

Policies and Procedures

- 1) Procurement
- 2) Parking Lot / Launch Ramp
- 3) Berth Policies
- 4) Credit Card
- 5) IT Systems
- 6) Accounts Payable / Disbursements
- 7) Payroll
- 8) Accounts Receivable / Receipts
- 9) Cash Drawer
- 10) Cash Accounts Reconciliation
- 11) Month End GL Process
- 12) Commission Financial Reporting
- 13) Budgeting
- 14) Capitalization
- 15) Investment Policy
- 16) Records Management Policy
- 17) Employee Benefits
- 18) New Employee Setup

Noyo Harbor District Policies & Procedures

Procurement Policy

Dollar Thresholds for the Purchase of Supplies and Equipment

\$0.00 - \$4,999.99 - Direct Purchases

No Purchase Order required

NHD Office Administrative Staff (Harbor Manager or Assistant Harbor Manager) are authorized to make purchases within this price range.

Purchases must be authorized by the NHD Manager.

No competitive bids are required. No purchase order is required unless the vendor requires one. Any requirements by a vendor to open a new account must be routed to the Manager. Employees making purchases must ensure fair and reasonable prices are received for the supplies and/or equipment being purchased.

\$5,000.00 - \$24,999.99 - Informal Quotes

The NHD is governed by Public Contract Code Section 20750 et seq. Section 20751 states that contracts for new construction work, the cost of which exceeds \$10,000 or the purchasing of supplies, the cost of which exceeds \$25,000, or projects involving maintenance of buildings and improvements, the cost of which exceeds \$10,000, shall be let by the Board upon competitive bidding in accordance with the provisions of Section 20751. These provisions include but are not limited to publication of notice of the proposed contract, the solicitation of sealed bids, and the opening of bids and award of contract at a public session of the Board. The award of any contract must be made to the lowest responsible bidder. Any proposed contracts within the thresholds established by Section 20751 shall be awarded in accordance with that section. The following provision shall only apply to contracts which are not subject to Public Contract Code Section 20751.

Purchase Orders are required within this price range.

Complete a Procurement Form to be submitted to the Noyo Harbor Commission.

Three informal quotes should be obtained by telephone, fax or mail and be attached to the request.

Informal quotes must be signed by the N.H.D. Manager.

N.H.D. Office Administrative Staff may also initiate a Request for Quote (RFQ), which is a written request for informal quotes. The N.H.D. Manager will review and approve the RFQ prior to mailing.

Award will be made by the N.H.D. Office Administrative Staff at the direction of the Noyo Harbor Commission.

\$25,000.00 and Higher - Formal Bids

Please refer to the discussion of Public Contract Code Section 20751 in the prior section.

N.H.D. Office Administrative Staff is responsible for administering the invitation to bid and purchase order in this price range

Specifications are submitted with a completed Procurement Request as a cover sheet.

N.H.D. Office Administrative Staff develops an Invitation to Bid (ITB) package, which is reviewed by the N.H.D. Manager.

N.H.D. Office Administrative Staff schedules an opening date.

A legal advertisement is published in the designated local newspaper and other media.

N.H.D. Office Administrative Staff is responsible for submitting the advertisement to the appropriate source.

ITBs are mailed to a list of potential bidders.

N.H.D. Office Administrative Staff receives sealed bids by a specified time and date.

A public bid opening on the specified date, at the specified time is conducted by N.H.D. Office Administrative Staff.

Bids are tabulated and analyzed by N.H.D. Office Administrative Staff.

If the winning bid is over the formal bid amount, award of the bid must be approved by the Noyo Harbor Commission.

An agenda item is established with N.H.D. Office Administrative Staff and an agenda report prepared for Commission approval. After Commission approval, a purchase order or contract is issued.

Vendor Set Up

Parking & Launch Fee Collection

Small pre-printed envelopes with consecutive numbers are used to collect parking and launch fees. The maintenance staff is responsible for monitoring the parking lot and placing envelopes on the windshield of vehicles. The envelopes are recorded sequentially on a log with vehicle license numbers.

The vehicle owner is responsible for placing the payment in the envelope and depositing the envelope in one of the parking posts in the main lot. Envelope collection frequency varies with the vehicle volume. All posts are cleared each evening before 5PM.

The Harbor Manager opens envelopes, logs the payments in the Marina program and makes the bank deposit. Parking receipts are primarily cash with some occasional personal checks.

