
Agenda

GOVERNANCE COMMITTEE MEETING
October 25, 2023 at 8:00 a.m.
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

1. Review and Discussion of Update Policies:

- **Freedom of Information Law (FOIL)**
- **Audit and Finance Committee Charter**
- **Policy on Banning Possession of Firearms and Other Dangerous Weapons on Livingston County Water & Sewer Authority Property**
- **Vehicle Use Policy**
- **Policy of Personal Use of Authority-Owned Equipment**
- **Investment Policy**

2. Delete: On Call Policy

Next Meeting: Wednesday, November 22, 2023 @ 8 am

PURPOSE & SCOPE

The purpose of this policy is to set forth the methods and procedures (“Rules”) governing the availability and location of those records of the Authority subject to the provisions of article 6 of the Public Officers Law, known as the Freedom of Information Law (“FOIL”).

POLICY

I. Designation of Records Access Officer

The Chairman of the Authority Board of Directors is responsible for insuring compliance with these regulations and shall designate one or more persons as the Records Access Officer. The current Records Access Officer is: Secretary – LCWSA Board of Directors.

The Records Access Officer is responsible for coordinating appropriate Authority responses to public requests for access to records. The designation of a Records Access Officer shall not be construed to prohibit officials who, have in the past been authorized to make records or information available to the public, from continuing to do so.

The Records Access Officer shall insure that Authority personnel:

- Maintain an up-to-date subject matter list and/or inventory of records.
- Upon locating the requested record(s), take one of the following actions:
 - Make such record(s) available for inspection; or
 - Deny access to the records in whole or in part and explain in writing the justification for the denial pursuant to the Freedom of Information Law.
- Upon a request for copies of records:
 - Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section II; or
 - Permit the requester to copy or photograph those records, so long as the records are not removed from the Authority premises.
- Upon request, provide certification of any copied record;
- Upon failure to locate records, certify that;
 - The Authority is not the custodian for such records, or
 - The records of which the Authority is a custodian, cannot be found after diligent search.

II. Location and Hours for Public Inspection

Records shall be available for public inspection and copying during regular Authority business hours, Monday through Friday, 8am-12noon, 1pm – 4pm at 1997 D’Angelo Drive, Lakeville, NY 14480. Requests for public access to records shall be accepted and records produced by appointment with the Records Access Officer.

III. Requests for Public Access to Records

A written request may be required, but oral requests may be accepted when records are readily available. If records are maintained in electronic format, the requester shall be informed that the records are accessible electronically and in printed form, either on paper or other information storage medium.

An acknowledgement of receipt of a record request shall be given within five business days of receipt of any records request and shall include the date and time at which the record will be available. A request shall

reasonably describe the record or records sought. Whenever possible, a person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought.

If the Records Access Officer does not provide or deny access to the record sought within five (5) business days of receipt of a request, he or she shall furnish a written acknowledgment of receipt of the request and a statement of an approximate date and time when the request will be granted or denied within twenty (20) business days after the date of acknowledgment of receipt of a request. If access to records is neither granted nor denied within twenty (20) business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

IV. Subject Matter List

The Records Access Officer shall maintain a reasonably detailed current list, by subject matter, of all records in its possession, whether or not records are available pursuant to FOIL. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

V. Denial of Access to Record

Denial of access to records shall be in writing stating the justification therefore pursuant to FOIL and advising the requester of the right to appeal to the individual designated hereby to determine appeals. If requested records are not provided as required in Section III of these regulations, such failure shall also be deemed a denial of access. Any person denied access to records may appeal within thirty (30) days of a denial.

The following person shall hear appeals for denial of access to records under the Freedom on Information Law: Chairman – LCWSA Board of Directors. The time for deciding an appeal by the individual designated to determine appeals shall commence upon receipt of a written appeal identifying:

- The date of the appeal;
- The date of requests for records;
- The records which were denied; and
- Whether the denial of access to records was in writing or resulted from a failure to provide records promptly as required by Section III;
- The name and return address of the requester making the appeal;
- The individual designated to hear appeals shall provide the appealing party its written decision, within ten (10) business days of receipt of a completed application for appeal.

