, 9487-62-0765, 9487-52-8092.

c. **Phase V Annexation, Project Area 32 East, Section 01**; Permanent and Temporary utility easements ranging in width approximately 10-feet to 20-feet across the following Easement Parcels: Tax PIN(s) 9494-48-8337, 9494-48-6456, 9494-39-5076, 9494-48-7287, 9494-48-5393, 9496-48-1428.

All being in Cumberland County, for the purpose of improving PWC's existing and proposed water and or sanitary sewer lines and systems necessary to extend and provide these services where practical and feasible to ensure an adequate and sound system of water and sanitary sewer lines.

2. The General Manager is authorized to direct the attorney(s) representing Fayetteville Public Works Commission to institute the necessary legal p

roceedings under Chapter 40A of the North Carolina General Statutes to acquire the easements described hereinabove

3. Pursuant to Section 6A.8 of Chapter VIA of the Charter of The City of Fayetteville, PWC delegates authority to the CEO and General Manager to award and execute contracts, settlement statements, instruments, and other legal documents necessary for the acquisition of interests in real property, which shall be titled in the name of the City of Fayetteville, by and through PWC. This delegation is subject to the requirements and limitations contained within PWC's approved policies.

ADOPTED this ____ day of _____ 2021

FAYETTEVILLE PUBLIC WORKS COMMISSION

Wade R. Fowler, Jr., Chairman

ATTEST:

Darsweil L. Rogers, Secretary

**PUBLIC WORKS COMMISSION
ACTION REQUEST FORM**

TO: Elaina L. Ball, CEO/General Manager

DATE: 4/7/2021

FROM: Trent Ensley, Procurement Manager

.....
ACTION REQUESTED: Adopt PWC Resolution No. 2021.11 to declare personal property described as one (1) 2010 Caterpillar 430E Backhoe, VIN #CAT0430ECSWC00201 as surplus and sell by public auction.

COMMENTS: North Carolina General Statute 160A-270 permits the sale of personal property with an estimated value of \$30,000 or more by public auction upon authorization by the governing board.

.....
ACTION BY COMMISSION

APPROVED _____ **REJECTED** _____
DATE _____

**RESOLUTION TO DECLARE PERSONAL PROPERTY AS SURPLUS
AND AUTHORIZE SALE OF PROPERTY BY PUBLIC AUCTION**

WHEREAS, the Public Works Commission of the City of Fayetteville, hereinafter referred to as Commission, owns personal property described as one (1) 2010 Caterpillar 430E Backhoe, VIN #CAT0430ECSWC00201; that is surplus to its needs; and

WHEREAS, North Carolina General Statute § 160A-270 permits the Commission to sell personal property with an estimated value of \$30,000 or more by public auction upon approval by the Commission and after publication of a notice announcing the auction;

NOW THEREFORE BE IT RESOLVED BY THE COMMISSION THAT:

1. The Commission declares the property described as one (1) 2010 Caterpillar 430E Backhoe, VIN# CAT0430ECSWC00201, as surplus and authorizes its sale by electronic auction.
2. The auction will be conducted electronically through GovDeals on the website www.govdeals.com, beginning Wednesday, April 28, 2021.
3. The terms of the sale are (a) that the property is sold in its current condition, as is, and the Commission gives no warranty with respect to the usability of the property; (b) that the buyer will pay the full amount of his or her bid by the close of business not later than 5 business days from the time and date of the Buyer's Certificate, whether in cash or with a certified check or cashier's check, and (c) such other terms of sale as may be posted on the GovDeals website.
4. The Chief Corporate Services Officer of the Public Works Commission is hereby authorized to dispose of the property of the auction on behalf of the Commission.

Adopted this _____ day of _____, 2021, at Fayetteville, North Carolina.

**PUBLIC WORKS COMMISSION OF THE
CITY OF FAYETTEVILLE, NORTH CAROLINA**

Wade R. Fowler Jr., Chairman

ATTEST:

Darsweil Rogers, Secretary

DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
ELAINA L. BALL, CEO/GENERAL MANAGER



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April 7, 2021

MEMO TO: Elaina L. Ball, CEO/General Manager

FROM: Paula Shambach, Corporate Development Manager

SUBJECT: Recommendation to Adopt Resolution Rescinding Policies

Staff recommends that the Commissioners adopt a resolution rescinding policies from the PWC Policy and Procedure Manual. PWC is currently undertaking a comprehensive review of the entire Policy and Procedure Manual, engaging many employees from across all divisions. Additional resolutions and information will be shared as the effort progresses.

Thank you.

ps

RESOLUTION RESCINDING POLICIES

WHEREAS, the Fayetteville Public Works Commission (PWC) has encouraged its staff to streamline and update the existing Policy and Procedure Manual and related documents in order to ensure that employees have access to information that is appropriately structured, up-to-date, and easy to read and understand; and

WHEREAS, the Commissioners support the comprehensive review process that is currently underway and accept staff's recommendations for changes to PWC's policies.

THEREFORE, LET IT BE RESOLVED BY THE COMMISSIONERS OF THE FAYETTEVILLE PUBLIC WORKS COMMISSION THAT:

1. The following Policies, as more completely set forth in Exhibit A attached hereto, are hereby rescinded effective July 1, 2021:

- a) Duties of PWC Vice Chairman in the Absence of the Chairman
- b) Duties of the PWC Vice Chairman or Treasurer in the Absence of the Secretary
- c) Extended Absence of CEO/General Manager
- d) Establishment of a Board Level Governance Structure
- e) Pay Periods
- f) Performance Review
- g) Dress Code
- h) Family and Medical Leave
- i) Hours of Work
- j) Attendance
- k) Civil Leave
- l) Military Leave
- m) Sick Leave

2. The CEO and the CEO's designees are hereby authorized to promulgate, modify, and rescind procedures and departmental manuals to govern the daily operations of PWC, to the extent such procedures and manuals are consistent with PWC's Charter, other applicable laws, and the policies of this Commission.

ADOPTED this ____ day of April, 2021.

FAYETTEVILLE PUBLIC WORKS COMMISSION

Wade R. Fowler, Jr., Chairman

ATTEST:

Darsweil Rogers, Secretary

**Policy and Procedure Manual (PPM) Recommendations
for Commission Review/Approval**

April 14, 2021

Purple Shading indicates Policy Statement previously approved by Commission.

Policy/Procedure Name	ID#	Recommendation	Notes/Major Changes
Duties of PWC Vice Chairman in the Absence of the Chairman	1.A.1	Remove	Content is available in the PWC Guide ¹
Duties of the PWC Vice Chairman or Treasurer in the Absence of the Secretary	1.A.2	Remove	Content will be added to PWC Guide.
Extended Absence of CEO/General Manager	1.A.3	Remove	None
Pay Periods	2.B.1	Remove	This information is included in Employee Handbook.
Performance Review	2.B.2	Remove	Most information is included in Employee Handbook; some content will be moved to a new HR Manual ² . Performance rating scale and specific routing/approval information will be deleted.
Dress Code	2.C.9	Remove	Most of this information is included in Employee Handbook. Details related to specific examples or proper dress will be deleted.
Family and Medical Leave	2.E.4	Remove	Most of this information is included in Employee Handbook. Other relevant content will be moved to HR Manual.
Hours of Work	2.C.4	Remove	Most of this information is included in the Employee Handbooks. Other relevant information will be added to HR Manual.
Attendance	2.C.6	Remove	This information is included in Employee Handbook. Other relevant content will be moved to HR Manual.

Policy/Procedure Name	ID#	Recommendation	Notes/Major Changes
Civil Leave	2.E.6	Remove	This information is included in Employee Handbook. Other relevant content will be moved to HR Manual.
Military Leave	2.E.5	Remove	This information is included in Employee Handbook. Other relevant content will be moved to HR Manual.
Sick Leave	2.E.3	Remove	Most of this information is included in Employee Handbook. Other relevant content will be moved to HR Manual.
Employee Separations	2.F.3	Remove	Guidelines and other relevant content will be moved to the HR Manual.
Confirming Purchase Orders	3.C.5	Remove	Procedure is no longer applicable.
Use of Wellness Center	4.A.4	Remove	Content is on Intranet.
Material Review Committee	4.C.1	Remove	Part of job responsibilities for the Materials Standards Engineer.
Material Deficiency	4.C.4	Remove	Will create document for Warehouse guidelines.
Receipt and Inspection of Materials, Supplies, Equipment	4.C.5	Remove	Will create document for Warehouse guidelines.
Testing Materials, Supplies, Equipment	4.C.6	Remove	Part of job responsibilities for the Materials Standards Engineer.

¹PWC Guide is available on Intranet, USB for Commissioners

²HR Manual will be a new document to capture guidelines and procedures

PROCEDURE: DUTIES OF PWC VICE CHAIRMAN IN THE ABSENCE OF THE CHAIRMAN	SECTION NUMBER: 1.A.1
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P1.A.1

**POLICY REGARDING DUTIES OF PWC VICE CHAIRMAN IN THE ABSENCE OF
THE CHAIRMAN**

It shall be the policy of the Public Works Commission that in the absence of the Chairman, the Vice Chairman is hereby authorized to assume the duties and responsibilities of the Chairman, including the execution of contract documents as may be required on behalf of the Public Works Commission.

Reference PWC Resolution 2003.07 adopted July 9, 2003.

Resolution No. PWC 2003.07

RESOLUTION

WHEREAS, Chapter 6 of the Fayetteville City Code creates the Public Works Commission and establishes duties and responsibilities of said Commission;

NOW THEREFORE BE IT RESOLVED that COMMISSION hereby declares in the absence of the Chairman, the Vice Chairman is hereby authorized to assume the duties and responsibilities of the Chairman, including the execution of contract documents as may be required on behalf of the Public Works Commission.

The above Resolution adopted this 9th day of July, 2003.

PUBLIC WORKS COMMISSION OF
THE CITY OF FAYETTEVILLE, N.C.

/s/ Wilson A. Lacy, Chairman

ATTEST:

/s/ Terri Union, Secretary

☐ ORIGINAL ☒ REVISION No. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:  GENERAL MANAGER

PROCEDURE:

**DUTIES OF PWC VICE CHAIRMAN OR TREASURER IN
THE ABSENCE OF THE SECRETARY**

SECTION NUMBER:

1.A.2

P1.A.2

**POLICY REGARDING DUTIES OF PWC VICE CHAIRMAN AND TREASURER IN
THE ABSENCE OF THE SECRETARY**

It shall be the policy of the Public Works Commission that in the absence of the Secretary, the Vice Chairman or Treasurer is hereby authorized to assume the duties and responsibilities of the Secretary, including the execution of contract documents as may be required on behalf of the Public Works Commission.