Annual parking passes can be purchased in the District office for \$140 annually (as of 2013). Adhesive passes are placed in vehicles windshields to indicate prepaid parking.

Berth Rental Policies

Credit Card Payment Processing

Payment by check or cash is preferred due to the credit card processing fees incurred.

Payment by swiping card is preferred to entering card number in machine due to lower processing fees.

Chase Online Paymentech is available online to the Harbor Manager and Treasurer. The District has one credit card swiping device generally connected to the Harbor Manager's computer.

Batches are auto closed every evening at approximately 11 PM and posted to the main checking account each day a transaction occurs.

Each credit card transaction is logged into the cash receipts journal. The Harbor Manager logs the cash receipts into the Marina program 6 times per month on average, typically when one full page of transactions have been logged or sooner if a cash balance over \$2,000 accumulates or a large check is received.

Each deposit register is logged into Sage debiting cash and crediting sales. A Chase Resource Online report is generated to print out all credit card activity during the date range on the deposit register. The Chase report is compared to the deposit register to verify agreement with the two systems.

Each month a processing fee statement is generated out of Chase Resource Online, reviewed for reasonableness and posted in the GL to reduce cash and record the expense.

Noyo Harbor District Policies & Procedures

IT Systems

Harbor Manager and Treasurer use standalone PCs using Microsoft Office. The Harbor Manger uses Yahoo for email communication and archive management. The Treasurer uses Microsoft Outlook for email communication and archive management.

Internet access and the primary voice service are purchased from MCN, a local service provider managed by the Mendocino School District in partnership with Sonic Telephone. All employees use personal cell phones for personal and District use. The monthly invoice is auto charged on the Treasurers NHD credit card and the invoice is emailed to the Harbor Manager and Treasurer.

The Marina Program is used to invoice customers, payment application, manage accounts receivable, wait list deposits and customer berthing records. The Marina Program only works on the Harbor Manager's computer. The District's version of this program will not run in a Microsoft environment newer than Windows XP. Windows 7 can emulate XP but the program is not stable. The Harbor Manager backs up Marina data to a thumb drive each month and removes the drive from the office for safe keeping. The program resides on diskettes (3.5" floppies). The Marina Program does not export data electronically, all reporting is on paper.

Sage 50 is used for the general ledger, accounts payable, payroll and financial reporting. The District has a single user system set up on the Treasurers PC using Microsoft 7, internal hard drive back ups are completed 1-2 times per week, external hard drive back ups are completed once every 10-14 days and thumb drive back ups are completed every month. The external drive is place in a fire proof safe every day. The thumb drive back up is maintained in the custody of the Treasurer. System support has been purchased and updates (primarily payroll) are loaded when they become available. The Sage Company profile was set up as cash based system transactions do not reflect in the GL reporting until checks are issued, deposits are made or general journal entries are completed.

Noyo Harbor District Policies & Procedures

Accounts Payable / Disbursements

Accounts payable is managed with the Sage 50 Program.

Vendor set up – The Harbor Manager and Treasurer approve all new vendors, all new vendors are required to complete a W9, in addition to providing basic set up data. Prior to 2013 some vendors did not submit W9 forms, all active vendors who are not publicly traded corporation, have been retroactively required to provide W9 forms.

The Harbor Manager approves all AP disbursements. Invoices are entered into the Sage accounting software after they have been reviewed and approved for payment. Although the data is recorded in the AP module, the GL information does not record until the check is issued. At the end of each month all activity in AP that has not been paid is recorded in the GL with a reversing entry in the following month.

Payroll checks are issued twice a month on the 1st and 16th, AP checks are generally issued the day before the payroll on the 1st to reduce accrual entries and on the 16th to combine the AP with payroll checks for processing efficiency.

Payroll and AP checks require two signatures. The individuals who are authorized to sign checks are the Harbor Manager, Treasurer, Commissioner Caito, Commissioner Ancona and Commissioner Burns. The Harbor Manager and Treasurer generally sign all disbursements.

Pay checks are hand delivered to all employees; AP checks are mailed to the vendors address via USPS; Auto debits to the checking account are limited to Chase credit card processing fees and checking account service fees.