The person designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

The person designated to determine appeals shall inform the Committee on Open Government of its determination in writing within ten (10) business days of receipt of an appeal.

VI. Fees

There shall be no fee charged for inspection of records, search for records or any certifications pursuant to this part. The fee for photocopies not exceeding nine (9) by fourteen (14) inches is twenty-five cents (\$.25) per page. The fee for copies of records which are larger than nine (9) by fourteen (14) inches in size shall be the actual copying cost, excluding fixed agency costs such as salaries. In its discretion, the Authority may establish lower photocopying fees for particular records. The fee the Authority may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:

- an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
- (2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
- (3) the actual cost to the Authority of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.
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When the Records Access Officer or its designee has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the Records Access Officer or its designee shall be required to retrieve or extract such record or data electronically. In such case, the Authority may charge a fee in accordance with the above.

The Records Access Officer shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an Authority employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record. The Records Access Officer may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.

The Records Access Officer may waive a fee in whole or in part when making copies of records available.

VII. Public Notice

A notice containing the title, name, business address and business telephone number of the Records Access Officer and individual responsible for hearing appeals, and the locations where records can be seen or copies shall be posted on the Authority website and in a conspicuous location at the Authority offices.

VIII. Severability

If any provision of this policy or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

PURPOSE

The purpose of the Audit & Finance Committee shall be assure that the Authority's Board of Directors fulfills its responsibilities for the Authority's internal and external audit process, the financial reporting process and the system of risk assessment and internal controls over financial reporting; and provide an avenue of communication between management, independent auditors, internal auditors, and the Board of Directors; and oversee the Authority's debt and debt practices and recommend policies concerning the Authority's issuance and management of debt.

SCOPE

The Audit & Finance Committee will review this Charter for its adequacy in light of legal, regulatory accounting and auditing requirements, as needed. Any recommended revisions will be submitted to the Authority Board of Directors for approval. The committee shall consist of at least three members (can be Authority Board of Directors members) who are independent of Authority operations, appointed by and serve at the discretion of the Authority Board of Directors. Ideally, at least one member should possess or obtain a basic understanding of governmental financial reporting & auditing. Whenever a new member is needed, the Authority Board of Directors will name a qualified member to fill the position.

CHARTER

I. Power of the Audit & Finance Committee

- Recommend appointment, compensation, and oversight of any of the following to be employed by the Authority:
 - accounting firm/independent auditors
 - bond counsel
 - investment advisors
 - underwriting firms
- Review proposals for issuance of debt by the Authority and recommend acceptable levels and nature of debt.
- Review proposals related to repayment of debt or other long-term financing arrangements by the Authority.
- Conduct or authorize investigations into any matters and make recommendations. (ie. Audit findings, Whistleblower procedures, financial policies, etc.)
- Meet with and seek any information required from Authority staff, independent auditor, outside counsel, etc. as necessary to carry out the duties of this office.
- Issues recommendations to the Authority Board for consideration.

II. Committee Structure and Meetings

The Audit & Finance Committee will meet a minimum of once a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the Charter.

Members of the Audit & Finance Committee are expected to attend each committee meeting, in person or via telephone or videoconference. The Audit & Finance Committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary.

The Audit & Finance Committee will meet with the Authority's independent auditor at least annually to discuss the financial statements of the Authority. Meeting agendas will be prepared for every meeting and provided to the Audit & Finance Committee members along with briefing materials 5 business days before the scheduled committee meeting. The Audit & Finance Committee will act only on the affirmative vote of a majority of the members at a meeting or by unanimous consent. Minutes of these meetings will be recorded.

Meetings of the Committee are open to the public, and the Committee shall be governed by the rules regarding public meetings set forth in the applicable provisions of the Public Authorities Law and Article 7 of the Public Officers Law that relate to public notice and the conduct of executive session.