Reference PWC Resolution 2008.03 adopted February 20, 2008.

Resolution No. PWC 2008.03

RESOLUTION

WHEREAS, Chapter 6 of the Fayetteville City Code creates the Public Works Commission and establishes duties and responsibilities of said Commission;

NOW THEREFORE BE IT RESOLVED that COMMISSION hereby declares in the absence of the Secretary, the Vice Chairman or Treasurer is hereby authorized to assume the duties and responsibilities of the Secretary including the execution of contract documents as may be required on behalf of the Public Works Commission.

The above Resolution adopted this 20th day of February 2008.

PUBLIC WORKS COMMISSION OF
THE CITY OF FAYETTEVILLE, N.C.

/s/ Michael G. Lallier

Michael G. Lallier, Chairman

ATTEST:

/s/ Terri Union

Terri Union, Secretary

☐ ORIGINAL ☒ REVISION NO. 2

APPROVED: OCTOBER 1, 2012

APPROVED BY:  GENERAL MANAGER

PROCEDURE:

EXTENDED ABSENCE OF CEO/GENERAL MANAGER

SECTION NUMBER:

1.A.3

P1.A.3

EXTENDED ABSENCE OF CEO/GENERAL MANAGER POLICY

It shall be the policy of the Public Works Commission that if the CEO/General Manager is not available to carry out his duties for an extended period of time, his designee is hereby authorized to assume the duties and responsibilities of the CEO/General Manager including the execution of documents on behalf of the Public Works Commission until the Public Works Commission takes action to select an interim person to assume those duties.

I. PURPOSE

The purpose of this procedure is to ensure the continuous operation of the utility during an extended absence of the CEO/General Manager.

II. RESPONSIBILITIES

It shall be the responsibility of the CEO/General Manager to select an appropriate employee to assume the duties of his office in the event he is unable to perform his duties for an extended period of time.

III. GUIDELINES

In the event the CEO/General Manager will be unable to perform his duties for a period longer than 15 days, the Chief Corporate Services Officer will assume the duties of the CEO/General Manager until the CEO/General Manager is able to assume his duties or the Commission takes action to select an Interim CEO/General Manager.

Note: For short term absences of the CEO/General Manager, a Chief Officer will assume the duties of the CEO/General Manager on a limited basis. Presently the hierarchy shall be Chief Corporate Services Officer, Chief Financial Officer, Chief Operations Officer-Water Resources and Chief Operations Officer-Electric Systems.

IV. EFFECTIVE DATE

This procedure shall become effective upon approval.

☐ ORIGINAL ☒ REVISION NO. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:  GENERAL MANAGER

PROCEDURE:

PAY PERIODS

SECTION NUMBER:

2.B.1**PAY PERIODS POLICY**

P2.B.1

It shall be the policy of the Public Works Commission (PWC) to utilize a bi-weekly pay period system with 26 pay periods typically per year. Employees are paid on the Friday immediately following conclusion of a pay period. Two full, successive workweeks constitute one pay period. A workweek consists of 40 hours beginning on Saturday 12:00 a.m. through Friday 12:00 midnight.

I. PURPOSE

The purpose of this procedure is to establish a uniform system which defines a pay period and identifies when employees will be paid in relationship to the pay periods.

II. RESPONSIBILITIES

Directors, Supervisors, Managers: Responsible for reporting departmental payroll information as required to ensure employees are properly compensated.

III. EFFECTIVE DATE

This document replaces all previous procedures and will become effective upon approval.

☐ ORIGINAL ☒ REVISION NO. 1APPROVED: OCTOBER 1, 2012APPROVED BY:  GENERAL MANAGER

PROCEDURE: PERFORMANCE REVIEW	SECTION NUMBER: 2.B.2
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P2.B.2

PERFORMANCE REVIEW POLICY

It shall be the policy of the Public Works Commission to officially review and document an employee's performance at the following time intervals:

- Formal review at three (3) and six (6) months during probationary period for new employees, re-hired employees, and employees in a new position, whether promoted, transferred, or demoted to new position.
- Twelve (12) month annual review for all employees.

I. PURPOSE

The purpose of this document is to set guidelines and procedures related to the evaluation of employees. Performance competencies are extracted directly from the job description for the position which the employee is being compensated to perform. Each performance competency is accomplished when the following question is answered: "Has the employee continuously accomplished each of the competencies throughout the evaluation period?"

II. DEFINITIONS

- A. Employee** – Any person being compensated as an employee of PWC.
- B. Probationary Period** – Six (6) month period of employment of any new employee; re-hired employee; or promoted, transferred, or demoted employee of PWC.
- C. Employment Anniversary Date** – The date an employee was hired to begin work at PWC.
- D. Competencies** – Proficiencies for the position which the employee is being compensated by PWC to perform.

III. RESPONSIBILITY

- A. Officers:** Assure that the performance review is completed in a fair and impartial way for all PWC employees.
- B. Human Resources/Safety Departments:** Notify supervisors of upcoming appraisals due prior to the appraisal month and forward incident summary reports for any employees that have had a personal injury or accident in review period. Report to the appropriate Officer when performance evaluations are not completed in the time period allotted. Assist

☐ ORIGINAL ☒ REVISION No. 3

APPROVED: MARCH 24, 2015APPROVED BY:  GENERAL MANAGER

PROCEDURE: PERFORMANCE REVIEW	SECTION NUMBER: 2.B.2
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Supervisors with employee performance issues identified in the performance evaluation.

- C Supervisors:** Conduct a formal performance evaluation review at three (3) and six (6) months during probationary period for new employees; re-hired employees; and promoted, transferred, or demoted employees. Annually meet and discuss, in a formal setting, the performance evaluation with each employee. Submit the performance appraisal for each employee no later than the end of the month in which the appraisal is due and forward for approval in a timely manner.
- D Employee:** Furnish all pertinent information that reflects on-the-job performance to their supervisor through the self-appraisal process. If employee is required or chooses to complete a self-appraisal, it must be completed by the deadline given by the supervisor, not to be less than 2 weeks. Provide overall feedback once final approval of the appraisal is done.

IV. GUIDELINES

- A. Supervisors will regularly observe and review employee performance and discuss with the employee as appropriate.
- B. Performance evaluation review will be conducted at three (3) and six (6) months during probationary period for new employees, re-hired employees, and promoted, transferred, or demoted employees.
- C. Annual performance evaluations are to be performed for all employees either during their anniversary month of employment with PWC or following one (1) year in new position and annually thereafter, thus changing the employee's annual appraisal month from their employment anniversary date to the month of their effective job change.
- D. If an employee is not actively at work during the time he/she is to be evaluated, the performance evaluation will be completed during the next monthly evaluation cycle following the employee's return to work. In such cases, the effective date will be the first pay periods begin date of the following month. Any pay increase will not be retroactive.
- E. Employees will be rated as follows:
1. **Exceeds Expectations** indicates performance is consistently greater than that which is stated in the competency. An employee is scored a three (3) to indicate the level of excellence above the Competency and

PROCEDURE: PERFORMANCE REVIEW	SECTION NUMBER: 2.B.2
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is documented by supporting information.

2. **Meets Expectations** is defined when an employee satisfactorily meets the performance objectives listed in the competency. An employee is scored a two (2) to indicate that an employee has continually met all the requirements of the competency and is documented by supporting information.
3. **Below Expectations** indicates that improvement is necessary to totally satisfy competency objectives or failure of the employee to satisfy the requirements stated in the competency. An employee is scored a one (1) to indicate the degree of unsatisfactory performance and is documented by supporting information.

V. PROCEDURES

- A. During the third week of each month, the Human Resources Department will notify supervisors of upcoming employee evaluations for the following month; i.e., employees with a February hire date or job change date such as a Promotion, Transfer, or Demotion, will be evaluated in the month of February. Supervisors will create the performance appraisal and send the self-appraisal, if applicable, to employees by the beginning of the appraisal month for completion, giving the employee at least two (2) weeks to complete their self-appraisal.
- B. Supervisors should submit performance appraisals by the end of the month in which they are due. Performance appraisals will then be routed to the appropriate approvers for review. After all approvals are complete, employees will log in to EBS and provide overall feedback on their appraisal which will send a notification to the Human Resources department to update their salary, if applicable.
- C. Performance evaluations will be performed for new employees; re-hired employees; and promoted, transferred, or demoted employees at the three (3) month mark, the six (6) month mark, the end of the probationary period, and then annually, during the month the employee was hired, promoted, transferred or demoted. Note: All other benefits associated with employee's hire date, i.e. personal holiday, will remain in place based on employee's hire date. A job change only effects the employee's annual appraisal date.

VII. EFFECTIVE DATE

This procedure will become effective upon approval.

PROCEDURE: DRESS CODE	SECTION NUMBER: 2.C.9
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DRESS CODE POLICY

P2.C.9

It shall be the policy of the Public Works Commission to provide and maintain a work environment conducive to the safety and health of its employees and present a professional businesslike image to the general public.

I. PURPOSE

The Public Works Commission considers it very important that employees are well groomed, neat, and dress appropriately for the job function. While we trust each employee's common sense and good judgment, a dress code must be followed that is appropriate to the work environment. Appropriate dress and hygiene are important in promoting a positive company image to our customers.

II. RESPONSIBILITIES

- A. Chief Executive Officer:** Reviews and approves any recommendations for disciplinary action for violations of the dress code procedure.
- B. Officers:** Reviews and approves any recommendations for disciplinary action for violations of the dress code procedure.
- C. Human Resources:** Reviews department recommendations for disciplinary actions ensuring that the procedure is enforced fairly and consistently.
- D. Directors, Managers, Supervisors:** Identify employees who are in violation of the dress code procedure; counsel with employees to provide information and advise them of their responsibility to adhere to the dress code procedure and represent PWC in a professional manner; submit documentation to the appropriate Division Officer concerning recommendations for disciplinary action as a result of employee violation of dress code procedure.
- E. Employees:** Adhere to the dress code procedure in order to promote a positive company image to our customers.

☐ ORIGINAL ☒ REVISION No. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:  GENERAL MANAGER

PROCEDURE: DRESS CODE	SECTION NUMBER: 2.C.9
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III. GUIDELINES

A. Uniformed Employees

1. Employees who are issued uniforms must wear their uniforms during working hours. Uniformed PWC employees must have their ID badges in their possession at all times while on duty.
2. Employees who receive an allowance for safety shoes must wear safety footwear during working hours.
3. Uniformed employees should wear only PWC issued head gear during working hours, i.e., PWC logo cap or approved hardhat.