Noyo Harbor District Policies & Procedures

Payroll Procedures

Open Sage 50 – Select “Employees & Payroll”

- 1) Employee hours worked & accruals used, submitted by Harbor Manager to Treasurer for each payroll on daily time sheets.
- 2) Confirm salaried employee vacation / sick usage with Harbor Manager
- 3) Click on Pay Employees Icon
- 4) Select Enter Payroll for Multiple Employees
- 5) Select Correct Payroll Date (1st or 16th)
- 6) Include Pay Frequencies (uncheck all boxes except – Semi-monthly)
- 7) Review each employees payroll record
- 8) Ensure that payroll is confirmed for only active employees
- 9) Review Gross pay field for accuracy
- 10) All vacation & sick accruals, usage and balances appear on each check stub, Harbor Manager and Treasurer review, accruals, usage and balances prior to signing checks.
- 11) Select each employee that has taken sick or vacation time and enter amount taken in appropriate fields
- 12) XXXX YYY - \$100 auto garnish – (on-going – adjust if changed)
- 13) Print Checks – (Put check stock in printer first)
- 14) Issue Garnishment check(s) – Currently Jeff Ball – California State Disbursement Unit – fill out coupon with amount and date.
- 15) Issue – SEP IRA for vested employees issue payments to fund managers (Jere & Jeff) – Payment coupons in SEP IRA folder.
- 16) Harbor Master & Treasurer sign checks and distribute to employees on the 1st & 16th
- 17) On the 16th issue CA State and Federal tax deposits.
- 18) Reports & Forms – General Ledger – GL Trial Balance (print Trial Balance for reference)
- 19) Confirm garnish GL#24100 is zeroed out
- 20) Click on Forms Icon (State Form = DE88 Federal Form = EFTPS Electronic Federal Tax Deposit) - Follow instructions confirm amounts against Trial Balance
- 21) Federal Payment on line EFTPS Bookmark – Enrollment trace #71600101
- 22) CA EDD Payment write check – envelopes in Tax Deposit Folder

Noyo Harbor District Policies & Procedures

Accounts Receivable / Receipts

Accounts receivable is managed with the Marina Program.

Customer setup is managed by the Harbor Manager.

Permanent berth tenants are auto charged by the system monthly.

Less than 7 month tenants / Short terms transients

Submerged Tidelands Leases are charged annually in January.

Parking receipts are cash basis.

Hoist / Late Fee / Electricity / Ground Rent / Recycled Oil Revenue – (Jere describe)

Wait List Deposits (no activity since FY2012)

County Property Tax receipts are cash basis.

Grant Receipts are accrued in the GL cash receipts books as sales, month end entries distribute to appropriate GL accounts.

Payments are received via checks, cash and credit cards. All payments are logged in a manual cash receipts journal by the Harbor Manager and Treasurer. Payments are made individually in person or over the phone, these transactions are recorded when payment is made, a majority of the payments are received via USPS; these payments are logged each afternoon when the mail is delivered. A small number of customers have credit cards on file for monthly charges.

When a full page of transactions is completed (or \$2,000 of cash on hand is exceeded) the Harbor Manger compiles a deposit which is recorded into the Marina Program. All checks and cash (minus \$200 for the cash drawer) are deposited at the local Chase Bank branch in Fort Bragg. The deposit receipt is given to the Treasurer. Each deposit is recorded as sales at the time of deposit checks and cash are recorded in aggregate on the date deposited, credit cards are recorded in aggregate for the date of anticipated credit into the bank account.

Credit card transactions for each deposit are confirmed with the Chase Resource Online Reporting tool to ensure all cash receipts journal entries for credit card transactions are recorded in the Chase system.

Cash Drawer

Manual drawer paper registers.

The reception counter / cabinet houses a cash drawer, where payments are placed and change for cash transactions is maintained. The Harbor Manger and Treasurer accept payments; the Harbor Manager manages the deposit process. After hours policy, requires cash drawer to be locked in fireproof file cabinet in harbor office.

Cash Accounts Reconciliation

During the month end close process the Treasurer reconciles all cash and investment GL balances with online reporting tools from Chase Bank for the main checking account and two business savings accounts; Mendocino Lake Credit Union savings account and LAIF investment accounts. Interest is posted with general journal entries on a monthly basis as recorded on statements with the exception of LAIF which is accrued due to quarterly interest postings.