III. Responsibilities

A. Independent Auditors

- Oversee appointment of independent auditors according to the Authority's Purchasing Policy.
- Upon completion of the audit: Meet with the auditors, chief executive officer, financial manager, and anyone else desired by the committee to discuss findings and review financial statements, associated management letter, and to ascertain the effectiveness of the internal control structure. Develop action steps to be taken, if needed.
- Review results of audits and approve procedures for implementing accepted recommendations.

B. Special Investigations

- Ensure that the Authority has an appropriate confidential mechanism for individuals to report suspected fraudulent activities, allegations of corruption, fraud, criminal activity, conflicts of interest or abuse by the directors, officers, or employees of the authority or any persons having business dealings with the authority or breaches of internal control.
- Develop procedures for the receipt, retention, investigation and/or referral of complaints concerning accounting, internal controls and auditing to the appropriate body.
- Request and oversee special investigations as needed and/or refer specific issues to the appropriate body for further investigation (for example, issues may be referred to the State Inspector General or, other investigatory organization.)

C. Review Authority's Annual Budget

- Review Authority's proposed annual operating budget and recommend it to the Authority Board for approval after incorporating any necessary adjustments.
- Monitor Authority's compliance with the adopted budget during the fiscal year.

D. Oversee Authority's Investments

- As needed, review and make recommendations to the Board concerning:
 - Investment Policy and allocation of assets.
 - Annual Investment Report.
 - Selection of investment advisors.

E. Assess Authority's Capital Requirements and Capital Plan

- Assess the financial requirements of Authority's capital plan. This assessment includes current and future capital needs, justification of the need, and funding sources for the cost.
- Review financial aspects of major proposed transactions, significant expenditures, new services, as well as proposals to discontinue services and make action recommendation to the Board.

F. Review Financial & Procurement Thresholds

- Review and recommend changes to Authority's thresholds for procuring goods/services and the procurement policy.
- Review & recommend changes to Authority's fee schedules.
- Annually, review scope and terms of Authority's insurance policies and liability coverage.

IV. Relationship to the Authority's Board

The above reviews/recommendations may be performed by the Authority Board, as a whole or directed to the Audit & Finance Committee at the Authority Board's request.

PURPOSE

Livingston County Water & Sewer Authority (“Authority”) declares that it is necessary, for the security, safety, protection and well-being of its employees, and its property and individuals present thereupon, to place restrictions on the bearing and possession of firearms and other dangerous weapons and instruments by individuals while entering into and being present in buildings, property or land owned, leased and operated by the Authority.

SCOPE

This Policy shall apply to all directors, officers and employees, and any other individual present in buildings owned, leased, or operated by the Authority.

POLICY

This policy prohibits any individual from bearing or having in his or her possession, either openly or concealed, any firearm, gun, explosive device or substance, lethal or debilitating chemical or gas, or any dangerous or deadly weapon or instrument of any description, including, but not limited to, a handgun, pistol, target pistol revolver, rifle, shotgun, dangerous knife, dagger, dirk, razor, stiletto, or imitation pistol, while entering into or while being present in any buildings, property or land owned, leased or operated by the LCWSA.

This policy shall not apply to any authorized peace officer or police officer, as defined in the New York State Criminal Procedure Law, or any other authorized official of the County, State or Federal Government

RESOLUTION 2004-30 Personal use of Authority-owned equipment

WHEREAS, LCWSA-owned equipment has been used without authorization by employee(s) for personal use, now therefore be it

RESOLVED, LCWSA-owned equipment is not to be used by employee(s) for other than LCWSA work related reasons.

Operations: Personal Use of Authority-owned equipment
Adopted December 22, 2004

PURPOSE

This policy is a guidance document for the personal use of Authority owned equipment.

SCOPE

This Policy shall apply to all directors, officers and employees of the Livingston County Water & Sewer Authority.