B. Non-Uniformed Employees

PWC considers it very important to present a professional businesslike image. The following provides examples of appropriate attire:

1. For everyday dress:
 - a. Men: slacks and shirts with collars or turtlenecks
 - b. Women: dresses, suits, slacks, skirts, blouses, sweaters, blazers
 - c. Non-uniformed employees are required to have ID badges in their possession at all times while on PWC premises and must present it if questioned.
2. As a general rule, the wearing of denim for office personnel is not allowed unless aspects of their job make it permissible.

C. All Employees

The following items do not meet the professional businesslike image:

1. Suggestive, see-through, low-cut, unbuttoned, or revealing clothing that leaves the body unduly exposed.
2. Athletic clothing, exercise wear (such as sweat pants, wind and sweat suits).

PROCEDURE: DRESS CODE	SECTION NUMBER: 2.C.9
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3. Shorts, including walking shorts or skorts, and short skirts/dresses. (Dresses/skirts should be no shorter than 3 inches above the knee.)
 4. Spandex, stretch pants, or other form fitting pants.
 5. Sun dresses, strapless dresses, or dresses/blouses with spaghetti straps.
 6. Tops exposing the midsection, cleavage, or undergarments.
 7. Clothing which contains offensive slogans or pictures.
 8. Flip-flops, crocs, or shoes deemed unsafe or unsuitable for the working environment.
- D. Employees who report for work dressed inappropriately may be directed by their supervisor to return home for the purpose of changing clothes. The time required to do this shall be taken as leave without pay.
- E. Cologne, perfume, and aftershave must be subtle. Employees should take into consideration that some of their fellow employees may be sensitive to or have an allergic reaction to certain fragrances.

IV. EFFECTIVE DATE

This procedure replaces all previous procedures and becomes effective upon approval.

PROCEDURE:

FAMILY AND MEDICAL LEAVE

SECTION NUMBER:

2.E.4**FAMILY AND MEDICAL LEAVE ACT POLICY**

P2.E.4

It shall be the policy of the Public Works Commission (PWC) to comply fully with the requirements of the Family and Medical Leave Act of 1993, as amended (FMLA).

I. PURPOSE

The purpose of this procedure is to provide instructions to employees and supervisory personnel on how to properly implement the requirements of FMLA. The procedure also defines the proper interfaces with the Human Resources (HR) Department.

II. APPLICABILITY

This procedure applies to all employees who have been employed by PWC for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period prior to the start of the time the employee plans to take FMLA leave. Employees who do not meet these criteria are not eligible to take leave under FMLA.

III. RESPONSIBILITIES**A. Responsibilities of Employees**

1. Notifying his/her supervisor (the person to whom the employee reports) and the HR Department as soon as an employee becomes aware of the need to be absent from work during the scheduled work period. Such notification must be made in compliance with PWC's normal policies on advance notice for missing work.
2. Timely providing the certification requested by PWC to support the determination of whether the leave qualifies as FMLA.
3. Correctly recording FMLA leave on the employee's timesheet.
4. Coordinating intermittent FMLA leave with the employee's supervisor to minimize disruption of work activities.
5. Providing a release from the employee's healthcare provider clearing the employee to return to work if requested by PWC.

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B. Responsibilities of Supervisors

1. Whenever a supervisor becomes aware that an employee who reports to him or her is seeking FMLA leave or is absent for a reason that might qualify as FMLA leave, the supervisor must notify the HR Department promptly so that the process of qualifying the leave for FMLA purposes can begin.
2. When a supervisor is informed by the HR Department that an employee who reports to him or her has been granted FMLA, the supervisor must verify that the FMLA leave is properly recorded on the employee's timesheet.

IV. PROCEDURE

A. The amount of FMLA leave which may be available depends upon the reason for the leave. The kinds of leave and the reasons for each kind of leave are shown below. Many of the terms used to describe FMLA leave have precise definitions, which are provided in the last section of this policy. The total of all Self/Family Care and Qualifying Exigency Leaves available in any rolling 12-month period is 12 weeks. The total leave available under the Military Caregiver Leave is 26 weeks minus any other FMLA leave used during the 12-month period beginning on the first day Military Caregiver Leave is used. If an employee and his or her spouse are both employed by PWC, the amount of leave which is available may be different, and the employee should seek specific guidance from Human Resources.

1. **Self/Family Care Leave:** An eligible employee may take a combined total of up to 12 weeks of FMLA during a 12-month period for any one or more of the following reasons:
 - a. Birth of a son or daughter and to care for the newborn child.
 - b. Placement of a son or daughter with the employee for adoption or foster care and to care for the child after placement.
 - c. To care for a son, daughter, or the employee's parent who is ill with a serious health condition.
 - d. If the employee has a serious health condition that makes him or her unable to work at all or unable to perform the essential functions of his or her job. Absence for prenatal

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care or complications of pregnancy which make the mother unable to work would be included in this type of leave.

2. **Qualifying Exigency Leave:** An eligible employee may take up to 12 weeks of FMLA leave during a rolling 12-month period while the employee's spouse, son, daughter, or parent is on active duty or call to active duty status (the "Covered Military Member") for one or more of the following qualifying exigencies:
 - a. Short notice deployment;
 - b. Military events and related activities;
 - c. Certain childcare and school activities arising from the active duty or call to active duty;
 - d. To make certain financial and legal arrangements;
 - e. For counseling where the need for counseling arises from the active duty or call to activity duty status of the covered military member;
 - f. To spend time with a Covered Military Member who is on short term, temporary rest and recuperation leave during the period of deployment;
 - g. For certain post deployment activities;
 - h. To address other events which arise out of the Covered Military Member's active duty or call to active duty status, where both PWC and employee agree to the timing and duration of the leave.
3. **Military Caregiver Leave:** An eligible employee may take up to 26 weeks of FMLA during a 12-month period if the employee is the spouse, son, daughter, parent or next of kin of a Covered Service Member and needs the leave to care for that covered service member due to a Serious Illness or Injury. The 26 weeks is reduced by the amount of other FMLA leave used during the same 12-month period. The 12-month period begins on the first day the eligible employee takes Military Caregiver Leave, and ends 12 months after that date. Any unused Military Caregiver Leave allotment remaining at the conclusion of the 12-month period is forfeited.

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B. Notifying PWC of the Need for FMLA Leave

1. When an employee becomes aware of the need to be absent from work for an event that may qualify as FMLA, the employee must notify his/her supervisor and the HR Department as soon as practicable of the need for leave and the anticipated timing and duration of the leave. Depending on the nature of the particular need for leave, an employee may request leave on a continuous basis for a period of days or weeks, or on an intermittent basis (a day or part of a day periodically), or on a reduced work schedule (short days or short weeks).
2. In cases of leave for which the need is foreseeable, an employee must provide notice to his/her supervisor and the HR Department at least 30 days prior to the time the leave is expected to begin. If the need for the leave is foreseeable, but an employee fails to provide the required notice with no reasonable excuse for the delay, FMLA leave may be delayed until at least 30 days after notice is provided.
3. In cases of leave for which the need is unforeseeable an employee must provide notice to his/her supervisor and the HR Department as soon as practicable and in accordance with PWC's regular policies on missing work. If an employee is unable to provide the notice personally, his/her spokesperson may provide the notice.

C. Required Notice to the Employee and Request for Medical Certification

1. The HR Department will usually provide written notice to an employee within five business days, telling the employee whether he/she is eligible for FMLA based on service with the Company and amount of FMLA leave used in the preceding 12 months, and providing information about the employee's rights and responsibilities. Once PWC has enough information to determine whether the requested leave qualifies under the FMLA, it will send the employee a Designation Notice stating whether the leave is approved.
2. PWC may require that certification be provided from the health care provider in cases where leave is based on an employee or a family member's serious health condition. In addition, PWC may require certification to support a request for Qualifying Exigency Leave or Military Caregiver Leave. In each instance, the properly completed certification must be returned to the HR Department. If an

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employee is seeking Military Caregiver Leave, he/she may provide PWC with a copy of Invitational Travel Orders or Invitational Travel Authorization in lieu of the certification in some instances. Call the HR Department for assistance on this issue.

3. An employee, or his/her spokesperson if the employee is unable to do so, must provide the required certification to the HR Department within 15 calendar days after receiving PWC's request. If an employee fails to provide the required certification within the 15 calendar day period (unless due to circumstances beyond the employee's control), the HR Department may delay the commencement of FMLA leave. If the required certification is never submitted, an employee's absence may not be qualified as FMLA.
4. PWC may also require certification from an employee's health care provider that the employee is able to resume work when the employee has been on FMLA due to his/her own serious health condition.

D. Use of Paid Leave During FMLA

1. If an employee has accrued sick leave or vacation available, PWC will be required to use accrued paid sick leave and/or vacation to run concurrent with FMLA, until such paid leave has been exhausted, except that an employee may retain one week of vacation for future use. Paid sick leave and/or vacation count as a part of FMLA leave. In other words, if an employee uses four (4) weeks of paid sick leave for an event that qualifies for FMLA, that employee will have only eight (8) weeks of FMLA left.
2. If an employee uses paid sick leave or vacation during FMLA, he/she will be eligible for pay increases conditioned on seniority, length of service, attendance or work performed and will accrue additional benefits and seniority to the same extent as other employees who are on paid sick leave or vacation.
3. When paid sick leave and/or vacation runs concurrent with FMLA, the notice and certification requirements of FMLA are applicable to the sick leave and/or vacation.

E. Abuse of FMLA

1. An employee who has fraudulently used FMLA, or used FMLA when they are actually able to work, may be disciplined, up to and

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including termination of employment.

V. DEFINITIONS

Some of the important definitions relating to FMLA are given below in alphabetical order. If an employee needs assistance in understanding the meaning of any other terms or needs additional clarification of the meaning of these terms, the employee should contact the HR Department for assistance.

- A. **Active Duty or Call to Active Duty Status** – Duty under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation by a member of the National Guard, Reserves or retired re-activated Armed Services.
- B. **Covered Service Member** – A current member of the Armed Forces, including the National Guard or Reserves or a Member of the Armed Forces, National Guard or Reserves on the temporary disability retired list who has a Serious Illness or Injury for which he or she is undergoing medical treatment, recuperation or therapy, or is in outpatient status.
- C. **Next of Kin of a Covered Servicemember** – The nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver leave under the FMLA.
- D. **Parent** – Adoptive, step, or foster father or mother, or any other individual who stood *in loco parentis* to the employee. This term does not include parents "in law."
- E. **Parent of a Covered Servicemember** – A Covered Servicemember's biological, adoptive, step, or foster father or mother, or any other individual who stood *in loco parentis* to the Covered Servicemember. This term does not include parents "in law."
- F. **Son/Daughter** – Any biological child, adopted child, foster child, step child, or legal ward of a parent as defined above, which child has not yet reached the age of 18 years; or has reached the age of 18 years but is incapable of self care because of a mental or physical disability.

