

Supplement to Sweet Grass County Personnel Manual

- A. Equipment – All employees shall treat all equipment with respect.
 - a. Employees are responsible for equipment they are using. Each person must report any problems with equipment immediately.
 - b. No speeding – continued and excessive speeding as determined by Coordinator or member of the Board may result in immediate termination.
 - c. ATV's – all personnel will have proper training and will use extreme caution when operating ATV's. No horsing around, side-hilling, speeding or unwise use.
- B. Training – Sweet Grass County will provide at least 20 hours per year training new employees on safety procedures, which are pertinent to duties and activities.
- C. Spill Procedures
 - a. Report any spill if it is 5 gallons or more immediately
 - b. Follow response plan
- D. Time Sheets and Pay period
 - a. Time Sheets are due every other Monday.
 - b. Time sheets must be filled out properly, dated and signed
 - c. Payday is every other Friday.
- E. Application Records – Montana Law requires that an herbicide application record be completed at the time of application.
 - a. Application records will be turned in daily and must be complete and signed
- F. Keys – Each person will be issued a set of keys. Each person is responsible for the keys until the end of the season. If the person losses or fails to return the keys at the end of the season, they will be responsible for the cost of replacement which may include the cost of re-keying locks. Final paycheck will be withheld until keys are returned.
- G. Work Hours – General work hours are Monday through Thursday, 7 am – 5pm. However, employees may also be asked to come in earlier or stay later or work on other days as needed.
- H. Conditions
 - a. Wind – Absolutely no spraying in winds in at or above 8-10 mph.
 - i. If it is too windy to spray current location you must move to two different areas before returning to the shop and ending for the day.
 - b. Rain/snow – Do not make applications in a downpour situation.
 - c. Temperature – Do not make applications when the temperature is above 90' or below 32'.
- I. Accidents
 - a. Employees must report any accident or injury immediately to supervisor. If the injury or accident is an emergency the employees must go to the Pioneer Medical Center immediately or if necessary call 911