Month End GL Process

- 1) Reconcile cash and investment accounts, post entries related to interest earned and fees charged on the checking account for credit card processing and general account fees.
- 2) Post depreciation entries from capital asset spreadsheet.
- 3) Analyze Marina monthly reports and prepare journal entry to record activity in appropriate GL accounts. Reconcile Marina cash receipts with Sage cash receipts, record change in AR balance, change in Wait List balance
- 4) AR reserve – review non-performing accounts with Harbor Manger adjust reserve requirements as needed based on management assessment of recovery expectations.
- 5) Post debt interest accruals
- 6) Post insurance amortization (prepaid to expense)
- 7) Analyze compensated absence balance report, calculate liability and post entry to reflect increase or decrease to liability and corresponding entry to labor expense.
- 8) Payroll accrual, post first of the month payroll activity from Sage payroll register. (Reversing)
- 9) Post expense entries for all invoices in AP that are unpaid on the first of the month, invoices received after the end of the month and estimates for services received that have not yet been invoiced. (Reversing)
- 10) Analyze unearned grant revenue for potential adjustments
- 11) Analyze grants receivable for potential adjustments
- 12) Capital Assets minus related debt – analyze and post needed adjustments

Commission Financial Reporting

The Treasurer provides a report to the Commission at each meeting.

The Treasurer's report contains:

Narrative Document - Discusses revenue and expense differences compared to the prior year and any significant budget variances. Significant changes in balances on the Statement of Net Assets are discussed to identify activity driving the change. The narrative also contains a listing of all checks over the \$5,000 Harbor Manager approval authority, with vendor name and underlying activity.

Receipts and Disbursements – Recaps cash receipts by major activity; enterprise revenue (slip rental, parking, ground rent), grant revenue, tax revenue and interest income. Recaps disbursements by Payroll and AP. Lists check numbers and total amount with a signature page for each Commissioner and the Treasurer.

Detailed Disbursement Listing – Sage check register for all monthly disbursements with check number, date, payee, amount of check and a separate column with payroll checks.

Statement of Net Assets (Balance Sheet) & Statement of Revenues and Expenses (P&L)

Noyo Harbor District Policies & Procedures

Balance sheet and P&L are sourced from Sage but manual aggregation to fit Commission reporting format completed each month by Treasurer.

Capital Assets

Capital assets, which include land, structures and improvements, facilities and equipment, are reported in the financial statements at historical cost. Capital assets are currently defined by the District as assets with an initial individual cost of more than \$500. These assets are being depreciated using the straight-line method over the assets' useful lives as follows:

Structures and improvements	10-20 years
Facilities	10-40 years
Equipment	5-10 years

Dredging and Deepening

1. Maintenance dredging is considered asset maintenance and is therefore not capitalized expenditure.
2. It is District's policy to capitalize the deepening of channels and berths and to categorize such expenditures to the asset "Land." (The deepening is expected to be maintained indefinitely; therefore, there is no finite life for deepening projects.) Land is not depreciated.

Budgeting

The Treasurer prepares a forecast for the current fiscal year in April. Historical actual results, the current year forecasts and expectations for the upcoming year are analyzed to form the basis of assumptions for the next budget year.

The Treasurer prepares a presentation that recaps prior year's actual results, current year forecast and next year's budget. The budget is supported by assumptions and has detailed supporting spreadsheets to illustrate how annual numbers were derived.

The Harbor Manager reviews the draft presentation provides comments and feedback, the draft is updated and the Treasurer schedules a meeting with the Budget Committee prior to the May Commission meeting. The budget Committee provides comments and feedback, the draft is updated and presented to the Commission meeting in May. The Commission either approves the budget as presented or provides comments and feedback for a follow-up presentation of the budget at the June Commission meeting for final approval.

Noyo Harbor District Investment Policy (adopted 5.09.13)

Government Code section 53600 et seq. provides authorization for investment of funds of local agencies. All investments of the Noyo Harbor District shall conform to the requirements of those laws, using prudent investment standards and practices. Responsibility for administering the District's adopted Investment Policy shall rest with the District Treasurer under the supervision of the Harbor Manager and District Commission. The Treasurer shall at all times adhere to the "prudent investor rule" acting as a fiduciary of District funds.

Investment objectives as set forth in California Government Code Section 53600.5 in descending order of priority:

- 1) Safety and Preservation of Principal
- 2) Liquidity and Matching of Cash Flow Needs
- 3) Yield

Permitted Investments:

In accordance with State Law, cash may be invested in the following instruments, obligations and securities, but in no event with stated maturities greater than five years beyond the purchase date:

- 1) Federally insured collateralized bank deposits (CD's)
- 2) Money Market Mutual Funds holding only U.S. Treasury and Government Agency obligations and cash
- 3) Local Agency Investment Fund (LAIF is part of the State of California Pooled Money Investment Account PMIA)

Competitive Bidding:

When purchasing bank CD's the District shall to the extent possible solicit competitive bids from at least 3 banks to ensure the best possible return.