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- G. Son or Daughter of a Covered Servicemember** – The Covered Servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the Servicemember stood *in loco parentis*, and who is of any age.
- H. Son or Daughter on Active Duty or Call to Active Duty** – The employee’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood *in loco parentis*, who is on active duty or call to active duty status, and who is of any age.
- I. Spouse** – Husband or wife as defined by the laws of the State of North Carolina.
- J. Serious Health Condition** – An illness, injury, impairment, or physical or mental condition that involves:
1. Inpatient care (involving an overnight stay) in a medical care facility, including any period of incapacity (regardless of length) or subsequent treatment in connection with or consequent to such inpatient care; **or**
 2. Continuing treatment by a health care provider, including any one of the following:
 - a. A period of incapacity of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - (1) Treatment two or more times by a health care provider within 30 days of the first day of incapacity (unless there are extenuating circumstances), or
 - (2) Treatment on at least one occasion by a health care provider which results in a regimen of continuing treatment under the supervision of the health care provider.
 - (3) Treatment by a health care provider for purposes of this section means an in-person visit to the health care provider. The first in-person visit must occur within seven (7) days of the first day of incapacity.
 - b. Any period of incapacity (regardless of length) due to pregnancy or for prenatal care.

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- c. Any period of incapacity or treatment for such incapacity (regardless of length) due to a chronic serious health condition.
 - d. A period of incapacity (regardless of length) which is permanent or long-term due to a condition for which treatment may not be effective (Alzheimer's, severe stroke, terminal stages of a disease).
 - e. Any period of absence from work (regardless of length) to receive multiple treatments (including any period of recovery from the treatment) by a health care provider or by a provider of health care services under orders of or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (chemotherapy or radiation treatments for cancer, physical therapy for severe arthritis, dialysis for kidney disease, etc.).
- K. Serious Injury or Illness** – An injury or illness incurred by a covered Servicemember in the line of duty on active duty that may render the Servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.
- L. Chronic Serious Health Condition** – A serious health condition which: requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time (including recurring episodes of a single underlying condition); and may cause episodic rather than a continuing period of incapacity (such as asthma, diabetes, epilepsy, etc.).
- M. Incapacity** – Inability to work, attend school, or perform other regular daily activities due to a serious health condition, due to treatment for the serious health condition, or due to recovery from the serious health condition.

VI. EFFECTIVE DATE

This procedure replaces all previous procedures and becomes effective upon approval.

PROCEDURE: HOURS OF WORK	SECTION NUMBER: 2.C.4
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P2.C.4

HOURS OF WORK POLICY

It shall be the policy of the Public Works Commission (PWC) that the services performed by PWC employees are essential and must be provided day and night, every day of the year. Therefore, PWC employees may be required to work changing shifts and the number of hours per day or shift may differ. The hours of work shall be determined by the Chief Executive Officer.

I. PURPOSE

The purpose of this procedure is to authorize the PWC to establish working hours or schedules as required by the departmental workloads and organizational needs to provide services to the public and maintain efficient management of resources.

II. RESPONSIBILITIES

- A. Chief Executive Officer:** Acts as final authority for approving all significant scheduling changes.
- B. Officers, Directors, Managers, and Supervisors:** Avoid any scheduling of work hours which may adversely affect the mission or purpose of the work unit.
- C. Human Resource Officer:** Advise Officers, Directors, Managers, and Supervisors concerning the impact of proposed work schedules on Fair Labor Standards Act (FLSA) requirements.

III. PROCEDURES**A. General Information Concerning Hours of Work**

All established hours, schedules, or work shifts shall be based on needs as determined by Officers, Directors, Managers, and Supervisors and approved by the Chief Executive Officer. Telecommuting arrangements shall be governed by the Telecommuting Procedure. Plans to allow all other alternative work arrangements such as flex time, job sharing, permanent part-time employment, and compressed work week may be

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considered if requested by an employee or Manager/Director. All changes to existing office hours, schedules, or work shifts must be requested, in writing, by the Manager/Director through the appropriate Division Officer for approval by the Chief Executive Officer.

B. Hours Worked and Work Schedule

1. The normal work day shall consist of eight (8) consecutive hours with an unpaid meal period. The meal period is usually one hour (1) but may vary from department to department.
2. If a non-exempt employee works or is required to work during the meal period, he/she must be paid. Under the Fair Labor Standards Act (FLSA), employees must have at least thirty (30) minutes of uninterrupted meal time; otherwise, compensation for work performed during meal periods will be required. Rest or coffee breaks (work breaks) are considered as time worked.
3. The pay week for FLSA purposes begins on Saturday. The normal work week will be Monday through Friday of each pay week.

C. Work Breaks

1. When the workload permits, two ten (10) minute work breaks may be permitted daily. The work break is not an employee right, and the break may never be used as a valid reason for failure to perform required duties.
2. Break time may not be accumulated. Time allowed for work breaks is within the normal (8) hour day, but pay will not be made in lieu of break periods. Employees who abuse work break privileges will be subject to disciplinary action.

IV. EFFECTIVE DATE

This procedure replaces all previous procedures and will become effective upon approval.

P2.C.6

ATTENDANCE POLICY

It shall be the policy of the Public Works Commission (PWC) that employees report to work on time and on schedule. If an employee needs to be absent, he/she must call his/her supervisor in advance to advise him/her they cannot report to work. In addition, the employee must advise their supervisor when they expect to return to work. During an emergency all employees are expected to work as needed until the emergency is resolved.

- A. Employees shall be required to call their supervisor in advance to advise him/her when illness prevents reporting to work, and when they expect to be late for work because of unusual and unavoidable circumstances.
- B. If employees are away from their job for three consecutive (3) workdays without notice, it shall be assumed that they have resigned.
- C. Employees are expected to work their scheduled workdays, unless approved by their immediate supervisor or allowed under other PWC policies.

I. PURPOSE

The purpose of this procedure is to establish the organization's expectation that continuous attendance is essential to the success of the PWC's service delivery and that employee attendance is considered an inherent condition of employment.

II. RESPONSIBILITIES

- A. **Employees:** Notify the immediate supervisor of any circumstances that will prevent punctual attendance; request sick leave (when known); and schedule vacation leave well in advance of date so that supervisors may reassign and/or reschedule workloads.
- B. **Directors, Managers, and Supervisors:** Identify employees who are in violation of attendance procedures; counsel employees to assess information and advise them of their responsibility to be at work on a regular basis, administering corrective action when appropriate; submit documentation to the appropriate Division Officer concerning recommendations for disciplinary action as a result of employee violation of attendance procedures.

- C. **Officers:** Review and approve any recommendation for disciplinary action for violation of attendance procedures; forward documentation to Human Resources Department for appropriate action.
- D. **Human Resources Department:** Review departmental recommendations for disciplinary actions ensuring that policy is enforced fairly and consistently; report inconsistencies to the Chief Executive Officer.

III. **PROCEDURES**

A. **Absenteeism**

1. If employees are unable to report to work, they must personally notify their immediate supervisor immediately. Reporting absences is not to be a relative's or friend's responsibility. In rare instances, notification should be made no later than 1 (one) hour after the start of the working day. If your supervisor is not available, then you must personally notify the next level of management and leave a message containing the reason for your absence or tardiness, date/time of your return to work and a telephone number at which you may be reached.
2. Any absence which is not reported by the end of the third working day will be considered a resignation by the employee and the supervisor should submit a Personnel Action Form to the Human Resources Department.
3. Excessive absences or tardiness (whether excused or unexcused) or failure to properly report absences or tardiness may result in disciplinary action, up to and including immediate termination.

B. **Excused Absence**

There will be times when employees are required to be away from their jobs to accommodate urgent personal business. Paid sick time may not be used for this purpose. However, if vacation time is accrued, it may be used with the approval of the Supervisor, Manager, or Director.

IV. **EFFECTIVE DATE**

This procedure replaces all previous procedures and becomes effective upon approval.

PROCEDURE: CIVIL LEAVE	SECTION NUMBER: 2.E.6
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P2.E.6

CIVIL LEAVE POLICY

It shall be the policy of the Public Works Commission (PWC) that regular full-time and probationary employees called for jury duty, or as a court witness for the federal or state government or a subdivision thereof, by subpoena shall be entitled to leave with pay. In addition, they may retain fees received for such duty. Temporary employees are entitled to time off but are not eligible for pay for time spent in court.

I. PURPOSE

The purpose of this document is to recognize PWC employees' obligation to perform a function of citizenship and to account for their time and compensate them appropriately.

II. RESPONSIBILITIES

- A. Officers, Directors, Managers, and Supervisors:** Approve all civil leave for departmental employees; ensure required documentation of having been subpoenaed as a witness or having been called for jury duty is presented.
- B. Employees:** Supply supervisor with evidence of call to jury duty, or subpoena to serve as a witness, as soon as possible after notification.

III. PROCEDURES

- A.** Employees receiving notice of a call for jury duty or subpoena to serve as a witness should immediately notify their supervisor and provide them with all pertinent information, including the reporting date and the court of jurisdiction, along with a copy of the subpoena if appropriate.
- B.** Upon completion of jury duty, employees should submit a certification from the Clerk of Court indicating the actual time required to serve, or be available for, jury duty. Employees released from jury duty or duty as a witness are required to return to work for the remainder of the normal work day.

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- C. Civil Leave will not be granted in those cases where the employee is a defendant or plaintiff in an action unrelated to the course or scope of his/her PWC employment.
- D. All court time resulting from assigned duties, whether it be as a witness for a unit of the PWC or otherwise, which extends the work week beyond 40 hours, shall be treated as overtime for non-exempt employees.
- E. In accordance with this procedure, the employee will be entitled to leave with pay in addition to retaining fees received for jury duty.

IV. **EFFECTIVE DATE**

This procedure replaces all previous procedures and becomes effective upon approval.

PROCEDURE: MILITARY LEAVE	SECTION NUMBER: 2.E.5
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P2.E.5

MILITARY LEAVE POLICY

It shall be the policy of the Public Works Commission that employees who are members of the Armed Forces Reserve organization or the National Guard shall be granted two (2) calendar weeks of leave with pay per calendar year for required military training. While on military leave, benefits will accrue as though present for duty. The leave is not charged as annual leave; however, any salary payment which the employee receives from the military shall be deducted from the sum paid by the PWC. Part-time and temporary employees shall be granted two (2) calendar weeks of leave, but will not be eligible for pay.