POLICY

Employees or officers of the Livingston County Water and Sewer Authority (Authority) shall not use and/or remove Authority owned property, materials, tools, equipment, records, or any other materials from authority premise without the prior approval of the appropriate supervisor. In addition, Authority-owned equipment is not to be used by employees or officers for anything other than for Authority work related reasons. In addition, the destruction of Authority property, tools or equipment by Authority employees or officers is strictly prohibited.

PURPOSE

The primary objectives of the local government's investment activities are, *in* priority order, to conform with all applicable federal, state and other legal requirements (legal); to adequately safeguard principal (safety); to provide sufficient liquidity to meet all operating requirements (liquidity); and to obtain a reasonable rate of return (yield).

SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

POLICY

I. Delegation of Authority

The governing board's responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

II. Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Livingston County Water and Sewer Authority to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing~ which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

III. Diversification

It is the policy of the Livingston County Water and Sewer Authority to diversify its deposits and investments by financial institution, by investment instrument, and by security scheduling.

IV. Internal Controls

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

V. Designation of Depositaries

The banks and trust companies authorized for the deposit of monies to the maximum amounts are selected annually at the annual meeting of the Livingston County Water & Sewer Authority.

VI. Collateralizing of Deposits

In accordance with the provisions of General Municipal Law #10, all deposits of the Livingston County Water and Sewer Authority, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- By a pledge of “eligible securities” with an aggregate “market value” as provided by GMI #10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
- By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least *two* nationally recognized statistical rating organizations.

VII. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Treasurer or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of the custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

VIII. Permitted Investments

As authorized by General Municipal Law #11, the Livingston County Water and Sewer Authority authorizes the Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts
- Certificates of deposit;
- Obligations of the United States of America (includes Treasury Bills);
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL #24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Livingston County Water and Sewer Authority;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.

All investment obligations shall be payable or redeemable at the option of the Livingston County Water and Authority within such times as the proceeds will be needed to meet expenditures for purpose for which the moneys were provided.

IX. Authorized Financial Institutions and Dealers

The Livingston County Water & Sewer Authority shall maintain a list of financial institutions and dealers approved for investment purposes. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians.

X. Purchase of Investments

The Treasurer is authorized to contract for the purchase of investments:

- Directly, including through a repurchase agreement, from an authorized trading partner.
- By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all requirements set forth in the Office of the State Comptroller Opinion No. 8 8-46, and the specific program has been authorized by the governing board.
- By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Treasurer by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law. #10. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XI. Operating Procedures

The Treasurer is responsible for the investment of Livingston County Water and Sewer Authority funds. In the absence of the Treasurer, the Chairman or Vice Chairman is authorized to invest the funds. Investments will be based upon projections of the Livingston County Water and Sewer Authority's cash flow needs, so that investments shall mature at such time when funds are estimated to be needed for the orderly payment of Livingston County Water and Sewer Authority obligations.

Investments will generally be made based upon competitive bids solicited by telephone by the Treasurer and shall be awarded to the highest bidder who has and is willing and able to pledge sufficient and acceptable collateral.

Funds will only be transferred between institutions in the name of the Livingston County Water and Sewer Authority by using the Federal Reserve Wire Transfer (FedWire) system, or by Treasurer designee. Funds may be transferred within the same institution only between Livingston County Water and Sewer Authority accounts and by authorized staff.

The Treasurer will maintain an investment log detailing the specific information relative to each investment. All investment transactions will be promptly entered into the Livingston County Water and Sewer Authority accounting system. Comparisons of the existing investments to those recorded in the accounting system will be performed routinely.

XII. Internal Controls

Independent Certified Public Accountants shall, in conjunction with the annual audit, at least annually review the Investment Policies and Procedures of the Livingston County Water and Sewer Authority to be certain they are in conformance with all applicable laws, and regulations.