Delivery and Custody of Securities:

Payment for purchased securities shall be contingent upon immediate delivery to the District or its designated custodian bank or trust company (delivery versus payment method). All investments shall be held in the name of the District with the exception that Certificates of Deposit in the name of FDIC member banks may be held at said bank in District named accounts. Custodial banks must be members of the Federal Reserve Bank System.

Reporting:

In accordance with Government Code Section 53646, the Treasurer shall submit periodic investment reports to the District Commission on a quarterly basis. On an annual basis, the

Noyo Harbor District Policies & Procedures

Treasurer shall review the Investment Policy for any changes to be recommended to the Commission.

Records Management Policy

RESOLUTION OF THE NOYO HARBOR DISTRICT

Adopting the California Secretary of State's Local Government Records Management Guidelines

WHEREAS, the Noyo Harbor Commission wishes to formalize a records management protocol to retain and destroy Noyo Harbor District records in an appropriate and efficient manner.

WHEREAS, the Noyo Harbor Commission wishes to adopt a records disposition and destruction policy in compliance with the Harbors and Navigation Code Section 6860.5 and California Government Code sections 60200-60204.

WHEREAS, the Harbors and Navigation Code provides the option to adopt the California Secretary of State's Local Government Records Program described in California Government Code Section 12236.

This web address takes you to the current version of the Local Government Records Retention Program:

<http://www.sos.ca.gov/archives/local-gov-program/pdf/records-management-8.pdf>

NOW, THEREFORE, BE IT RESOLVED: The Noyo Harbor District Commission is adopting the California Secretary of State's Local Government Records Management Guidelines pursuant to California Government Code Section 12236 which are applicable to Noyo Harbor District records.

PASSED AND ADOPTED: This 11th day of April, 2013, at a regular meeting of the Noyo Harbor Commission by the following vote.

Employee Benefits

***Effective March 8, 2001**

Employee Benefits:

MEDICAL & DENTAL INSURANCE FOR EMPLOYEES AND FAMILY: Full time employees only. Policy parameters to be approved by P&P Committee

Effective January 1, 2014, regular full time employees will be eligible for insurance coverage on the first of the month following a 60 day waiting period. **(Adopted 11-15-12) (ACA modification 10.10.13)**

VISION COVERAGE: \$200 out of pocket re-imbusement every 2 years following coverage eligibility

SEP IRA: 15% of gross salary or wages after 3 years full time employment

The wages, hours, and working conditions of all employees of the Noyo Harbor District, except for exempt employees, shall be in compliance with orders of the Department Of Industrial Relations of the State of California regulating wages, hours and working conditions of employees. **(Adopted 2-8-01)**

Compensating Time Off (CTO):

The Harbor Manager and Assistant Harbor Manager positions are executive and administrative positions exempt from California Industrial Welfare Commission orders regulating wages, hours and working conditions. These exempt employees may be required to work beyond an eight hour day or 40 hours work week when circumstances require that they stay on duty. There will be no monetary consideration under such circumstances. Compensated time off will be provided. **(Adopted 2-8-01)**

Three paid CTO days per year for Harbor Manager and Assistant Harbor Manager. May take either compensating time off or be paid for the 3 days at the end of the year. **(Adopted 7/99)**

Overtime:

Hourly employees will be paid at one and a half times their hourly wage or may take compensating time off at one and a half time.

PAID HOLIDAYS:

New Years Day	July Fourth
Martin Luther King Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day

Noyo Harbor District Policies & Procedures

(If a holiday falls on a Saturday or Sunday the preceding Friday or the following Monday may be observed as the holiday)

VACATION POLICY:

During the first year of full time employment, employee is entitled to 1 week (5days) paid vacation. **(Adopted 8-12-99)**

After 3 years full time employment, employee is entitled to 2 weeks (10 days) paid vacation. **(Adopted 2-10-94)**

After 5 years full time employment, employee is entitled to 3 weeks (15 days) paid vacation. **(Adopted 2-10-94)**

After 8 years full time employment, employee is entitled to 4 weeks (20 days) paid vacation. **(Adopted 2-10-94)**

After 1 year, REGULAR PART TIME employment (29 hours or less per week), employee is entitled to 8 hours paid vacation for every 416 hours worked. **(adopted 3-10-94)**

TEMPORARY EMPLOYEES, those employees who might work as many as 40 hours or more, per week, but for a limited period of time or those employees who might be hired for a specific project, shall not be eligible for vacation pay. **(Adopted 3-10-94)**

Subject to the following conditions: **(adopted 2-10-94)**

Vacation paid at current wage or salary. Vacation time may be used after it is earned.