If an employee is ordered to active military service, PWC will follow all the federal laws and guidelines concerning the employee's rights during his/her time of active duty.

I. PURPOSE

The purpose of this procedure is to recognize military training for National Guard members and reservists in accordance with the Selective Service Act of 1967 and to assure that PWC employees will not earn less than what is being earned in their current job while in military training.

II. RESPONSIBILITIES

- A. Chief Executive Officer:** Approves military leaves which extend beyond the annual two (2) week period.
- B. Department Managers:** Verifies required documentation and submits it to the Human Resources Department; grants military leave of up to two (2) calendar weeks per calendar year.
- C. Human Resource Officer:** Receives Personnel Action Form prepared by department along with a copy of the military orders; processes forms and secures records in employee's official personnel file.
- D. Employees:** Submits copy of military orders with request for military leave to immediate supervisor; submits pay vouchers upon return from military leave to department manager or designee for processing of any compensation.

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III. PROCEDURES

A. Request for Military Leave

1. An employee requesting military leave for a period of not more than two (2) weeks in a calendar year for active duty in an armed forces reserve unit or the National Guard for annual training is required to show proof of military orders and pay status at least 30 days in advance of the requested date of leave to the immediate supervisor for review.
2. The supervisor will review the documentation and secure any other required documentation, including a completed Personnel Action Form to present to the appropriate Division Officer for approval. The Division Officer or designee will verify the schedule for military leave and submit the documentation to the Human Resources Department.

B. Return from Military Leave

A person returning from active military duty must bring copies of their orders and pay vouchers to become a permanent record in their personnel file and for any compensation to be calculated for pay purposes. The PWC will pay the difference in salary between the military pay and salary that the employee earns in his/her current job, not to exceed two (2) weeks of required military training annually. Any difference in pay will be paid when the employee returns to work with the PWC.

C. Extended Active Duty

1. Leave without pay shall be granted for a period of active duty in the armed forces of the United States and shall be approved by the Chief Executive Officer. A tour of active duty is that period of time for which an employee is ordered to active military service under the following circumstances:
 - a. Voluntary Enlistment
 - b. Call-up or order to Federal active duty
2. Employees returning from Active Duty are entitled to return to work at the same level of position with all benefits reinstated to the level obtained had he/she remained continuously employed with the PWC provided that:

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- a. The individual was a regular employee of the PWC
 - b. The individual was released from active duty under honorable conditions
 - c. The individual applies for re-employment within 90 days after release from military
3. Failure to apply for reinstatement within the allowed time will be considered a voluntary resignation with no intention of returning to the employment of the PWC.

IV. EFFECTIVE DATE

This procedure replaces all previous procedures and will become effective upon approval.

PROCEDURE: SICK LEAVE	SECTION NUMBER: 2.E.3
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P2.E.3

SICK LEAVE POLICY

It shall be the policy of the Public Works Commission (PWC) that sick leave with pay shall accumulate to the credit of each probationary and regular full-time employee at the rate of eight (8) hours for each calendar month of service. Employees may be placed on leave without pay when the number of sick leave days taken exceeds the number of sick leave days accumulated. For pay purposes, a sick leave day is equal to a regular workday.

- A. Sick leave is a benefit granted to the employee in the event of his/her sickness, injury, or disability caused by pregnancy or childbirth. Sick leave may also be granted for serious illness in the immediate family that lives within the household or in the event of death in the immediate family. (Immediate family includes spouse, child, parent, brother, sister, grandparent and grandchild of the employee or the spouse.)
- B. Persons who are hired on or before the 15th of the month earn sick leave for that month, and those hired after the 15th of the month begin earning sick leave on the first of the following month.
- C. Employees continue to accumulate sick leave while on vacation or paid sick leave and must be on pay status for more than 15 days in the month in order to earn sick leave for that month.
- D. When personal illness extends beyond accrued sick leave, a charge will be made against vacation time. When vacation time is exhausted, the employee will be placed on leave without pay.
- E. Sick leave is not to be abused and will be granted with pay only when the employee:
 - 1. Tells his/her supervisor the nature and expected duration of the sick leave.
 - 2. Keeps his/her supervisor informed, daily if necessary, of the status of the illness.
- F. If an employee fails to notify the appropriate director, manager, or supervisor of an illness and fails to tell their supervisor when a return to work might be expected, the employee will be placed on leave without pay until the absence is explained. The department director, manager, or supervisor has the authority to require proof of illness in such form that is appropriate.
- G. Employees will not work at the same time that they are on paid sick leave, nor will one employee give accrued sick leave to another employee. Unused sick leave shall accrue to the employee's account without limit while they are in the employ of the PWC.
- H. To claim paid sick leave under false pretenses shall be considered a flagrant abuse of the valuable benefit and a serious violation of PWC policy that would be grounds for disciplinary action, up to and including termination.
- I. Upon retirement from PWC, an employee will be paid 25% of his/her accrued sick leave. The unpaid balance will be credited as allowed under the Local Government Employees Retirement System.
- J. Employees absent from work for more than sixty (60) consecutive workdays because of sickness or injury shall file an application for disability.

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I. PURPOSE

The purpose of this procedure is to provide regular full-time employees of the PWC with some measure of relief from the financial burdens caused by loss of earnings during periods of personal or family illness or death.

II. RESPONSIBILITIES

- A. General Manager/Chief Executive Officer:** Review requests for sick leave from Senior Management and approve or deny requests for leave in alignment with policy requirements.
- B. Officers, Directors, Managers, and Supervisors:** Review requests for sick leave from direct report employees; review leave accrual records to make sure the employee has adequate leave to cover the request; and request physician's statement when appropriate to verify employee's reason for absence.
- C. Human Resources Department:** Compile any analyses, as needed, to verify proper use of the sick leave benefit.
- D. Employees:** Notify supervisor and give notice of sickness no later than one hour past time to begin normal workday; explain the nature of illness and expected duration; and keep supervisor informed of the status of the illness.

III. PROCEDURES

- A.** An employee requesting sick leave for less than three (3) days shall notify the immediate supervisor in advance when possible, but no later than one (1) hour after the start of the employee's shift on the day he/she or a family member is ill.
- B.** An employee requesting sick leave for three (3) days or more shall follow the FMLA procedure.
- C.** The supervisor may require that the employee keep the supervisor updated on a daily basis and may require a physician's statement justifying the absence upon the employee's return to work.
- D.** Employees should report to their immediate supervisor if they become ill on the job. If it is necessary for the employee to go home, they must

PROCEDURE: SICK LEAVE	SECTION NUMBER: 2.E.3
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advise their supervisor before leaving. Failure to do so may result in leave without pay instead of deductions from accrued sick leave and/or disciplinary action.

IV. EFFECTIVE DATE

This procedure replaces all previous procedures and shall become effective upon approval.

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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I. PURPOSE

The purpose of this procedure is to establish uniform guidelines for employee separations regarding proper notifications and actions to be taken, the retrieval of PWC assets, the collection of personal belongings of the employee, and separation payments.

II. RESPONSIBILITIES

- A. Chief Executive Officer/General Manager:** Responsible for acting as the final authority in all separation and dismissal issues.
- B. Officers, Directors, Managers, and Supervisors:** Responsible for enforcing the provisions of this procedure when an employee is leaving the employment of PWC.
- C. Human Resources Department:** Responsible for notifying the appropriate parties of employee separations; taking appropriate action during employee separation events; and providing information in a timely manner to appropriate Department leads.
- D. Employee:** Notify his/her immediate supervisor of intent to separate from service; return all PWC assets; and remove all of personal belongings from PWC property.

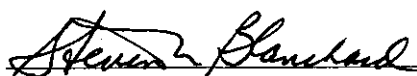
III. DEFINITIONS

- A. Resignation with Notice –** The instance of an employee providing advance notice that he/she will be leaving the employment of PWC. This category includes retirement, long-term disability, and military leave (call to duty).
- B. Resignation without Notice –** The instance of an employee leaving the employment of PWC with no advance notice. An employee that does not show up for three (3) consecutive days, and does not notify his/her immediate supervisor during this period, will be consider resigned from employment.
- C. Involuntary Dismissal –** The instance of an employee being immediately relieved of all duties and discharged from employment.

☐ ORIGINAL ☒ REVISION NO. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:

 GENERAL MANAGER

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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- D. **Short-Term Separations** – The instance of an employee taking extended leave time due to suspensions pending termination, FMLA, Worker's Compensation, or participation in the Employee Assistance Program.

IV. GUIDELINES

- A. Prior to separating employment from PWC, any employee who perceives that unlawful or intolerable employment practices or conditions exist within a department may exercise their right to present their concerns in accordance with the PWC Grievance Procedure.
- B. Employees who voluntarily resign from employment have no appeal rights.
- C. Employees who leave employment of the PWC are responsible for returning all assets issued to them.
- D. The Human Resources Department will distribute an electronic announcement identifying the employee that is leaving, along with a picture and effective date, to all PWC employees with e-mail access.
- E. The Facilities and Construction Maintenance Department will share the name and a picture for each employee leaving the employment of PWC, along with the effective date of the separation, with on-site Security personnel.

V. PROCEDURES

A. **Notifications**

- 1. **Voluntary Separations:** To include resignations with notice, resignations without notice, retirement, long-term disability, military call to duty, FMLA, Worker's Compensation and Employee Assistance Program.
 - a. The employee should notify his/her immediate supervisor of the intent to leave employment of the PWC in writing, including the intended last day of employment.
 - i. Notice of separation should be submitted two (2) weeks before the effective date to allow time to plan for a replacement.

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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- ii. Accrued vacation leave may not be used to fulfill the notification requirement.
 - iii. The termination date for the employee will be the last day the employee works.
 - iv. Failure to comply with this requirement may also be cause for denying future re-employment with PWC.
 - b. If an employee is absent for three (3) consecutive work days without notification, the employee will be deemed to have voluntarily resigned his/her position because they are unavailable for continued employment. However, if there are extenuating circumstances beyond the control of the employee and they are unable to notify their immediate supervisor, re-instatement may be considered after the facts are objectively evaluated.
 - c. The employee's immediate supervisor shall notify the Human Resources Department of the separation event by completing and submitting a Personnel Action Form. In the case of a long-term disability, the Human Resources Department will notify the supervisor.
 - d. The Human Resources Department will submit the Personnel Action Form to the appropriate Division Officer for review/approval before forwarding to the Chief Executive Office for final review and approval.
 - e. Once all approvals are obtained, the Human Resources Department will create an electronic payroll action with the effective date of the event, notifying appropriate PWC personnel. This notification triggers deactivation of building access, procurement card, and IS lockout for network access, to include VPN. If the last day of work is different from the effective date, Human Resources will send additional e-mail notifications to appropriate PWC personnel.
 - f. Human Resources will distribute an electronic announcement identifying the employee that is leaving, along with a picture and effective date, to all PWC employees with email access.
- 2. Involuntary Dismissal:** To include termination of employment and suspension pending termination.