XIII. Repurchase Agreements – Underlying Security

Securities purchased under Repurchase Agreements (Repos) shall be limited to obligations of the United States of America, or obligations whose principal and interest are guaranteed, or insured by the United States of America. The term of Repos shall generally not exceed 180 days. Each Repo shall be specifically identified, segregated from the assets of the seller and delivered for safekeeping into an account designated and controlled by the Livingston County Water and Sewer Authority. Each seller shall enter into a master repurchase agreement with the Livingston County Water and Sewer Authority which shall specify the rights and obligations of the Livingston County Water and Sewer Authority and the seller in all Repo transactions.

XIV. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

ON CALL SYSTEM

P30-020

Adopted April 10, 1998

Revised per CSEA agreement April 24, 2015

Policy: On-call staff shall carry cellular telephones and respond to emergency situations in a timely manner.

Purpose: To establish a procedure to adequately address operational problems occurring outside of normal office hours to insure the proper operation of water and wastewater facilities at all times.

Definitions:

- A. **“On-call Staff”** means the staff members who are assigned to be on call by the Water Treatment Plant Operator and/or the Senior Sewage Treatment Plant Operator and/or Director of Operations or as otherwise provided by this policy and who are responsible to respond to and correct water or wastewater facility problems promptly during periods of time in which the main office is not open for business. On-call staff must be available to take emergency calls and respond in a timely fashion.
- B. **“Primary On Call Employee”** means the person who will receive all emergency calls. This person is responsible for assessing the problem, planning & implementing appropriate correction, and contacting other employees for assistance, if necessary.
- C. **“Secondary On Call Employee”** means the person who will;
 - a. Respond to water or wastewater facility emergencies as directed by the Primary On Call Employee and/or
 - b. Act as the Primary On Call Employee if the Primary cannot be reached.
- D. **“Back Up List”** means a list of employees who may be contacted in the event that the scheduled on-call personnel are unable to carry out their duties or require assistance. These employees are not on-call and are not restricted in their activities during non-work hours.

Procedure:

1. The Water and Sewer Authority will prepare the on-call staff schedule and this schedule will be posted two months in advance of the assignments.
2. Two employees will be assigned to on-call duty at all times. Each tour of duty shall begin on Monday at 7:00a.m. and continue until 7:00 a.m. the following Monday

unless another schedule is necessary due to employee absences.

3. When contacted, the Primary On Call Employee will assess the problem and decide upon the appropriate course of action for correction. If the Primary On Call Employee needs assistance in order to correct the problem, he will contact the Secondary On Call Employee if qualified to assist with the problem, or otherwise another appropriate employee, who will respond as directed.
4. The on-call staff shall provide a full report of any problems and corrective action taken during their tour of duty. This report shall be given to either the Senior Sewage Treatment Plant Operator or the Water Treatment Plant Operator or the Director of Operations as soon as possible after return to work during normal office hours. In the absence of the Senior Sewage Treatment Plant Operator, the Water Treatment Plant Operator and the Director of Operations, this report shall be made to the Public Works Director.
5. If any employee who is scheduled to be on-call is unable to carry out the on-call duties due to illness or injury or any other unanticipated emergency, he shall make arrangements for a substitute. If the inability arises during normal office hours, the employee shall notify the Senior Sewage Treatment Plant Operator, the Water Treatment Plant Operator, the Director of Operations, or the Public Works Director who will assign a substitute. If the inability arises outside of normal office hours, the employee will make arrangements for a substitute by contacting employees on the back up list.
6. If any employee who is scheduled to be on-call has a planned and approved full-day absence (such as a vacation, floating holiday, or personal day) on an on-call day, the Senior Sewage Treatment Plant Operator, the Water Treatment Plant Operator, the Director of Operations, or the Public Works Director will assign a substitute to fulfill the on-call duties on that day. It is the obligation of the employee to notify the Senior Sewage Treatment Plant Operator, the Water Treatment Plant Operator, the Director of Operations, or the Public Works Director of his on-call status at the time the request for time off is made.