Vacation time must be used by the end of the following calendar year in which it is earned. (Under special circumstances vacation time may be accumulated with prior approval of the Harbor Commission.) **(Adopted 2-8-01)**

Vacation time is to be coordinated with other employees. Seniority (employee with longest accredited time with the District) has first choice of time off.

Chairman or Vice-Chairman shall be made aware, six weeks in advance, if an employee plans to take more than three consecutive vacation weeks.

WEEKENDS AND HOLIDAYS: Chairman or Vice-Chairman shall be notified if all employees will be out of town and/or unavailable to respond to an emergency.

Noyo Harbor District Policies & Procedures

SICK LEAVE POLICY

After 1 year full time employment, an employee is entitled to 12 days of paid sick leave. Made retroactive to 6-1-99. **(Adopted 3-8-01)**

REGULAR PART TIME AND TEMPORARY employees SHALL NOT be eligible for paid sick leave. **(Adopted 3-10-94)**

Subject to the following conditions:

Employee sick leave paid at current wage or salary **(adopted 3-10-94)**

Sick leave may be accumulated up to 100 days (800 hours). **(Adopted 3-8-01)**

Upon separation of employment, employees having 10 years of continuous service are allowed 15% of unused sick leave. The employee has the option of being paid or receiving credit service toward their retirement plan. **(Adopted 3-8-01)**

After 3 consecutive days of absence a doctor's confirmation of illness may be required. **(Adopted 3-10-94)**

BEREAVEMENT LEAVE (adopted 4-14-94)

An employee shall be granted bereavement leave with pay for the death of a person related by blood, adoption or marriage or any person residing in the immediate house-hold of an employee at the time of death. The bereavement leave **shall not exceed three days**. If additional bereavement leave is necessary the employee may use accrued vacation or sick leave.

LEAVE OF ABSENCE (ADOPTED 4-14-94)

Regular full-time or regular part-time employees may apply for a leave of absence for reasons of illness, pregnancy, illness in the immediate family, involuntary or voluntary active military reserve duty, or personal reasons. All leaves are without pay.

Requests must be submitted in writing to the Harbor Commission and specify the type, reason, and duration of the leave requested. Request must be approved by the Harbor Commission. Employees returning from an approved leave are required to provide five (5) days advance notice. Failure to return from an approved leave within three (3) days of expiration is ground for dismissal.

Noyo Harbor District Policies & Procedures

New Employee Checklist

EMPLOYEE NAME: _____

Start Date: _____

ITEM	ACTION DATE	INITIALS	DOCUMENT LOCATION
Copy of job Announcement	_____	_____	_____
Completed Application/Resume.....	_____	_____	_____
Reference Checks (notes Attached)	_____	_____	_____
Conditional Offer Letter to Applicant.....	_____	_____	_____
	_____	_____	_____
Offer or Rejection Letter sent to Applicant	_____	_____	_____
Personnel File Prepared	_____	_____	--
	_____	_____	_____
	_____	_____	_____
Job Description and Signature of Understanding.....	_____	_____	_____
Verification of Employment Eligibility (Form I-9)	_____	_____	_____
W-4 Form	_____	_____	_____
Employee Contact/Emergency Information Form	_____	_____	_____
HIPAA Information	_____	_____	_____
Notification of Drug-Free Work Place	_____	_____	_____
Compensation Resolution or MOU	_____	_____	_____
Personnel Rules	_____	_____	_____
Administrative Regulations	_____	_____	_____
	_____	_____	_____
Worker's Compensation Flyer	_____	_____	_____

Noyo Harbor District Policies & Procedures

ITEM	ACTION DATE	INITIALS	DOCUMENT LOCATION
Employee Designation of Treating Physician	_____	_____	_____
	_____	_____	_____
Medical coverage Packet (EPO & HSA)	_____	_____	_____
Dental Coverage Booklet, Enrollment Form....	_____	_____	_____
Vision Care Pamphlet, form	_____	_____	_____
Payroll Deduction Form for Health/Dental Premiums...	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Life Insurance Policy			
Group _____ Amount			
\$ _____			
.....			
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
FMLA Flyer	_____	_____	_____