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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- a. The Department Supervisor/Manager documents the severity of the infraction committed after a review with the employee.
- b. The documented evidence of violations will be submitted to the Human Resources Department through the appropriate Division Officer with a recommendation for dismissal.
- c. The Human Resource Office will forward the recommendation for dismissal to the Chief Executive Officer. The Chief Executive Office will act as the final authority in all dismissals and will determine whether the departmental recommendation for dismissal is justified or if an alternative action is needed.
- d. In some cases, the Department Supervisor/Manager may provide the employee the opportunity to resign in lieu of dismissal. This action will be effective immediately. Documentation must indicate resignation in lieu of dismissal.
- e. Once the final decision is made and approved, the Human Resources Department will notify the employee's immediate supervisor.
- f. The employee will be escorted from the premises by the immediate supervisor.
- g. The Human Resources Department will create an electronic payroll action with the effective date of the event, notifying appropriate PWC personnel. This notification triggers deactivation of building access, procurement card, and IS lockout for network access, to include VPN. If the last day of work is different from the effective date, Human Resources will send an additional e-mail to appropriate PWC personnel.
- h. If the separation event appears to create a hostile or potentially critical situation, Human Resources and the assigned Supervisor will notify all appropriate personnel, to include Security.
- i. Human Resources will distribute an electronic announcement identifying the employee that is leaving, along with a picture and effective date, to all PWC employees with email access.

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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B. Return of Assets

1. **Voluntary and Involuntary Separations:** To include resignations with notice, resignations without notice, retirement, termination, and military call to duty.

a. The employee is responsible for returning all PWC assets to the appropriate supervisor on or before the employee's last day of work. Assets include items issued or purchased by PWC, to include:

- i. Uniforms
- ii. ID Card/Badge
- iii. Keys
- iv. Tools
- v. Credit Cards
- vi. Cell phone, Radio, Laptop
- vii. Safety Equipment

b. The employee's supervisor is responsible for inventorying and recovering all PWC assets assigned to employee before or by the employee's last day of work.

- i. If the last day of work is before the effective date of resignation, all PWC assets shall still be recovered before by the last day of work. For example, if an employee is retiring on January 1, but is taking vacation leave for the month of December, assets must be recovered by November 30.

c. The supervisor will return assets to the appropriate department(s) from which they were issued.

- i. Keys and ID cards/badges should be returned to the Facilities Construction Maintenance Department.
- ii. Vehicles, keys and other equipment should be returned to the Fleet Department.
- iii. Technology/communications equipment (phones, radios, laptops, etc.) should be returned to the Information Systems Department.
- iv. Safety equipment/tools should be maintained in the department's inventory or returned to the Warehouse.

<div>PROCEDURE:</div> <div>EMPLOYEE SEPARATIONS</div>	<div>EXHIBIT A</div> <div>SECTION NUMBER:</div> <div>2.F.3</div>
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- v. Uniforms should be returned to the department designee responsible for coordinating delivery and return of uniforms.
 - d. The supervisor will notify the Human Resource Department of any assets not returned by the employee.
 - e. In the event that assets are not returned before the last day of work, other collection or law enforcement measures may be instituted.
 - f. The Human Resource Department will notify the Payroll Department of deductions.
2. **Short-term Separations:** To include long-term disability, FMLA, Worker's Compensation and Employee Assistance Program.
- a. When an employee will be removed from duty for an extended period of time, the employee's supervisor is responsible for knowing the status of PWC assets.
 - b. If the separation period is greater than two (2) weeks, the supervisor shall collect the assets and hold them in a secure location or return to inventory as appropriate.
 - c. The Human Resources Department shall notify the Facilities Construction Maintenance Department and Information Services Department of the separation period so that access requirements are disabled and reinstated as appropriate.

C. Return of Personal Belongings

- 1. Upon separation or termination, the employee will be allowed to collect personal belongings on PWC premises. Arrangements should be coordinated with the appropriate supervisor within two (2) weeks of the last day of work. PWC shall not assume responsibility for personal belongings after this period.
- 2. Based upon request(s) of Human Resources staff or Manager/Supervisor, personal belongings of a dismissed employee may be brought to the front security desk for pick up, or a security escort may be provided for the employee.

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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3. In the event of an employee death, the immediate supervisor shall make arrangements for the family to pick-up any personal belongings of the employee.

D. Exit Interview

1. Human Resources shall conduct an exit interview with all employees that are separating employment.
2. The interview will cover the following topics:
 - a. Return of all PWC assets assigned to employee (to include consequences of not returning the assets).
 - b. Arrangements for the collection of personal belongings (if necessary).
 - c. Access restrictions and non-employee requirements for future visits to PWC properties.
 - d. Final pay and benefit options.
 - e. Any OSHA required testing, if applicable.
 - f. Reason(s) for leaving.
 - g. Job satisfaction ratings.

E. Access Privileges

1. Based on the electronic payroll action completed by the Human Resources Department, building access and network access will be deactivated immediately following the employee's last day of work or other date indicated by the Human Resources Department.
2. Immediately upon deactivation of building access codes, former employees will be expected to adhere to visitor requirements as defined in the PWC General and Administrative Facilities Security procedure when visiting any PWC facility.
3. In order to gain access to a separated employee's voicemail, email or computer, a request must be made to the IS Department by the appropriate department supervisor. The request must include a start and end date for the access period.

F. Payments

1. **Voluntary Separations:** To include resignations with notice, resignations without notice, retirement, long-term disability, military

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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call to duty, FMLA, Worker's Compensation and Employee Assistance Program.

- a. The Human Resources Department will furnish information to the Payroll Section of the Accounting Department defining all benefits that are eligible for payment at the time of an employee's termination from employment at PWC.
- b. Employees will be paid for all accrued time worked, including overtime, and all accrued vacation time.
- c. Employees will not be paid for accrued sick time, except as allowed where termination is due to retirement.
- d. Employees must apply to the appropriate agency for benefits independent of PWC, such as 401K, 457, etc.
- e. The Payroll Section of the Accounting Department will process payments to the employee's normal direct deposit account in the next payroll run following notification from the Human Resources Department.
- f. If assets are not returned before the last day of work, collection or law enforcement measures may be instituted.

2. Involuntary Separations: To include termination of employment and suspension pending termination.

- a. The Human Resources Department will furnish information to the Payroll Section of the Accounting Department defining all benefits that are eligible for payment at the time of an employee's termination from employment at PWC.
- b. Employees will be paid for all accrued time worked, including overtime, and all accrued vacation time.
- c. Employees will only be paid for any accrued vacation time, not sick time.
- d. Employees must apply to the appropriate agency for benefits independent of PWC, such as 401K, 457, etc.
- e. The Payroll Section of the Accounting Department will process payments to the terminated employee's normal

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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direct deposit account in the next payroll run following notification from the Human Resources Department.

- f. If assets are not returned before the last day of work, collection or law enforcement measures may be instituted.

3. **Employee Death:** In the event of an employee's death, the following procedures will be followed:

- a. The Human Resources Department will notify the Payroll Section of the Accounting Department and process the required documentation.
- b. The Payroll Section will disburse final accrued wages and vacation pay to the Human Resources Department.
- c. The Human Resources Department will forward the final paycheck to the estate of the deceased.

VI. **EFFECTIVE DATE**

This procedure replaces all previous procedures regarding employee transitions and separations and shall be effective upon approval.

PROCEDURE: CONFIRMING PURCHASE ORDERS	SECTION NUMBER: 3.C.5
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I. PURPOSE

The purpose of this procedure is to establish formal guidelines governing the use of Confirming Purchase Orders.

II. APPLICABILITY

These procedures apply to all user departments who requisition materials, supplies, services or equipment.

III. DEFINITIONS

Confirming Purchase Orders – Purchase orders issued for repair parts or services in the event of emergency situations which threaten the health and safety of people and their property or inhibit essential functions of operating departments within PWC.

IV. RESPONSIBILITY

- A. Division Officers, Directors, Department Managers and Supervisors:** Responsible for enforcing the provisions of this procedure.
- B. Purchasing Department:** Responsible for facilitating purchase order process as outlined in this procedure; monitoring and enforcing requirements; and assisting employees as needed.

V. GUIDELINES

- A. All Confirming Purchase Order purchases are reviewed by Purchasing for conformance to purchasing policies.
- B. Confirming Purchase Orders shall be issued only for:
 - 1. Emergency situations where vital equipment or plant (electric or water/sewer) systems are malfunctioning and in urgent need of repair, or
 - 2. Other situations in which the ability to provide services is significantly impacted (as determined by the appropriate Officer,

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APPROVED: MAY 28, 2015

APPROVED BY:  GENERAL MANAGER

PROCEDURE: CONFIRMING PURCHASE ORDERS	SECTION NUMBER: 3.C.5
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- Director, Supervisor, or Manager).
- C. Directors, Supervisors, and Department Managers should use sound judgment in determining whether a situation is classified as an emergency and warrants the use of a Confirming Purchase Order.
- D. The following items are **not** to be purchased using a confirming order (unless a bona fide emergency exists):
1. Inventory items (electric, water/sewer, fleet maintenance, and generation spare parts inventory systems)
 2. Small capital equipment (lawn mowers, chain saws, calculators, pipe and cable locators, radios, vacuum cleaners, etc.)
 3. Office supplies, janitorial supplies, office furniture and equipment
 4. Tools
 5. Chemicals (except for those bulk chemicals used in the treatment of water and/or wastewater)
 6. Automotive or equipment repairs or parts, except for special situations upon approval of the Fleet Maintenance Manager.
 7. Building supplies
 8. Planned (budgeted) purchases (i.e., computers, vehicles, equipment)

VI. PROCEDURES

A. **During Normal Business Hours (8:00 a.m. – 5:00 p.m.)**

1. Emergency situation occurs.
2. Supervisor or employee contacts Purchasing representative to obtain Confirming Purchase Order number. Supervisor or employee contact shall provide information to the Purchasing representative as to the reason the Confirming Purchase Order is needed.
3. User department employee obtains needed repair part(s) or services and invoice.
4. Supervisor or employee submits purchase requisition through the

PROCEDURE: CONFIRMING PURCHASE ORDERS	SECTION NUMBER: 3.C.5
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electronic purchase requisition system, to include backup information (invoice, sales ticket, etc.) to Purchasing to support the purchase within one business day.

5. The appropriate Division Officer, Director, Department Manager, or Supervisor will approve the purchase requisition electronically in the Financial System within one business day.

B. After Normal Business Hours

1. Emergency situation occurs.
2. User Department Supervisor or employee goes to vendor location and obtains needed repair part(s) and invoice.
3. Supervisor or employee contacts Purchasing the next working day and obtains Confirming Purchase Order number.
4. Supervisor or employee submits purchase requisition through the electronic purchase requisition system, to include backup information (invoice, sales ticket, etc.) to Purchasing to support the purchase within one business day.
5. The appropriate Division Officer, Director, Department Manager, or Supervisor will approve the purchase requisition electronically in the Financial System within one business day.

VII. EFFECTIVE DATE

This procedure will become effective on the date of approval.

PROCEDURE:

USE OF WELLNESS CENTER

SECTION NUMBER:

4.A.4**I. PURPOSE**

The purpose of this document is to outline guidelines regarding use of the Wellness Center which provides PWC employees a place to voluntarily participate in physical training for the personal development of their health.

II. APPLICABILITY

This procedure applies to all PWC employees utilizing the Wellness Center.

III. RESPONSIBILITY

- A. Legal Services Department:** Responsible for overseeing the operation of the Wellness Center and for enforcing the provisions of these guidelines.
- B. Employees:** Responsible for adhering to all provisions of this procedure and applicable safety considerations.

IV. GUIDELINES

- A.** Only PWC employees are allowed to use the Wellness Center. Use of this fitness area and equipment is at the **USER'S OWN RISK**.
- B.** Hours of operation are 24 hours a day, 7 days a week.
- C.** PWC employees will gain access to the Wellness Center with PWC ID badges. This is to monitor the utilization of the facility and account for users during an emergency.
- D.** The Wellness Center will be monitored by PWC security personnel. Lockers are available for temporary use during the workout period only. Users must furnish their own locks. Any locks left on lockers outside of the workout period will be subject to removal by PWC. PWC will not be responsible for theft or loss of personal property.
- E.** PWC will not conduct any physical examinations. All applicable users will be responsible for evaluating their own health status. We strongly recommend that all users have some type of physical screen conducted prior to using these facilities.

☐ ORIGINAL ☒ REVISION NO. 2APPROVED: OCTOBER 1, 2012

APPROVED BY:

 GENERAL MANAGER

PROCEDURE:

USE OF WELLNESS CENTER

SECTION NUMBER:

4.A.4

- F. Prior to using the Wellness Center, users must attend a scheduled orientation session and complete a PWC waiver of liability form. The Legal Services Department will coordinate orientation, training, and waiver administration.
- G. Appropriate fitness wear and athletic footwear must be worn while utilizing the Wellness Center, and is restricted to this area only. Employees should not wear fitness attire in areas where business is normally conducted.
- H. Failure to comply with the approved procedures for the Wellness Center will result in privileges being suspended and/or revoked.
- I. An employee suggestion box will be located in the Wellness Center to collect comments.

V. EFFECTIVE DATE

This procedure will become effective upon approval.

PROCEDURE:

MATERIAL REVIEW COMMITTEE

SECTION NUMBER:

4.C.1

I. PURPOSE

The purpose of this procedure is to establish formal guidelines related to the duties of the Material Review Committee.

II. APPLICABILITY

This procedure applies to members of the Material Review Committee.

III. RESPONSIBILITY

- A. Division Officers:** Responsible for enforcing the provisions of this procedure.
- B. Material Review Committee:** Responsible for making recommendations that impact the Inventory System; and complying with the provisions of this procedure.

IV. GUIDELINES

- A.** The Material Review Committee is responsible for making recommendations on changes to the Inventory System.
- B.** The Committee will meet on a periodic basis as appropriate.
- C.** The Committee exists to address issues related to the following inventory classifications and shall have representation from the following departments:

CLASSIFICATIONREPRESENTATIVES

Electric Inventory

Electric Engineering, Construction,
Warehouse, Purchasing, WMIS,
Finance, Substations

Water/Sewer Inventory

Water/Sewer Engineering, Construction,
Plants, Warehouse, Purchasing, WMIS,
Finance

Non-Department Inventory

Facilities Construction and Maintenance,
Safety, Warehouse, Purchasing☐ ORIGINAL ☒ REVISION NO. 1APPROVED: OCTOBER 1, 2012APPROVED BY: *Stevie Blanchard* GENERAL MANAGER

PROCEDURE: MATERIAL REVIEW COMMITTEE	SECTION NUMBER: 4.C.1
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D. The Committee will:

1. Review re-order points and maximum quantity on-hand for inventory items.
2. Review/recommend items to be added, modified, and/or deleted from inventory.
3. Review descriptions for inventory items.
4. Serve as a focal point for inventory decisions and for the dissemination of information to affected parties.

V. EFFECTIVE DATE

This procedure will become effective on the date of approval.

PROCEDURE: MATERIAL DEFICIENCY	SECTION NUMBER: 4.C.4
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I. PURPOSE

The purpose of this procedure is to establish guidelines for responding to lost, damaged, or erroneous shipments of materials, supplies and/or equipment.

II. APPLICABILITY

This procedure applies to all user departments who requisition materials, supplies or equipment.

III. RESPONSIBILITY

- A. Division Officers, Department Managers, and Supervisors:** Responsible for enforcing the provisions of this procedure.
- B. Warehouse, User Departments:** Responsible for identifying and documenting damage or discrepancies and sharing information with Purchasing.
- C. Purchasing:** Responsible for coordinating efforts between the Warehouse, User Department, and vendor to resolve discrepancies and complete the Purchase Order process.

IV. GUIDELINES

- A.** Material Deficiency (MD) Forms must be completed with the following information if items are lost, damaged, or need to be replaced; or if erroneous materials/supplies are received:
 - 1. Type of deficiency
 - 2. Vendor from which item(s) were purchased
 - 3. Purchase Order number
 - 4. Vendor address (off Purchase Order)
 - 5. Return authorization number (from vendor)
 - 6. Date item(s) were received
 - 7. Freight company that will transport returned items

☐ ORIGINAL ☒ REVISION No. 2

APPROVED: MAY 19, 2015

APPROVED BY:  GENERAL MANAGER

PROCEDURE: MATERIAL DEFICIENCY	SECTION NUMBER: 4.C.4
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8. Freight charge responsibility
9. Vendor contact person
10. Brief explanation of situation
11. PWC Stock Number, if applicable
12. Quantity lost, damaged, to be replaced, or sent in error
13. Line number (from Purchase Order)
14. Description of item, including Catalog Number
15. Disposition of invoice
16. Status of returned material
17. Comments
18. Date of return
19. PWC representative responsible for return

V. PROCEDURES

A. Damaged Materials/Supplies

1. Once the Warehouse or User Department staff discovers that received materials/supplies are damaged or need to be replaced, the appropriate representative will:
 - a. Notify Purchasing of discrepancy and action taken (reject shipment, accept partial shipment, accept whole shipment with intention of returning damaged goods as per vendor instruction).
 - b. Document damaged material on Bill of Lading, Shipping Manifest and/or Packing Slip (if damage was identified upon receipt).
 - c. Fill in appropriate information on the Materials Deficiency (MD) Form (see Attachment A).

PROCEDURE: MATERIAL DEFICIENCY	SECTION NUMBER: 4.C.4
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2. Upon notification of the material discrepancy from Warehouse or User Department staff, Purchasing will:
 - a. Notify vendor and reach an agreement as to status of Purchase Order (open or closed).
 - b. Advise User Department or Warehouse staff of resolution reached with vendor.
 - c. Completed MD Forms will be maintained by the Warehouse or User Department.

B. Erroneous Shipments of Materials/Supplies

1. Once the Warehouse or User Department staff discovers that the wrong materials/supplies were shipped, or the quantities do not match the Bill of Lading, Shipping Manifest and/or Packing Slip, the appropriate representative will:
 - a. Notify Purchasing of discrepancy and action taken (accept shipment under protest, reject shipment).
 - b. Document erroneous material on Bill of Lading, Shipping Manifest and/or Packing Slip.
 - c. Fill in appropriate information on the Materials Deficiency (MD) Form.
2. Upon notification of the material discrepancy from Warehouse or User Department staff, Purchasing will:
 - a. Notify vendor and reach an agreement as to status of Purchase Order (open or closed).
 - b. Advise User Department or Warehouse staff of resolution reached with vendor.
 - c. Completed MD Forms will be maintained by the Warehouse or User Department.

VI. EFFECTIVE DATE

This procedure will become effective on the date of approval.

**RECEIPT AND INSPECTION OF MATERIALS, SUPPLIES,
AND EQUIPMENT****4.C.5****I. PURPOSE**

The purpose of this procedure is to establish formal guidelines governing receipt and inspection of materials, supplies, and equipment.

II. APPLICABILITY

This procedure applies to all user departments who requisition materials, supplies, services, or equipment.

III. RESPONSIBILITY

- A. Division Officers, Department Managers, Supervisors:** Responsible for enforcing the provisions of this procedure.
- B. Warehouse:** Responsible for communicating procedures to the user departments and providing assistance as needed.

IV. GUIDELINES

- A.** An integral part of the procurement process is the proper receipt and inspection of materials and supplies by PWC departments. As a prerequisite for this process, Purchase Orders and bid specifications must contain delivery instructions that are both clear and concise.
- B.** Employees should be aware of and take steps to avoid problems arising with the receipt of materials and supplies, to include:
 - 1. Damaged items that get reported months later.
 - 2. Quantities that are never counted and shortage determined after it is too late.
 - 3. Deliveries addressed to one location and delivered to another.
 - 4. Wrong items are shipped.
 - 5. Wrong items are purchased.

☐ ORIGINAL ☒ REVISION No. 1APPROVED: OCTOBER 1, 2012APPROVED BY:  GENERAL MANAGER

PROCEDURE: RECEIPT AND INSPECTION OF MATERIALS, SUPPLIES, AND EQUIPMENT	EXHIBIT A SECTION NUMBER: 4.C.5
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V. PROCEDURES

- A. To ensure proper receipt and inspection of materials and supplies, the following procedures must be adhered to by all departments:
 1. Verify the delivery address and route to proper location for delivery, if necessary.
 2. Locate Purchase Order, Bill of Lading, Shipping Manifest, and/or Packing Slip at time of receipt of shipment.
 3. Compare Catalog Number or description on Purchase Order to materials and supplies received.
 4. Compare quantities on Bill of Lading, Shipping Manifest, and/or Packing Slip to actual quantities of materials and supplies received.
 5. Inspect materials and supplies and check for rough packaging or signs of damage.
 6. If there is a loss of, damage of, or erroneous shipment of materials and supplies, refer to the Material Deficiency Procedure.
- B. For inventory items delivered to the Warehouse, the Warehouse staff will transcribe actual quantities delivered onto Purchase Order for documentation purposes.
- C. For non-inventory items delivered to the Warehouse, the Warehouse staff will notify the ordering department of all materials/supplies and equipment received. The appropriate department representative will be responsible for receipting the items as outlined above.

V. EFFECTIVE DATE

These procedures will become effective on the date of approval.

PROCEDURE:

TESTING MATERIALS/SUPPLIES/EQUIPMENT

SECTION NUMBER:

4.C.6

I. PURPOSE

The purpose of this procedure is to establish formal guidelines as it relates to testing materials/supplies/equipment.

II. APPLICABILITY

This procedure applies to user departments who are required to test materials/supplies/equipment.

III. RESPONSIBILITY

Division Officers, Department Managers, Supervisors: Responsible for enforcing the provisions of this procedure.

IV. GUIDELINES

While it is economically unfeasible to set up a formal testing department, the following alternatives are available for testing of materials, supplies, and equipment:

- A. The State of North Carolina tests many of the products available under state contract. Results of these tests can be made available by contacting the Purchasing Agent handling the commodity in question. This can be coordinated through the PWC Purchasing Department.
- B. Independent Testing Laboratories can be commissioned to test products such as rubber gloves, poles, transformers, cable, conductor, manhole rings and covers, etc. This determination shall be made by the Engineering Department and will be included in the bid specifications, as appropriate. Certified test results shall be secured before acceptance of the product and subsequent payment.

V. EFFECTIVE DATE

This procedure will become effective on the date of approval.

☐ ORIGINAL ☒ REVISION NO. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:

Steven Blanchard GENERAL MANAGER

Open Commission Requests

As of 4-14-21

<u>Commission Meeting Date</u>	<u>Presentation/Discussion Item</u>	<u>Presenter (Staff)</u>
To be Determined	Action Items as a result of the 2019 budget discussions: Provide cost analysis of the Wellness Program - Completed Ridership of the Faster Bus versus cost Requested by: Commissioner Rogers 5-8-19	R. Haskins R. Haskins
To be Determined	Report Key Ratios Across all Reporting Agencies Requested by: Commissioner Rogers 10/9/19	R. Haskins
To be Completed with Strategic Planning	Clarify Key Performance Indicators – Requested by: 10/9/19	R. Haskins
To Be Determined	Provide Update on Strategic Planning Throughout the Commission Requested by: D. Rogers 5-13-20	D. Trego B. Russell
To Be Determined	Provide a presentation on the process to be followed in the event of a Contamination Event (corrected 11-9-20) Requested by: D. Rogers 10-14-20	M. Noland
To Be Determined	Provide explanation on the options customers have when online without speaking to a customer representative. (11-11-20)	D. Trego R. Haskins

PREVIOUSLY CLOSED COMMISSION REQUESTS HAVE BEEN ARCHIVED

March 2021

Personnel Report

<i>DIVISION</i>	<i>AUTHORIZED POSITIONS</i>	<i>ACTUAL EMPLOYEES</i>	<i>Part -time Employees</i>	<i>CONTRACT POSITIONS</i>	<i>VACANT POSITIONS</i>	<i>Temp Staff</i>
MANAGEMENT						
Executive	6	4			2	
Legal Administration	1	1				
Customer Programs Admin	1	1				
Human Resources Admin	1	1				
Communications/Comm Rel	1	1				
Corporate Services Admin	1	1				
Information Tech Admin	1	1				
Financial Administration	1	1				
Water Administration	1	1				
Electric Administration	1	1				
Total	15	13	0	0	2	
LEGAL						
Legal	1	0			1	
Total	1	0	0	0	1	
COMM/COMM REL						
Communications/Comm Relations	4	4				
Total	4	4	0	0	0	
HUMAN RESOURCES						
Human Resources	7	7				
Medical	1	1				
Safety	1	1				
Total	9	9	0	0	0	
CUSTOMER PROGRAMS						
Programs Call Center	11	11				2
Development & Marketing	5	5				
Water Meter Shop	2	2				
Electric Meter Shop	2	2				
Utility Field Services	17	17				
Meter Data Management	7	7				
Total	44	44	0	0	0	2
CORPORATE SERVICES						
Project Management	19	19				
Warehouse	13	13				
Fleet Maintenance	31	27			4	
Facilities Maintenance	7	7				
Total	70	66			4	
INFORMATION TECHNOLOGY						
IT Admin	5	4			1	
IT Infrastructure & Support	12	12				
IT Applications	8	8				
IT DevOps	8	8				1
Total	33	32	0	0	1	1

March 2021

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<i>DIVISION</i>	<i>AUTHORIZED POSITIONS</i>	<i>ACTUAL EMPLOYEES</i>	<i>Part -time Employees</i>	<i>CONTRACT POSITIONS</i>	<i>VACANT POSITIONS</i>	<i>Staff by Temp Agency</i>
FINANCIAL						<i>or Part-time</i>
Accounting	17	17				
Payroll	2	2				
Accounts Receivable	3	2			1	
Customer Accts Call Center	33	*35				
Customer Service Center	15	15				
Cust Billing & Collection	14	14				2
Risk Management	4	4				
Environmental Compl	1	1				
Property & ROW Mgmt	5	5				2
Internal Auditing	1	1				
Budget	2	1			1	
Rates & Planning	2	2				
Financial Planning Admin	5	5				
Purchasing	7	7				
Total	111	109	0	0	2	4
WATER RESOURCES						
W/R Engineering	37	35			2	1
W/R Construction	107	103			4	
P.O. Hoffer Plant	10	10				
Glenville Lake Plant	7	7				2
W/WW Facilities Maint.	25	24			1	
Cross Creek Plant	11	10			1	
Rockfish Plant	8	8				
Residuals Management	2	2				
Environmental Services	1	1				
Laboratory	6	6				
W/R Environ. Sys. Prot.	4	4				
Watersheds	2	2				
Total	220	212	0	0	8	3
<i>DIVISION</i>	<i>AUTHORIZED POSITIONS</i>	<i>ACTUAL EMPLOYEES</i>	<i>Part -time Employees</i>	<i>CONTRACT POSITIONS</i>	<i>VACANT POSITIONS</i>	<i>Staff by Temp Agency</i>
ELECTRIC						
Electrical Engineering	23	22			1	
Fiber	2	2				
Electric Construction	86	82			4	
Substation	14	14				1
Apparatus Repair Shop	5	5				
CT Metering Crews	4	4				
Compliance	3	3				
Power Supply SEPA	0	0				
Power Supply Progress Energy	0	0				
Generation	26	*29				
Total	163	158		0	5	1
TOTAL	670	647	0	0	23	11

*2 temporary overstaff in Customer Service

*3 temporary overstaff in Generation

DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
D. RALPH HUFF, III, COMMISSIONER
DAVID W. TREGO, CEO/GENERAL MANAGER



FAYETTEVILLE PUBLIC WORKS COMMISSION
955 OLD WILMINGTON RD
P.O. BOX 1089
FAYETTEVILLE, NORTH CAROLINA 28302-1089
TELEPHONE (910) 483-1401
WWW.FAYPWC.COM

March 23, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Adrian Clarke
Adrian.Clarke@faypwc.com

SUBJECT: Job Vacancy

POSITION: FLEET SHIFT LEAD

DEPARTMENT: Fleet Maintenance

HOURS: MONDAY-FRIDAY 7AM TO 4PM

GRADE LEVEL: 411 - \$58,113.02 TO \$72,641.28

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position no later than 5pm, April 7th, 2021.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

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March 26, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Brittany Sisco
Brittany.Sisco@faypwc.com

SUBJECT: Job Vacancy

POSITION: W/R SR. UTILITY WORKER (2 POSITIONS)

DEPARTMENT: Water Resources Construction

HOURS: MONDAY-FRIDAY 7:30AM-4:00PM (OVERTIME & ON
CALL AS REQUIRED)

GRADE LEVEL: 405; \$20.18- \$25.22/ Hour

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position no later than 5pm, April 9th, 2021.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

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March 29, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Brittany Sisco
Brittany.Sisco@faypwc.com

SUBJECT: Job Vacancy

POSITION: W/R ENGINEER II

DEPARTMENT: Water Resources Engineering

HOURS: MONDAY-FRIDAY 8:00AM-5:00PM

GRADE LEVEL: 414; \$78,933.01- \$98,666.26

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position no later than 5pm, April 13th, 2021.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

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WWW.FAYPWC.COM

April 5, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Adrian Clarke
Adrian.Clarke@faypwc.com

SUBJECT: Job Vacancy

POSITION: SENIOR AUTO TECHNICIAN

DEPARTMENT: Fleet Maintenance

HOURS: MONDAY-FRIDAY 8AM TO 5PM

GRADE LEVEL: 407X - \$27.30 TO \$34.12 / HOURLY

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position no later than 5pm, April 19th, 2021.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

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April 5, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Rhonda Fokes
rhonda.fokes@faypwc.com

SUBJECT: Job Vacancy

POSITION: Customer Accounts Billing Analyst 0429 –

DEPARTMENT: Customer Billing & Collections Support

HOURS: Monday – Friday 8:00am – 5:00pm
Extended hours may be required

GRADE LEVEL: 406 \$22.44 - \$28.05/hourly

Qualifications & Duties: Any regular employee may apply to the Human Resources Department by logging into EBS/i-Recruitment/Employee Candidate to apply for this position by 5pm April 19, 2021.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

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WWW.FAYPWC.COM

April 6, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Kim Long
Kim.Long@FAYPWC.COM

SUBJECT: Job Vacancy

POSITION: APPARATUS REPAIR TECHNICIAN

DEPARTMENT: 0823- Apparatus Repair Shop

HOURS: MONDAY-FRIDAY 7:00AM-3:30PM
Overtime and on-call as required

GRADE LEVEL: 404- \$18.06-\$22.58/HOUR

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position by 5pm, April 19, 2021.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

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